

e1994 Requirements

- **The e1994 is the ‘official’ PS 1994 of record**
- **HOWEVER – it’s a good idea (and much easier) to create your new version using the Excel stand-alone version**
 - **Once completed and approved, transfer to the web PS 1994 (for each day)**
 - **Sounds like double work, but will make the task much easier to accomplish**

By August 1, 2011

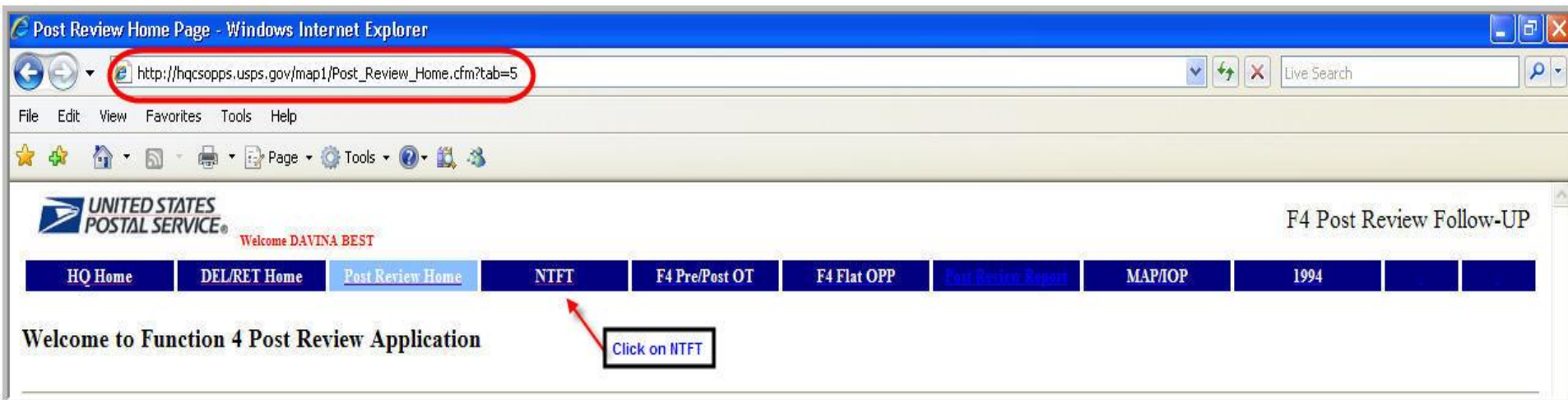
- Complete F4 modeling all facilities with PTR/PTF Clerks being converted
 - MAPs Validated
 - Web 1994s must be accurate and reflect the NTFT Schedules
 - Schedules have to be reviewed by the APWU
 - One time national load of schedules for assignments and bids
- Model remaining offices before Oct 1, 2011

August 27, 2011

- Conversion of PTFs (L21 and Above)
- Conversion of ALL PTRs
- NTFT schedules must be developed no later than 8/1/2011
 - F4 modeling all facilities with PTR/PTF Clerks being converted
 - Web1994s must be accurate and reflect the NTFT Schedules
- One time national load of schedules

Hindrances Toward Effective Scheduling

- Limited Scheduling Flexibility
 - Large office staff are primarily FTR Clerks.
 - Schedules are built around consecutive day of rules.
 - Limitations for sharing of clerks between offices.
 - OT is scheduled for heavier volume days.
 - Minimal flexibility to absorb downtime on lower volume days.
 - 1994s are built to maximize 8 hour assignments.
 - Relief clerks are not utilized effectively due to skill and assignment limitations.
 - Competing resource window (5 to 9) dictates staffing requirements.
 - Employee mix impacts the workhour rate.



