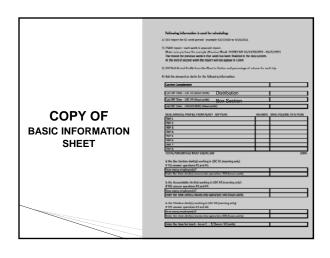
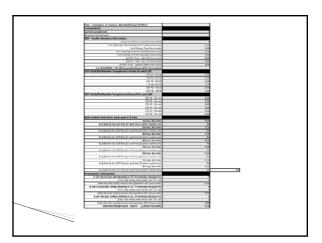
FUNCTION 1 & 4 PUTTING TOGETHER MATRIX Created by the Clerk Division: Rob Strunk, Director Pat Williams, Asst. Dir Lyle Krueth, Asst. Dir Lamont Brooks, Asst. Dir Lamont Brooks, Asst. Dir

FUNCTION 4 WORKBOOK



Local Information

Local information - The steward or clerk who works in the office will fill out this form. They are our best source of information. We will be able to use most of the information on this sheet to compare to the USPS reports that we will or have requested.



Office Information

- Date of completion of schedule Date that the local union gave management their proposal on the revised schedule.
- All time must be MUST be entered in (24 hour clock) hour and units. Example 8.50 will be entered in our workbook - NOT 8:50
- CSV Facility Database Information can be found on the CSV report we will want to make sure the information is correct. We will compare CSV to the local information that we received from steward or clerk that was filled out from the local information.
- # of Deliveries CSV report located in the <u>LDC 48</u> <u>Earned Workhours</u>

Note: CSV is acronym for Customer Service Variance LDC is acronym for Labor Distribution Code

Office Information

- CSV Clerk/Mail handler Complement We will be using the data in section label <u>Current Actual</u>, <u>Target</u> and <u>Daily</u> <u>Hrs</u> for each LDC. Example of complete <u>CSV report</u>
- Mail Arrival from P&DC base upon IOP/SOP Plan - Information request will be needed.

Note: IOP / SOP are acronyms used for Internal Operation Plan/Standard Operation Plan

Office Information

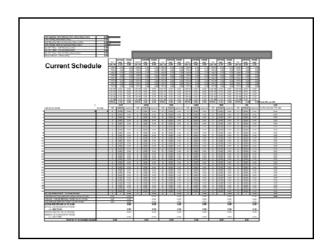
- Employee(s) Information we will need to know if any of the clerks are schedule to work in LDC 43 in the morning to the cut off time for distribution.
- Example: Clerk -1starts at 4.25am (that's 4 hour and 25 units) and the cut off time for LDC 43 is 9.00am. Clerk-1 wants to work the window and the window opens at 8.50am (8 hours and 50 units) the clerk moves into operation 355 at 8.25 (8 hours and 25 units) to setup the window. There is a total of 4 hours spent in LDC 43. That is subtracting their moved time (8.25) from their begin tour (4.25). Because the cut off time for LDC 43 is 9.00 am. the matrix workbook will add .75 units back into LDC 43 to complete the task.

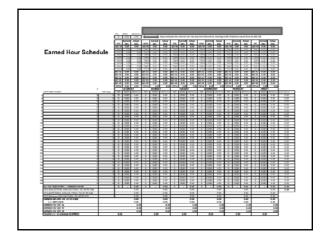
CSAW Information

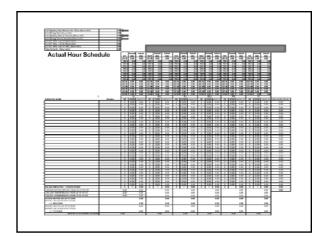
- Customer Service Adjusted Workload (CSAW) Each previous week information Earned and TACS will be inputted into the CSAW Info section of the workbook.
- Each week is separate report for the CSAW and we will need the previous week information. The reason for previous week is that it has been finalized in the data system. Example of CSAW report

			CUSTOMER SERV	NEF ADJUST	FD WORKLOAD		quest previous w	reek inter-	ation				
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upo P	SAT-CARNED S		MON- CARNED							THE TACS			
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42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	CANNED HIS
G2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	ACTUAL HE
43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	_
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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TOTAL EARNED HI 0.00	0.00 0.00 0.00 0.00 0.00	FRI-EARNED 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	1/34/2 THR-EARNED 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	\$/21/2 WED-EARNED 0.00 0.00 0.00 0.00	0 TUES-TACS 0.00 0.00 0.00 0.00	3/72/7 TUES EASINED 0.00 0.00 0.00 0.00	MON-TACS 0.00 0.00 0.00 0.00	5/21/2 MON- EARNED 0.00 0.00 0.00 0.00	SAT -TACS 0.00 0.00 0.00 0.00	AT-EARNED DICK DICK DICK DICK
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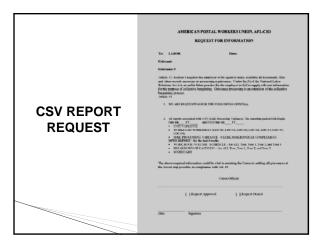
Schedules

 The following schedule examples are for the same office. Actual data used was from the CSV and CSAW reports.

