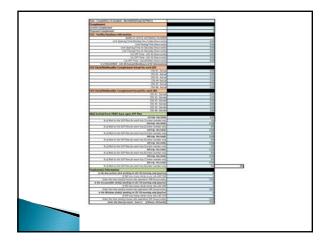
PUTTING TOGETHER MATRIX Created by the Clerk Division: Rob Strunk, Director Pat Williams, Asst. Dir Lyle Krueth, Asst. Dir Lamont Brooks, Asst. Dir A special thank you to Mike Barrett for all his assistance with this project

COPY OF BASIC INFORMATION SHEET	Federaling Information is used for inhefiding: 13 (10" regard to 32" and partiel manages (1737/200 to (17)/2011 2) (1000 regard and to 100 partiel manages (1737/200 to (17)/2011 2) (1000 regard and to 100 partiel manages (1737/200 to (17)/2011 The traces for produce codes in the case of the last of the code of the last of the day system. All the traces for produce codes in the case of the last of the last of the code of the last
	ETES answer questions ES and EG.

Local Information

Local information - preferred method for this information is the steward or clerk who works at the office will fill out this form they are our best source of information. Most of the information on this sheet we will be able to compare to the USPS reports that we will be requesting.



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
- <u>CSV Facility Database Information</u> 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 mail arrival profiles

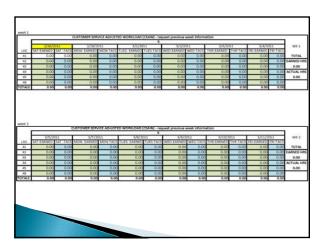
Office Information

- 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 -1 starts at 4.25 am (that's 4 hour and 25 units) and the cut off time for LDC 43 is 9.00 am. Clerk-1 wants to work the window and the window opens at 8.50 am (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.

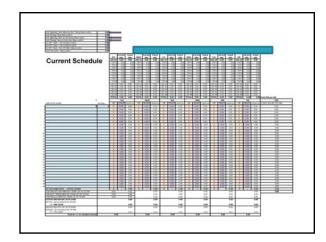
CSAW Information

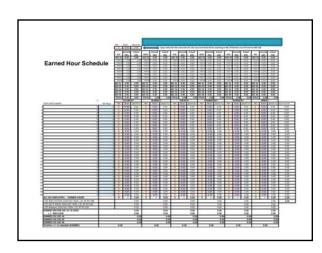
- Customer Service Adjusted Workload (CSAW) Each previous week information Earned and TACS will be inputted into the CSAW Info section of the workbook.
- Each week is separate report for the CSAW and we will need the previous week information. The reason for previous week is that it has been finalized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

