

FUNCTION 4 SCHEDULER DEMONSTRATIONS

Pat Williams & Mike Barrett

1

This demonstration is *just to demonstrate our software* that we presented at the All Craft Conference and during our webinar, demonstrating: How to input into the scheduler.

This is only for Function 4 'ONLY':

Open Function 4 scheduler file.

Click on: the Excel File that says 'Non Traditional Schedule' v11.

Basic Steward Information Page- purpose is to get information from the office that we will need that might be unique to that office.

Schedule is going to be based on the Mail Arrival Profile.

Go into workbook:

Click Tab 1- enter 'Office Information'

Click on 'Date of Completion of Scheduler'

Use the Date 11/01/2011 (date give mgmt proposed schedule- for this presentation only use this date).

Hit 'Enter' key

Current Compliment- The number of employees assigned to that office.

If there are eight individuals and one leave, but the post the position is still there you still Enter '8'. This number is only for this demonstration.

FUNCTION 4 SCHEDULER DEMONSTRATIONS

Pat Williams & Mike Barrett

2

Hit enter key- it turns black means you entered information into the work book.

Proposed compliment- is from what management gives you from their proposal.

We want the number of 40 hour positions they are proposing (just for our information). If they give you six (6) individuals with 40 hour positions, we will type in the #6. If they give you 7 positions, and 1 is less than 40 hours, we only want to count the 40 hr positions, because we want to maximize 40 hours position. Go with the proposed compliment 6 with the 40 hours.

Enter: #6 hit enter

Name of office: Type in 'Del Valle' for this demonstration.

Office Finance Number: 351018 for this demonstration

Hit- enter key

CSV facility data base information – is from the Facility Data Base from CSV report – from information request we asked management for.

Office Open: 4.00 which represents 4:00 am

Hit- enter key

Unit Close Time: 18.00

Hit- enter key

Saturday Opening Time: 4.00

FUNCTION 4 SCHEDULER DEMONSTRATIONS

Pat Williams & Mike Barrett

3

Hit- enter key

Unit closing Time Saturday: 17.50 for this demonstration

Hit- enter key

Cut off time from LDCs:

LDC 43 9.00 hit enter

LDC 44 11.00 hit enter

Culler Mail 9.00 hit enter

That's all the information from the Facility Data Base.

Look where hours are in black on the right, where it says 4am, it will populate in hours and minutes for you.

Number of deliveries: found on LDC earned work hours report that you requested from management's from CSV Report. It will be on the first line of the report that says 2nd Notices: number of Deliveries, that's the number you want to type

Insert- 19,157 deliveries

Hit- enter key

Scroll down- to see rest of work book

CSV Clerk Mail handler Compliment for each LDC

Find it on CSV report that says CSV Clerk & Mail Handlers Compliment.

The actual hours- is what we will use.

FUNCTION 4 SCHEDULER DEMONSTRATIONS

Pat Williams & Mike Barrett

4

Look at report:

'0' hours for CSV 41			hit enter
Hours for CSV 42	Actual Hours	.65	hit enter
Hours for CSV 43	Actual Hours	19.11	hit enter
Hours for CSV 44	Actual Hours	2.61	hit enter
Hours for CSV 45	Actual Hours	15.15	hit enter
Hours for CSV 48	Actual Hours	13.72	hit enter

Down to CSV Clerk Mail Handler Compliment earned for each LDC.

Earned is same thing for target. Some reports might have earned/target. Interchangeable words.

Earned based on management's expectations on activity goals and time factors.

Hours for CSV 41	'0'		hit enter key
Hours for CSV 42	earned hours	60.00	hit enter key
Hours for CSV 43	earned hours	16.23	hit enter key
Hours for CSV 44	earned hours	.85	hit enter key
CSV	45 earned hours	16.37	hit enter key
CSV	48 earned hours	13.34	hit enter key

FUNCTION 4 SCHEDULER DEMONSTRATIONS

Pat Williams & Mike Barrett

5

CSV Clerk MH and actual CSV is what we put in.

In blacken error- look to the right, the time utilized to complete LDC, completed in hours and minutes.