• EXAMPLE SCHEDULE

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Peoplese 7 4-year 8 550 000 8 850 000 8 850 000 8 850 000 8 850 000 1 850 000 40	
Seven employees with 40 hrs a week @ 8 Hrs a day five days a week	
Designa 4 September Sept	
Project Proj	
September 5 Aurilla 1 0 1 0 0 0 1 0 1 0 1 0 1 0 1 0 1 0 1	
Seven employees with 40 hrs a week: Six working 8 Hrs a day, five days a week	
and one working 10 Hrs a day, four days a week	
	1
MAX - 20 Notice Sate Mon. Tor Wind THR Fr 288	
	-
Implement	
Principles Principles 0 0.00	
Five employees with 40 hrs @ 8 Hrs a Day and Two employees with 44 Hrs (one with two 12 Hrs a day and two 10 Hrs. a Day)	
(one with two 9 Hrs a day, two 8 Hrs a day and one 10 Hrs a Day	
MAX: 300 lours Sec Mays Tair Need Trift Fri 226	
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Six employees with 40 hrs a week with 8 Hrs a Day @ five days a week and One employee with 36 Hrs a week @ 9 Hrs four days a week	

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EMPLOYEE NAME	NS Dava	HA	START	43 HR6	на	START	43 HRS	ня	START	43 HRS	HR	START	42 HRS	HR	TAATE	43 HRS	HR	TRATE	42 HRS	CLERK HOURS PLK WK
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Employee 1	in/le	2	3.30	3.50			4.00	0	0.00	0.00	0		3.75	0	4.00	5.00	0	7.50	1.50	49
Employee t	San/RK	- 1	6.90	2.90	1	5.25	1.75	*	\$.00	4.00		5.25	3.75		5.25	3.75	0	0.00	0.00	- 0
Employees	Sus/Thr		6.90	2.50		8.50	0.50		8.50	0.00	8	8.50	0.50	0	0.00	0.00		5.00	4.00	40
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Ixangle 1 OVERLOYEZ NAME Engloyee 1 Engloyee 2 Engloyee 3 Engloyee 4	SeySun SonyClar SonyClar SonyClar SonyClar	HA O	\$40 5140 430 430	43 HMS 4.00 5.00 5.00	en 6 8	Mor START 4.00 4.00 5.00 5.25	48 HRS 5.00 5.00 4.00 3.75	HR 6	Tu 51AR1 4.00 4.00 0.00 1.50	2 Hrs 43 HRS 5.00 5.00 9.50	HR & 8	We START 400 400 525 515	49 HRS 5.00 5.00 5.75 3.75	HR &	THE START 4.00 0.00 4.00 5.25	43 HRS 5.00 0.00 5.00 3.75	HR 6 8 0	\$1AR1 400 400 7.50	5.00 5.00 1.50 0.00	270 CLERK HOURS PER W 30 40 40

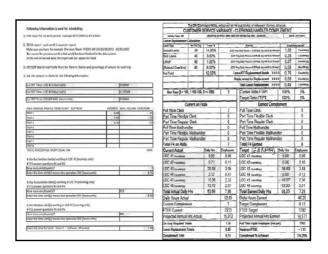


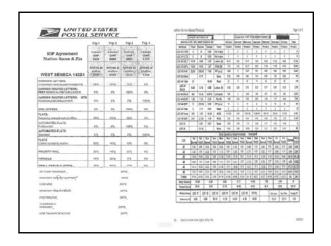
CSV Information Request Example of CSV request

CSAW REPORT REQUEST	AMERICAN POSTAL WORKERS LINION, AFL-CIO REQUEST FOR INFORMATION To. LADOR Don. Glorian Carcasar Carcas
	Star Septidor

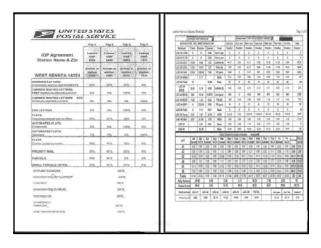
CSAW Information Request

Example of CSAW request





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FUNCTION 1 WORKBOOK

Function 1 Workbook	
 Information Request for Function 1 workbook Instruction guide to Function 1 workbook The mechanics of the Function 1 workbook 	
FUNCTION 1 WORKBOOK	
THANK YOU	