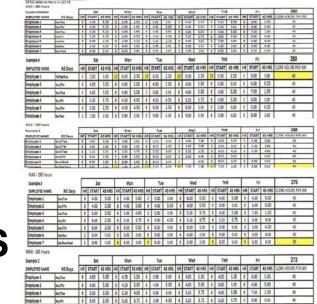
FUNCTION 4

PUTTING TOGETHER DESIRABLE DUTY ASSIGNMENTS



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

NTFT MOU

Per the 2010-15 Memorandum of Understanding regarding NTFT duty assignments, before implementing **any new non-traditional assignments** the local union <u>will</u> have the opportunity to:

➢ Review

Comment

- Make suggestions, and
- Propose alternatives

TYPES OF REPORTS

REPORTS	PURPOSE OF REPORT
CSV	Customer Service Variance- Used in Function 4 replaced previous programs- measure and monitors office performance; assist in establishing budget, match complement work load, unit route and deliveries. We will be requesting 302 Customer Service Days report.
CSV - Workload Worksheet	Provides volume, productivity, hrs, (STB) Standup Talks and Breaks for LDC 41, 42, 43, 44, 45, 46, and 48
CSV – LDC 42 Earned Work hours	Provides earned time for BRM/PD, Merchandise Return SVC, and Parcel Return SVC.
CSV - LDC – 48 Earned Work hours	Provides earned time for workload element benchmark value and csv factors.
CSV – Facility Database Information	Provides information about the unit - open/closing time, Auto/Mech, distribution and box section cutoff time.
CSV – Clerk/Mailhandler Complement	Provides current employees on the roll, Earned Complement, Current (Actual) Daily Hrs for each LDC, Target (Earned) Daily Hrs for each LDC.
CSV – Data Stream	Provides earned, benchmark and flash data for daily mail volume for each LDC, CAG, and total transaction. Information provides key information into the CSV reports.

TYPES OF REPORTS CONT'D

REPORTS	PURPOSE OF REPORT
CSV – Complement Utilization	Provides information about the District actual Function 4, annual leave, sick leave, overtime and LWOP hours.
LDC BREAKDOWN FOR ALL TOURS 1, 2, & 3	LDC-41 Automation Operation LDC-42 BRM/PD Parcel Return SVC LDC-43 Distribution Operation LDC-44 Box Operation LDC-45 Window Operation LDC-46 Vending Equipment LDC-48 Administration
PS 1994	Management Scheduling tool for Function 4.
CSAW	Customer Service Adjusted Workload - Used daily to assist in staffing and balancing of work hours. CSAW is weekly report we will need four weeks in row. Make sure the CSAW week has been finalized by management.
MPV	Mail Processing Variance- Used in function 1 replaced previous programs- measure and monitor office performance, assist in establishing budget , match complement work load
MPV - Workload Worksheet	Provides workload, target productivity rate, Earned Hrs, Actual Hrs, Opportunity for LDC 11, 12, 13, 14, 15, 17, and 18

REPORTS	PURPOSE OF REPORT
MPV- Clerk/Mail Handler Complement	Provides current employees on the roll, Earned Complement, Current (Actual) Daily Hrs. for each LDC, Target (Earned) Daily Hrs. for each LDC
MPES Work hour	Mail Processing Employee Schedule- Used daily to assist in staffing and balancing of work hours for Clerks and Mail Handlers. MPES is available for all tours. MPES is weekly report we will need four weeks in row. Make sure the MPES week has been finalized by management.
RDM	Retail Data Mart
WebEOR	
WebEIS-	Electronic Information System
WOS	Window Operating Survey

PURPOSE OF USPS FORMS

CUSTOMER SERVICE VARIANCE REPORT (CSV)

CSV- Management is using CSV Data during 13 week period to determine earned hours for that period.

According to management this13 rolling weeks of data using the CSV calculations is for every activity that occurs in an office, by LDC and sub-activity to determine the "earned" hours for each activity. It analyzes "hard time" activities- duties that must be performed each day at specific time and "soft time" activities – duties that don't have a critical time frame for completion that may be performed during the course of a work day. For example, <u>window service and mail</u> <u>distribution are considered "hard time" activities</u>. Moving empty equipment to the dock is considered "soft time" duties.

Facility Data Base Information (FDB)

FDB Information- shows the arrival and dispatch times for each trip. Also contains PO Box Distribution "Up Time", times for opening and closing the window and similar information needed for creating work schedules.