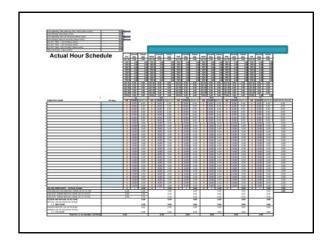
 Example of CSAW report



3/52/3	911	9/14/2	011	3/15/2	011	10/10/2	1011	1/17/2	011	3/18/2	011	WES
		MON-EARNED								FRI EARNED		1
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	TOTAL
0.00	8.00	0.00	0.00	0.00	0,00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00	0.00	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	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	0,00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	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	0.00	0.50	0.00	0.00	0.00	0.00	
6.00		CUSTOMER SER	WICE ADJUST	ED WORKLOAD	CSAWI - rec	quest previous y	week Inform	ation				
					0							Person
3/19/	611	3/21/	011	1/22/2	0 011	3/23/3	051	1/24/2		3/25/20		WE 4
3/19/. SAT-EARNED	011 SAT-TAC	3/21/2 MON EARNED	MON-TACS	1/22/3 TUES-EARNED	0 IOS1 TUES-TACS	3/23/3 WED-EARNED	WED-FACS	1/24/2 THE EARNED	THR-TACS	FRI-EARNED	PRI-TACS	WE 4
3/15/- SAT-EARNED 0.00	011 SAT-TAC 0.00	MON EARNED	MAGN. TACS	1/22/3 TUES EARNED 0.00	0 TUES-TACS 0.00	3/23/3 WED-EARNED 0.00	WED-FACS 0.00	3/24/3 THE EARNED 0.00	THR-TACS 0.00	FRI-EARNED 0.00	0.00	WE 4 TOTAL
3/19/. SAT-EARNED	011 SAT-TAC	3/21// MON EARNED 0.00	MON-TACS	1/22/3 TUES-EARNED	0 IOS1 TUES-TACS	3/23/3 WED-EARNED	WED-FACS	1/24/2 THE EARNED	THR-TACS	FRI-EARNED	0.00	WE 4 TOTAL
3/19/ SAT-EARINED 0.00	011 SAT-TAC 0.00	3/31/- MON EARNED 0.00 0.00	0.00 0.00	3/72/7 TUES EARNED 0.00 0.00	011 TUES-TACS 0.00	3/23/2 WED-EARNED 0.00	0.00 0.00	\$/34/3 THE EARNED 0.00	0.00 0.00	0.00 0.00	0.00 0.00	WE 4 TOTAL EARNED HIS
3/19/ SAT #ARNED 0.00 0.00	011 SAT-TAC 0.00 0.00	3/31/3 MON EARNED 0.00 0.00 0.00	0.00 0.00 0.00	3/72/1 TUES EARNED 0.00 0.00 0.00	0011 TUES TACS 0.00 0.00	3/23/2 WED-EARNED 0.00 0.00	0.00 0.00 0.00	3/34/3 THE EARNED 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	WE 4 TOTAL EARNED HRS
3/15// SAS & ARNED 0.00 0.00 0.00	011 SAT-TAC 0.00 0.00 0.00	3/H/7 MON EARNED 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	3/72/1 TUES EARNED 0.00 0.00 0.00	0011 TUES TACS 0.00 0.00 0.00	3/23/3 WTD-EARNED 0.00 0.00 0.00	0.00 0.00 0.00	5/34/3 THE EARNED 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 0.00 0.00 0.00	WE 4 TOTAL EARNED HIS 9.00 ACTUAL HIS