Post Review Home Page - Windows Internet Explorer

http://hqcsopps.usps.gov/map1/Post_Review_Home.cfm?tab=5

File Edit View Favorites Tools Help

UNITED STATES POSTAL SERVICE®

Welcome DAVINA BEST

F4 Post Review Follow-UP

HQ Home DEL/RET Home Post Review Home NTFT F4 Pre/Post OT F4 Flat OPP Post Review Report MAP/IOP 1994

Welcome to Function 4 Post Review Application

Click on NTFT

- All F4 Schedules are to be entered and posted in the 1994 NTFT Program. RAR100 worksheets are not required. **Do not complete or submit to Human Resources.**
- To begin, click on NTFT as shown.

HQ Home				DEL/RET Home				NTFT Selection				NTFT Report								
Return to Top		Export Excel		Click on NTFT Selection to enter your schedules.																
Area	Total				Function 1				Function 2				Function Other							
	CNT EMPL	SCH Complete	% Complete	Over 35	CNT EMPL	SCH Complete	% Complete	Over 35	CNT EMPL	SCH Complete	% Complete	Over 35	CNT EMPL	SCH Complete	% Complete	Over 35	CNT EMPL	SCH Complete	% Complete	Over 35
CAPITAL METRO	1,103	8	0.7	1	98	0	0.0	0	75	0	0.0	0	904	8	0.9	1	28	0	0.0	0
EASTERN	1,343	15	1.1	9	83	0	0.0	0	78	0	0.0	0	1,162	15	1.3	9	20	0	0.0	0
GREAT LAKES	1,226	1	0.1	0	144	0	0.0	0	100	0	0.0	0	946	1	0.1	0	36	0	0.0	0
INTL SVC CTR	1	0	0.0	0	1	0	0.0	0	0	0	0.0	0	0	0	0.0	0	0	0	0.0	0
NORTHEAST	1,176	8	0.7	0	71	0	0.0	0	77	0	0.0	0	995	8	0.8	0	33	0	0.0	0
PACIFIC	1,636	84	5.1	80	113	0	0.0	0	106	1	0.9	0	1,399	83	5.9	80	18	0	0.0	0
SOUTHWEST	1,743	21	1.2	0	71	1	1.4	0	166	1	0.6	0	1,474	18	1.2	0	32	1	3.1	0
WESTERN	1,098	1	0.1	0	73	0	0.0	0	67	0	0.0	0	942	1	0.1	0	14	0	0.0	0
Total	9,324	138	1.5	90	652	1	0.2	0	669	2	0.3	90	7,822	134	1.7	90	181	1	0.6	0

- **Click on “NTFT Selection” to enter your schedule.**

POST		Total Hours: 																	
Name	WS Suffix	Sat Start	Sat End	Sat LNCH	Sun Start	Sun End	Sun LNCH	Mon Start	Mon End	Mon LNCH	Tue Start	Tue End	Tue LNCH	Wed Start	Wed End	Wed LNCH	Thu Start	Thu End	Tue
JA SAULO	Pick	Pick	Pick	0000	Pick	Pick	0000	Pick	Pick	0000	Pick	Pick	0000	Pick	Pick	0000	Pick	Pick	0
		0		Sun Hours : 0			Mon Hours : 0			Tue Hours : 0			Wed Hours : 0			Thu Hours : 0			
POST		Total Ho 																	
Name	WS Suffix	Sat End	Sat LNCH	Sun Start	Sun End	Sun LNCH	Mon Start	Mon End	Mon LNCH	Tue Start	Tue End	Tue LNCH	Wed Start	Wed End	Wed LNCH	Thu Start	Thu End	Tue	
VI HANSEN	Pick	Pick	0000	Pick	Pick	0000	Pick	Pick	0000	Pick	Pick	0000	Pick	Pick	0000	Pick	Pick	0	
		0		Sun Hours : 0			Mon Hours : 0			Tue Hours : 0			Wed Hours : 0			Thu Hours : 0			
POST		Total Ho 																	
Name	WS Suffix	Sat End	Sat LNCH	Sun Start	Sun End	Sun LNCH	Mon Start	Mon End	Mon LNCH	Tue Start	Tue End	Tue LNCH	Wed Start	Wed End	Wed LNCH	Thu Start	Thu End	Tue	
BA LOWE	Pick	Pick	0000	Pick	Pick	0000	Pick	Pick	0000	Pick	Pick	0000	Pick	Pick	0000	Pick	Pick	0	
		0		Sun Hours : 0			Mon Hours : 0			Tue Hours : 0			Wed Hours : 0			Thu Hours : 0			
POST		Total Ho 																	
Name	WS Suffix	Sat End	Sat LNCH	Sun Start	Sun End	Sun LNCH	Mon Start	Mon End	Mon LNCH	Tue Start	Tue End	Tue LNCH	Wed Start	Wed End	Wed LNCH	Thu Start	Thu End	Tue	
TH VOEKS	Pick	Pick	0000	Pick	Pick	0000	Pick	Pick	0000	Pick	Pick	0000	Pick	Pick	0000	Pick	Pick	0	
		0		Sun Hours : 0			Mon Hours : 0			Tue Hours : 0			Wed Hours : 0			Thu Hours : 0			
POST		Total Ho 																	
Name	WS Suffix	Sat Start	Sat End	Sat LNCH	Sun Start	Sun End	Sun LNCH	Mon Start	Mon End	Mon LNCH	Tue Start	Tue End	Tue LNCH	Wed Start	Wed End	Wed LNCH	Thu Start	Thu End	Tue
DE MURRY	Pick	Pick	Pick	0000	Pick	Pick	0000	Pick	Pick	0000	Pick	Pick	0000	Pick	Pick	0000	Pick	Pick	0
		0		Sun Hours : 0			Mon Hours : 0			Tue Hours : 0			Wed Hours : 0			Thu Hours : 0			