LDC 42 AND LDC 48 REPORTS

These reports- provide detailed information about the "hard time" and "soft time" activities conducted during the course of each work day under these two labor distribution codes.

Mail Arrival Profile

Mail Arrival Profile- contains the arrival patterns for mail coming into the office each day by time of day and volume.

e1994

e1994- contains data that provides a visual schedule indicating the number of employees needed for every function in the office during every 15 minute time slot throughout the work day. Indicates the overlapping of employees and gaps in time where no employee's service is needed other than at the retail window.

Putting Together Desirable Duty Assignments

Step 1- Request documents from Management

- Step 2- After receipt of PS Matrixes- review postings
- **Step 3-** Review all documents received from Management & Determine if Function 1 or 4
- **Step 4-** Use the APWU Scheduler and information from the Postal Service documents to create Desirable Duty Assignments
- **Step 5-** Compare your Desirable Duty Assignments to PS Matrixes and with Management

What Hours are Used to Establish NTFT Assignments?

It is clear that <u>management is using only CSV</u> and earned hours to establish NTFT Assignments. This violates our contracts. Locals should be advised that a grievance should be filed on each NTFT assignment using the argument of all available hours, Article 37.3.A.1, and if there is a reason to establish a NTFT duty assignment it must be operationally necessary. Appeal to ADRP (Administrative Dispute Resolution Process)

Creating and Posting NTFT JOBS

- •All NTFT Duty Assignments **must** be posted for bid in accordance with **Article 37.3.A.1**
- Review PSE Hours to ascertain whether or not Full-time assignments can be carved out of it.
 - Automation- WEBeor & RPG
 - Manual- TACS Clock Rings

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CSAW REPORT

In the CSAW Report- We might need to add Earned Hours to refer to productivity time factors that were used in LDC to complete task.

According to the Postal Service CSAW Report is the Actual Hours referred to TACs rings that were used in LDC to complete the task.

Review Office/Facility Information

- Number of Full-Time Employees as of May 23, 2011placed into 40-44 hour jobs
- Upon receipt of Matrixes, review number of jobs in Postal Service proposed matrix that a full-time regular [as of day of contract] can be placed into (to prevent making unsuitable).

Current Occupied/Vacant/Residual Duty Assignments

- •How many current Occupied Duty Assignments are there?
- How many Vacant Duty Assignments are there?
- How many Residual Duty Assignments (by installation, tour, and section) are there?
- If Function 4 (Station/Branch)?

Documents/Information Needed

If not available, Locals should submit information request to include:

- ✓ Reports associated with Customer Service
- ✓ Variance (CSV)
- ✓ Unit Variance
- ✓ Workload worksheet
- ✓ LDC 42 Worksheet
- ✓ LDC 48 Earned Worksheet

Documents/Information Needed Cont'd

- ✓ Facility Database
- ✓ Data Stream
- ✓ Productivity Worksheet
- ✓ CSV Summary
- ✓ FTES/FTEE
- Reports associated with Customer Service Adjustment Workload (CSAW)- each week is a separate report.
 Request each week for next four week period.

Documents/Information Needed Cont'd

- ✓ Reports associated with CBOP
- ✓ PRS Form 1994
- ✓ Function 4 Scorecard
- \checkmark Time office opens and closes
- \checkmark Time window opens and closes
- \checkmark What's wall up time for box mail
- \checkmark What time mail must be ready for carriers
- \checkmark How many Light Duty positions authorized in LMOU
- ✓ Review residuals

REVIEW OF MATRIXES



REVIEW OF MATRIXES

- Review operational needs information for each non traditional duty assignment
- Need to know start time and end time for each operation
- Were NTFT assignments posted for bid?

REVIEW OF MATRIXES CONT'D

- What is the postal service proposed compliment?
- How many hours used by installation, tour, section according to LMOU?
- What is the number of employees by installation, tour, section? (Current and Proposed)
- Breakdown of Traditional Full-Time and NTFT by installation, tour and section?

REVIEW OF MATRIXES CONT'D

- ➤Were Traditional assignments changed to NTFT? If so, when and why?
- Were excessed clerks provided retreat rights before placing Junior PTF/PTRs who were converted after the signing of this agreement?
- Were newly converted PTF/PTRs given 40 hrs traditional assignment in accordance to Art 37, Sec. 4, if not placed in a residual assignment?
- Are there PSE hours that can be used to create 30 hour assignments?

Alternative Desirable Duty Assignments

 After review of all relevant documents and information the Union should be prepared to <u>provide alternative</u> Desirable Duty Assignments, always keeping in mind that a current FT employee as of May 23, 2011 cannot be involuntarily assigned to NTFT assignments of less than 40 hours a week.