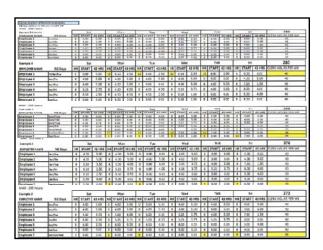




Schedules

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

• EXAMPLE SCHEDULE



Current Schedule			San		Г	Mov			Total			Wes	,		THE	1	1	Fr.		280
EMPLOYEE NAME	NS Days	HR	START	43 FR5	NR.	START	43 HRS	HR		43 H145	HB			1-R	START	49 HRS	HR	START	411-05	OFFICE SECOND
Imploves 1	Sec.Per	1	4.00	5.00	1		2.50	0		C.00	1		2.90	3	6.53	2.53	1	4.00	5.00	- 13
ingleres 2	Aug/Re		4.00	5.00	1	4.00	5.00		4.00	5.00	1	4-20	5.00	9	6.32	E.00		4.00	5.00	41
Lengtones 3	ben/fee	1	4.00	5.00	1	4.55	5.00	8	8.55	6.00	1	4.20	5.00	3	4.00	5.00	9	7.50	155	45
Employee 4	Sec.Pd	9.	1-25	1.75	1	4.52	4.50	1	4.50	4.53	1	\$.25	3.25	5	4,00	5.00	2	0.00	0.00 C	40
Employee S	with	1	6.50	2.50	8	4.52	4.50		6.90	2.53		8.50	6.00	9	6.00	E.00		1.00	4.00	45
Employee 6	Miller.	2	0.00	400	8	9.00	0.00		9.30	0.00	k	9.20	0.00	3	5.00	E.80		9.00	2.00	40
Implement 7	Sec. West	2	8.50	166	2	8.52	0.00		8.50	0.00	2	0.00	9.99	3	8.52	E80		8.00	3.00	40
		Sev	en e	_	ру	ees		4	0 hr		ree	k @		rs	a da	_	e	days	a we	eek
MAX - 265 hours Coengile 4			Set			Mo		_	Tue			Wes			THE			Te.		280
Dangle 4 EMPLDHE NAME	NS Days	HR	SAC	Q 465	HR	Mo	431485	ИR	Tue	43145	械	MARK MARK	43 H RS		THE			FLAIT	43 HIS	
Dangle 4 MPLOHE NAME Impleyer 1	NS Days Milecha	HR	Sat START GIG	43 HPS	10	Mos START 6.50	43 HRS 2.50	HR 13	Tue START 630	43H6 150	域額	STLAT £30	43 HRS 2.50		THE START 6.50	43 HRS	ня	START 0.20	43 HRS	280 CLERC HOLAS PER WIC
Dangle 4 BMPLDHEE NAME Engloyee 1 Engloyee 2	NS Days Note: Day Indigital	HR C	Sat START GDD 4.00	63 HRS 0.00 5.00	10 10	Mos START 6.50	43 HRS 2.50 5.00	10 E	Tur START 6.50 4.00	43H85 150 500	被助	START E.50	43 HRS 2.50 5.00	10 0	THE START 6.50 0.00	43 HRS 1,50 0.00	10	5TART 0.30 4.30	43 HRS 6.00 5.00	280 CLEEC HOLES PER WIC
Complete NAME Imployee L Imployee 2 Imployee 3	NS Days Milecities Sur/Poi Sur/Poi	HR C s	Satistant Goo 4 to 4.60	63 HRS 0.00 5.00 5.00	10 1	Mod START 6.53 4.50 4.50	43 HRS 2.50 5.00 5.00	HR SS E	Tue START 6.30 4.00 n.on	43 HRS 250 500 are	接動	START E.50 4.50	43 HRS 2.50	10 HB	THE START 6.50 0.00	43 HRS	149	START 0.20	43 HRS	280 CLERC HOLES PER WIC 40
Champie 4 EMPLOYEE NAME Employee 1 Employee 3 Employee 3	NS Days Note: Day Indigital	HR C	\$25,000 4.00 4.00 5.25	63 HRS 0.00 5.00	10 10	Mos START 6.50	43 HRS 2.50 5.00	10 E	Tur START 6.50 4.00	43H85 150 500	被助	Wes START £50 £50 £50	43 HRS 2.50 5.00	10 0	THE START 6.50 0.00 4.00	43 HRS 150 0.00	10	51AAT 0.30 4.30 1.50	43 HRS 6.00 5.00	280 CLERC HOL AS PER VIC 40 40
Dangle 4 MPLOHE NAME Impleyer 1	NS Days Malechia Inc. Pro- Inc. Pro- Inc. Pro-	HR C s	\$25,000 4.00 4.00 5.25	63:465 6.00 6.00 5.00	18 8 8	Mo START 6.33 4.50 4.50 4.30	43 HRS 2.50 5.00 5.00	HR 13 e	Tue START 6.50 4 fo o fo 4.10	43H95 250 500 ann 450	10 日 日	Wes \$14,87 £50 £50 £50 £25 £50	43 HRS 2.50 5.00 5.00 2.75	10 0 0	THE START 6.50 0.00 4.00	43 HRS 1.50 0.00 1.00 5.00	1 E	51AAT 0.30 4.30 1.53 6.30	43 HRS 6.00 5.00 1.50 4.00	280 CLEEC HOL, 85 PER WIC 40 40 40