Mail arrival from P&DC- is based on IOP Plan: From the information request, Management tell us the 1st Trip in hours and units is 4.00

Insert- 4.00 hit enter

Percentage of Mail to SOP- for each trip type in the following:

Trip 1- type in 65 hit enter

Trip 2- type in 5.08

Hit- enter

Type in- 20 so 20% of mail will come in

Truck arrival:

Enter- #15; do not enter percentage

Hit- enter

Scroll down

At the end of Trip A- where it says 100% will add up all the percentages for you. It should end up in 100%. If not, you will have to go back; it is based on what you typed in.

FUNCTION 4 SCHEDULER DEMONSTRATIONS

Pat Williams & Mike Barrett

6

Employee information section- who ever do the schedule has no idea of what's going on. Only the people in the office know that.

In box section- clerk working LDC 48, morning only up to cut off time

This example we are going to say 'NO'. No one in box section moving to that operation prior to the cut off time 9:00am

Type 'NO'. Hit enter key

Hit enter key again, no time

Enter again,

The accountable clerk- if there enter 'Yes', if not enter 'No'

Enter 'yes' and hit enter key If yes, how many entered 544
(accountable room operation number)

If move in at 8.50 which is 8:30 (8.50 is hours and units)

How many clerks move into Opr 544, everyday there is one clerk

If clerk move in 5 days of week and everyday consistent answer 'yes'.

If don't do it every day enter 'No'.

Do the average:

If one person everyday Type in '1'.

If Monday 2 and Tues 1, do average for week.

We are going to use '1'

FUNCTION 4 SCHEDULER DEMONSTRATIONS

Pat Williams & Mike Barrett

7

Hit- Enter key

Time clerk move into Oper 544

Type- 8.50 hit enter

Window clerk working LDC morning only 'NO'

Type 'No' hit enter key

Hit enter key again because at no time did they move in

Hit enter key again

Time for lunch- if 1 hour is required for lunch enter '1'

If ½ hour enter '.50'

Our example- enter .50

Hit- enter

Tab 1 is completed and information will be populated throughout the work book for you.

Click on Tab 2- CSAW Information

Date: Start on 'Saturday' always, whatever the previous report you have, the first week you will put in that date.

Enter: '10-29-2011' because that's a Saturday

Hit- enter key

FUNCTION 4 SCHEDULER DEMONSTRATIONS

Pat Williams & Mike Barrett

8

Earned hours (management expectations) from CSAW report and TACS hours based on TACs rings or operations

LDC 41 Saturday earned time '0'

LDC 41 is '0' hit enter

LDC 42 .93 hit enter

LDC 43 18.48 hit enter

LDC 44 .68 hit enter

LDC 45 18.14 hit enter

LDC 46 13.61 hit enter

TACS rings for Saturday

LDC 41 '0' hit enter

LDC 42 15.04 hit enter

LDC 43 1.41 hit enter

LDC 44 16.09 hit enter

LDC 45 8.04 hit enter

FUNCTION 4 SCHEDULER DEMONSTRATIONS

Pat Williams & Mike Barrett

9

Now Monday Earned:

LDC 41	is '0'	hit enter
LDC 42	1.1	hit enter
LDC 43	21.88	hit enter
LDC 44	1.11	hit enter
LDC 45	21.05	hit enter
LDC 46	16.02	hit enter

Monday's TACS:

LDC 41	'0'	hit enter
LDC 42	6.4	hit enter
LDC 43	27.06	hit enter
LDC 44	5.18	hit enter
LDC 45	16.31	hit enter
LDC 46	12.65	hit enter

FUNCTION 4 SCHEDULER DEMONSTRATIONS

Pat Williams & Mike Barrett

10

Tuesday earned

LDC 41 is '0' hit enter

LDC 42 .88 hit enter

LDC 43 12.38 hit enter

LDC 44 .61 hit enter

LDC 45 19.98 hit enter

LDC 46 12.81 hit enter

TUES TACS:

LDC 41 is '0' time hit enter

LDC 42 is '0' time hit enter (O clerk moved into operation)

LDC 43 19.21 hit enter

LDC 44 2.37 enter

LDC 45 16.23 enter

LDC 46 14.02 enter

FUNCTION 4 SCHEDULER DEMONSTRATIONS

Pat Williams & Mike Barrett

11

Wednesday earned

LDC 41 is '0		hit enter
LDC 42	.77	hit enter
LDC 43	13.47	hit enter
LDC 44	.73	hit enter
LDC 45	18.01	hit enter
LDC 46	11.21	hit enter