- Enter Begin Tour/End Tour schedules for each day.
- WS Suffix
 - **Standard (STD) example:** Mon-Fri: 0800 to 0430 with Sat/Sun off: Means employee will not report to work Saturday or Sunday, but they will report to work on Monday at 8:00 a.m.)
 - **Variable (VAR) example:** Mon: 0800 to 0530; Tue-Fri: 0800 to 0430 with Sat/Sun off: Means employee will not report to work Saturday or Sunday, but they will report to work on Monday at 8:00 a.m.)

VERY IMPORTANT!!!

- **Must have a NTFT schedule for EVERY PTF/PTR!**
 - **If not – they'll become a Full Time Traditional with a 40 hour schedule**
- **When modeling (PS 1994)**
 - **30 – 48 hour NTFT positions**
 - **For each PTR and PTF that will be converted**
 - **Schedule wisely**

- **Building a Quality 1994**
 - **With the new agreement flexibility can be achieved through the use of NTFT & PSE**
 - **Start with the hard time items and work backwards**
 - **Re-evaluate existing windows of operation**
 - **Begin with Tuesday**
 - **Use as a template for an average day**

- **Build the 1994 as a blank slate and determine if any of the current jobs fit**
- **Begin with the window operation, closing time, and work backward toward the scheduled open time.**
- **Vary lunches use 30 min and hour lunches as necessary**
- **Use the WOS graph to determine best time to schedule lunch breaks**
- **Copy Tuesday and complete your Monday**
- **Review WOS/CSV for Monday and recognize that staffing needs **MAY** be different than Tuesday through Saturday**

- **Once the PS 1994's are Built**
 - **Establish daily schedules for each NTFT**
- **Enter into NTFT Scheduler Model**
 - **Select Area**
 - **Select District**
 - **Select Post Office**
 - **Each PTF and PTR will be listed**
 - **Use 'pick lists' to assign each day's schedule**
 - **District – Area – National data**
 - **Upload into HRSC**
 - **VERIFICATION!!!!**

- **Input ALL PTF/PTR schedules into the national schedule application**
 - **No later than 8/1**
 - **Shared Services completes schedules between 8/2-8/13**
- **Model all offices that require a NTFT assignment**
 - **Bidding begins Mid-September**
- **Model ALL CSV offices within their interim target No later than October 1, 2011**
- **Hire PSEs for backfill as needed**