Damae 5			Sat			Mon			Tue			We	1		THE	E		Fri	Ĺ	288
EMPLOYEE NAME	NS Days	HR	TRATE	43 HRS	HR	START	43 HRS	HR	START	43 H#5	HR	START	43 HRS	ЯŘ	START	43 HRS	HR	START	0.42	CLERC HOURS PER WIX
Employee 1	Sury/Tee	8	400	5.00	1	4,00	5.00	9	0.00	665	1	4,00	500	1	4.00	5,30	3	400	1.00	40
(mployee 2	SayThr	8	400	5.00	3	4.00	500	1	4.00	500	8	4,00	500	5	6.00	0.38	,	400	5.00	43
Implayee 3	San/Tee	8	525	125	3	5.25	2.75	0	0.00	643	5	5.25	3.75		450	4.50	1	560	4.96	41
Smolouse 4	Savite	1	652	1.55	1	150	8:00	1	8.50	(0.1	1	3.50	000	1	8.50	0.30	2		0.00	43
Employee 5	San/Wed	1	6.52	1.83	1	3.5C	6.00	1	2.30	10	5		350		4.95	0.30	1	8.50	6.00	43
Employee 6	Mi/Set/Sim	0	0.00	6.60	12	5.00	400	12	5.00	400	10	7.00	200	22	7.00	2.30	2	200	0.00	44
(mplayee?	Sati/See	0	0.00	4.60	Ē.	1.00	4.00	1	4.00	500	T	6.50	250	П	150	130	10	7.00	1.00	44
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Five en and Tw	nployee	s w	ith 4 es w (c	0 hrs ith 4 one w	5 (Hrs h tw	Hrs a (one	v	vith rs a	day,		о 8	Hrs a	•	lay a	and o		e 10		a Day
Five en and Tw	nployee ro emplo	s w	ith 4 es w (c	0 hrs ith 4 one w	s @	Hrs h tw	Hrs a (one	H	vith rs a	day,	tw		Hrs a	a d	lay a	and o	one			
Five en and Tw	nployee ro emplo	s wi	ith 4 es w (c	0 hrs ith 4 one w	s @	Hrs h tw	Hrs a (one vo 9	H	rs a	day,	tw	WE START	Hrs a	a d	lay a	and o	one	e 10	Hrs	a Day
Five en and Tw MAX-280 hours Tuergle 1 EMPLOYEE NAME Tryloyee 1	nployee ro emplo	s w	ith 4 es w (c	0 hrs ith 4 one w	s @	Hrs h tw	Hrs a (one	Н	rs a	day,	tw HR	We START	Hrs a	a d	lay a	and o) HR	e 10	Hrs a	a Day
Five en and Tw MAX-285 tous Employee name Employee name Employee 2	nployee ro emplo	s wi	ith 4 es w (c	O hrsith 4	s @	Mer START	Hrs a (one vo 9	H	rs a	day,	tw HR	We START	Hrs :	Ha	Ing START	and (HR B	in START	43 HRS	276 CJR -OJRS PER WK
Five en and Tw MAX-283 Yours Temple 1 twyloyer 1 tryloyer 1 tryloyer 1 tryloyer 1	NS Coys	s wi	ith 4 es w (c	0 hrs ith 4 one w	s @	Mer START 4.00	Hrs a (one 70 9	HR	Tue	48 HRS	tw HR	We START 4.00	Hrs :	Ha	149 57ART 4,00	43HR5	HR B	FM START 4.00	43HR5	276 C.FR +0.RS FER WK
Five en and Tw MAX-285 Scurs Tample 1 EMPLOYEE SAME Employee 2 Employee 2 Employee 3 Employee 3	NSDays	s wi	ses w (c	0 hrs ith 4 one w	s @	Mer START 4.00	Hrs a (one 70 9	HR	Tur START 000 400	48 HRS	i i	We START 4.00	49 H85 3.00 1.00 1.75	HE 1	140 57A/17 4,00 4,00	43HR5 5.00 0.00 5.00	HR II	FM START 4.00 4.00 2.10	43HB5 100 500 150	276 C.798 -O.RS PER W. 60 40
Five en and Tw	nployeer o emplo	s wi	ses w (c	43HRS 5.00 5.00 1.50 2.50	s @	Mer 57ART 4,00 4,00 5,25	Hrs a (one /o 9	HR	Tue START 0.00 4.00 0.00 5.00 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.00	48HR5	HR I	We START 4.00 4.00 5.25 8.15 8.30	48 HRS 100 100 100 100 100 100 100 100 100 10	HR 0 1 0 0	149 57ART 4.00 6.00 4.00 5.25	43HR5 1.00 0.00 5.00	HR II	5TANT 4.00 4.00 7.10 0.00 5.00	43HR5 300 500 150 000	276 C.798 -00.83 PER WK