Wednesday TACS

LDC 41 is '0' time		hit enter
LDC 42	.53	hit enter
LDC 43	19.15	hit enter
LDC 44	2.20	hit enter
LDC 45	18.12	hit enter
LDC 46	18.57	hit enter

FUNCTION 4 SCHEDULER DEMONSTRATIONS

Pat Williams & Mike Barrett

12

Thursday earned time:

LDC 41 is '0' time		hit enter
LDC 42	.82	hit enter
LDC 43	13.39	hit enter
LDC 44	.76	hit enter
LDC 45	15.09	hit enter
LDC 46	12.01	hit enter

Thursday TACS:

LDC 41 is '0' time		hit enter
LDC 42	.17	hit enter
LDC 43	17.20	hit enter
LDC 44	2.77	hit enter
LDC 45	13.74	hit enter
LDC 46	16.08	hit enter

FUNCTION 4 SCHEDULER DEMONSTRATIONS

Pat Williams & Mike Barrett

13

Friday earned time:

LDC 41 is '0' time		hit enter
LDC 42	.99	hit enter
LDC 43	14.53	hit enter
LDC 44	.70	hit enter
LDC 45	15.04	hit enter
LDC 46	14.41	hit enter

Friday TACS

LDC 41 is '0' time		hit enter
LDC 42	1.19	hit enter
LDC 43	16.60	hit enter
LDC 44	1.89	hit enter
LDC 45	12.81	hit enter
LDC 46	10.51	hit enter

This completes the CSAW report from previous week for Week 1

When get Week 2, do the same thing for 2, 3, & 4.

FUNCTION 4 SCHEDULER DEMONSTRATIONS

Pat Williams & Mike Barrett

14

Click on CSAW average per page- this is just for your information if you want a hard copy. You can print out the page, and everything from TAB #2 you put in will be populated on the sheet.

Tab 3, Current Schedule:

This page is optional. Whatever the current schedule is now. No requirement for the workbook. Creates a history for what goes on in that office.

Tab 4- Earned Hour Schedule. You put in management's proposal. Not our proposal. They will use earned activity, time factors and what we will put into the schedule and workbook.

Unit time Mon-Fri: all the way down to lunch time hours per minute.

Tab 1- automatically gets populated in this section of the work book.

Section that says hours- Start time LDC 43 hours; is going to be the cells we will copy and paste. It will be in Tab 4 and Tab 5 the same place.

FUNCTION 4 SCHEDULER DEMONSTRATIONS

Pat Williams & Mike Barrett

15

Scroll over, this section is the start time calculator for LDC 43, this is only a tool to be utilized, to determine based on information that we put in, how many clerks needed for each trip. Start early morning first.

Click on Saturday Trip 1-

Employee 1- LDC 43 remaining hours 11.25

Mail Arrival: is 4:00 am and actual time needed based on TACS rings, is 12.77.

We are talking about the Saturday schedule earned hours mail arrival profile actual schedule, it says employees needed, based on data we put in the earned time is 2.55 employees, this is what is needed to complete that task. Only put in what management tells you they are proposing.

Do for each day of the week, Saturday through Friday.

- Trip 2- show hours earned 3.46
- Trip 2 mail arrival- is 5.08
- Actual hours- 3.93

It shows one employee is needed based as 'earned hours'.

If you want to use that portion or you can use calculator,

Trip 1- calculator shows you need employee 1 to start at 4:00 am
Employee 2 is also needed to start 4:00am

FUNCTION 4 SCHEDULER DEMONSTRATIONS

Pat Williams & Mike Barrett

16

Example: Click on drop down menu on calculator. As scroll down can see each day of the week with the number of trip and give you an idea of how many employees you need.

Click off, scroll down-

Earned schedule is management's proposal. When they give you their schedule, this is what you will put in.

Management proposal as- employee one a non schedule day S/F

Type in- Sunday/Friday

Hit- tab at the hour

(Starting at 4:08 am with an 8 hour day) copy and paste the cells,

Click on hours, left click, hold down left click button, drag across to LDC 43, release button, right click, select 'copy', scroll down to where the hours are click on it, right click, and click on the word 'paste'. Notice the start time is '0', but LDC is showing 9.00, because that is the cut off time. We need to know how many hours they have in LDC 43.

Employee #1 has same schedule Saturday - Thursday

Click- on Monday's hour's right click and paste

Go to Tuesday- click on hours cells right click, paste,

FUNCTION 4 SCHEDULER DEMONSTRATIONS

Pat Williams & Mike Barrett

17

Wednesday- click, paste,

Thursday- right click, and paste.

Go to employee number one, click on hour and type in '8' hours. It is going to be 8 hour schedule for Saturday

Hit Tab- start at 4.08 (remember hours and units)

Click- on Monday's hours- look at Sat (see 8hrs, start 4.08, number of hours in LDC is 4.92).

Monday schedule 8 hrs.

Hit tab

Type in- 4.08 as starting time

Hit- tab

It changes it to 4497

Hit- tab

Tuesday is 8 hours

Type- in 8 hit tab

4.08 hit tab

Shows 4.92 hours, **Hit-** tab

Type in '8' hours because it's going to be an 8 hour work schedule

FUNCTION 4 SCHEDULER DEMONSTRATIONS

Pat Williams & Mike Barrett

18

Wednesdays- hours type in 8, **Hit-** tab

Type- in 4.08, hit tab

Hit- tab key again

Type- in 8 hours, hit tab

Type- 4.08, hit tab as start time

Hit- tab again.

What you see is hours for week, is 40 hours. Do for each employee that management gives you for employee's proposed schedule.

If employee 2 had SAT/SUN off, hit tab

Hit- tab

Hit- tab again

If employee starts at 8:30am, all you do is type in '8 hours' hit tab and enter 8.50 and hit tab (because they are not working in LDC 43 you don't need to put in anything. Just type in number of hours per day and start time).

Do the same thing

Hit- tab

Type- in 8, hit tab

Type- 8.50, hit tab

Hit- tab

FUNCTION 4 SCHEDULER DEMONSTRATIONS

Pat Williams & Mike Barrett

19

Type- 8 hour, hit tab

Type- 8.50, hit tab

Hit- tab

Enter- 8, hit tab

Type- 8.50, hit tab

Hit- tab

Friday- enter 8 hrs, hit tab

Type- 8.50, hit tab

This is what you will do for each employee.

Scroll down to bottom of work book. Management schedule eight hour schedules. 47.3 is total number of earned hours per LDC schedule. Total hours 39.3 hours left on management's proposal.

Tab 5- is going to be the same type of information, but we will be using actual hours- next to the calculators- to make desirable 40 hour positions.

Go down click on:

Employee #1- start with person earliest in morning. Start with

FUNCTION 4 SCHEDULER DEMONSTRATIONS

Pat Williams & Mike Barrett

20

Sun/Tues off - Hit Tab.

Go back to cell- copy and paste

Click on hours; hold on left button, drag across, release, copy

Go back: hours for Saturday, right click and click on paste. Copy information on hours on Monday, paste, Tues Off; Click on Wednesday hour, right click, paste; Click on Thursday, right click, paste; Friday click on hour, right click and paste

Go back to beginning of workweek

Give start time of 4.08, tab

Go to employee #2; start with another person working in morning Sun/Thurs non schedule days. Just showing how information is entered.

Go to calculator- see that need at least two people where it says employees needed, show 2.55 so need two to start at 4am

Click on hours; hold on left button, drag across, release, copy

Go back: Copy information on hours on Monday, paste, Tues Off; Click on Wednesday hour, right click, paste; Click on Thursday off, go to Friday click on hour, right click and paste.

Go back to employee 2, type in 8 tab 4.08, tab, tab enter 8 for hours on Monday, Tab 4.08, tab, tab again, enter 8, tab, 4.08, tab, tab again.

FUNCTION 4 SCHEDULER DEMONSTRATIONS

Pat Williams & Mike Barrett

21

Hours on Wednesday- 8 hrs. 4.08, Tab, Thursday, tab tab again, go to Friday, enter 8, tab 4.08, tab. That's how you put information into the workbook.

Scroll back up, scroll over to 307 which is maximum number of hours can use for TACS rings. You cannot go over 307. That's 40 extra hours.

Click on Tab 4- Scroll over, notice management is 284, you can see difference between earned and actual time.

Go to tab 5- print schedule. Everything you entered in will be populated in the employee's cell sheet. Go to office, click print and then print the page and it will print out the schedule. This is on the new version of the workbook.

This completes the Function 4 workbook.

Stewards' Information sheet- you would send this form to the Union Steward or Clerk who knows what is going on in that particular office. They will try to fill out as much as they can. Most important is near the bottom "Is the box section clerk working in LDC 43", you put into Tab 1 of the workbook on employees section.

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