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EMPLOYEE NAME	RS Days	HR	START	43 FR3	HR	\$TA41	5.00	0	37ART	43 HRS	HR.	# DD	43 HRS	*	START	43 HRS	98	START	43 HRS	CUTAK HOLAS PER WE
teplome 2	and the	+÷	4.00	1.00	+÷	4.00	1.00	÷	4.00	1.00	÷	4.00	1.30	0	0.00	0.00	0	4.00	5.00	40
Employee 2	Sun/Fire	11	1.50	110	i		4.00		9.00	0.33	÷	5.25	3.75	÷	4.00	5.00	÷	7.50	1.90	40
Employee 4	auto.	1	8.5C	2.50	ī	1.25	\$.25	1	1.00	4.00	1	1.25	1.75	1	1.25	2.75	0	3.00	0.00	40
Employee S	ma/fer		6.5C	2.50		8.53	0.50		8.53	0.30		4.53	6.50	0	6.00	6.83		3.00	4.00	67
Employee 6	Set/Sue	3	0.00	966		9.00	9.00	1	3.00	0.31	3	100	9.30	1	1.00	C33	1	900	9.00	40
Employee?	inclination.	2	0.00	9.00	8	8.50	0.00	8	8.50	0.50	9	0.00	8.50	18.	8.50	0.85		8.50	0.00	30
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engle I WLOME NAME	NS Cays Service	-	and s	One	em	nplo	yee	wi	th 3	2 Hrs	@	We	irs a	Da	To	R		fe		270
engle : VALONES NAME Inpleyee :		HS	and Sec	One	em	Mo STARE	yee	wi	th 3	2 Hrs	ren	H B C	d dames	Da	TH	R 43 HRS		STARE	43 HR3	270 CLERK HOURS PER W
emple 1 VALONES NAME Inployee 2	Set/lise	HSR 0	Sec START 300	One	em	Mo STARE 4.00	yee	wi Hii	Tw STARE	2 Hrs	mil i	We START 4.00	d dames	Da HR	START	R 43 HRS		Fr STARS 4.30	48 HR3 500	270 CLESK HOURS PEN W
erigie 1 VALDMEE NAME Oployee 1 Oployee 2 Oployee 3	Set/Sun Sun/Thr	HS. 0	Sec SIANI 300 400	One 42HIS 6.00 5.00	em	Mo STARE 4.00	yee 5.00 5.00	wi	Tw STARE 4.00	2 Hrs	rin i	We START 4.00	48 M/S	HR.	TH 57AR7 4,00	8 43 HRS	MR E	Fr STARS 4.30 4.30	48 HRS 500 500	270 CLEEX HOURS PER W 30 40
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	Seylion Son/Thr Son/Thr Son/Rel	HS 0 8 8	5ec 51AHI 300 400 400 525	43 H/S 6.00 5.00 5.00	em	Mo 57ARF 4.00 4.00	9 49 HKS	wi	Tw 57ARF 4.00 4.00 5.50	2 Hrs 43 Hrs 5.00 5.00 4.00 1.50	1 1 1 1	W6 START 4.00 4.00 5.25 5.25	42 ms 500 1.00 1.75	HR E	TH 5TART 4,00 0.00 4,00 5.15	8 43 HRS 1.00 5.00 1.00	#R	Fr START 4,00 4,00 1,50 0,00	48 HR3 500 500 150 500	270 CLERX +CUR3 PER W 30 40 40

CSV REPORT REQUEST	AMERICAN POSTAL WORKERS UNION, AFL-CIO REQUEST FOR INFORMATION To: LAROR Date: Greener General Aprile 13, Texture 3 requires for employer or his agent to ender available, all decements, filler and offer for months conceave by representing agricones. Clade 3s (3) of the Violentian Labe Relations Act a see unless have present a first to see a possible of the Continued Labe Relations Act a see unless have present to five supplying the falls to apply schools influentiant Relations and a see a unless have present and active and present and active relations and the Relationship of the Relations		
CSV Informati	tion Request		
C3V IIII OIII III	don Request		
	60 7		
Example of	CSV request		
] .	
	AMERICAN POSTAL WORKERS UNION, AFL-CIO]	

AMERICAN POSTAL WORKERS UNION, ATL-CTO REQUEST FOR INFORMATION To: LABOR But: Gricust Gricuster Gricuste

CSAW Information Request	
Example of CSAW request	
	1
Function 4 Workbook	
► Instruction guide to Function 4	
The mechanics of the Function 4 workbook	
	_
FUNCTION 4 WORKBOOK	
THANK YOU	