Alternative Desirable Duty Assignments

 All other employees, including current PTRs, PTFs, and any career employees hired after the signing of this Agreement, <u>may</u> be assigned to any residual NTFT duty assignment in accordance with Article 37 or 39 respectively. (Add actual language here)

Alternative Desirable Duty Assignments

Traditional Full Time Employees may be reassigned to occupy NTFT assignments of **40-44 hours a week**, so long as those assignments have **at least two (2) scheduled off days**, with **no** scheduled **work days** of **less than six (6) hours or more than ten (10) hours**.

APWU SCHEDULER TOOK KIT

- Is <u>not</u> on the CD from the All Craft Conference
- Newer version with APWU Logo and recent updates is located on the APWU WEBSITE
- Only Local Presidents can download the programs by going to <u>www.apwu.org/index2.htm</u>.

Accessing the Scheduler

- ✓ On main page of the APWU home page locate <u>Members Only</u>
- ✓ Click on Members Only
- \checkmark Login with your password
- ✓ On Member's Home Page, My Local and Personal Info- In the <u>My Local Profile</u> section located on the far left side
- ✓ Click on <u>APWU Scheduler</u> located on the bottom ,in My Local Profile Section
- ✓ Next page is Welcome to the APWU Scheduler
- ✓ Click on Next
- ✓ Next page is User Agreement- After you have read the terms of this agreement and agree to all of its provisions Click on the box next to I agree,
- ✓ Then click on **Submit**
- ✓ Next page is the Instructions for Using the APWU Scheduler (this page is used to download the APWU Scheduler Files print this page prior to downloading the <u>files</u>)
- ✓ Click on Download APWU Scheduler Files
- ✓ Follow the instructions that you printed out prior to downloading the APWU Scheduler Files

Scheduler Tabs

- Tab 1- Input Basic Information
- Tab 2- Input Customer Service Workload Information Using Weeks 1, 2, 3 and 4
- Tab 3- Is optional use to see history of office
- Tab 4- Input management proposed schedule
- Tab 5- Will be explained in more details

INSIDE THE TOOL KIT "WORKSHEET"

INSIDE THE WORKSHEET

STEP-1: Before you get started, you will need to print out the

Basic Information about the Office as listed below:

- **PS Form 1260-** for changing time into hours and units
- **Basic Information about the office-** normally completed by the Shop Steward (s).
- **IOP Agreement for mail arrival-** from information request that was submitted by the shop steward to management.
- Customer Service Variance Report- facility data information # of deliveries LDC 48 Earned hours- requested by Shop Steward
- CSAW Report- requested by Shop Steward

- Customer Service Adjusted Workload Performance Review
- 4 Weeks in a Row Looks like 12/26/2011 3/25/2011

Example:	Week 1	2/26/2011 - 3/04/2011
	Week 2	3/05/2011 - 3/11/2011
	Week 3	3/12/2011 - 3/18/2011
	Week 4	3/19/2011 - 3/25/2011

INSIDE THE WORKSHEET

STEP-2: Once you have the Basic Information about the Office, IOP Trip Agreement, CSV report and the CSAW report you are to follow these Steps:

Open the Electronic <u>Worksheet</u>. (to get a copy of the form: Put icon on the word [Worksheet] hold the ctrl button and left click); Save it using a new name, by clicking on "Save As." Give the file a name you will remember; such as "<u>Pat's Devalle Station</u>", and save it in a folder or on your desktop. (Giving each file a new name will allow you to save data for more than one station or branch.) You will see the word "Tabs" at the bottom.

Click on TAB-1, from the Basic Information Sheet. (All information that requires time will be entered as hours and units (24 hour clock).

Example 1: 8:45 will be entered into the workbook as 8.75

Example 2: 1:30pm will be enter as 13.50 (Start with Name of office/finance number)

INSIDE THE WORKSHEET

Enter the information that is needed in the worksheet from the Basic Information about the Office, IOP agreement and CSV reports that you obtained from the USPS and the Function 4 office. To view an example of the information that is needed for Tab 1 from the CSV report click on <u>CSV –</u> <u>Facility Database Information, # of Deliveries – LDC 48</u> <u>Earned Workhours, and CSV Clerk/Mailhandler</u> <u>Complement Actual/Earned for each LDC</u>.

Office Information

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

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

COPY OF BASIC INFORMATION SHEET

Following information is used for scheduling:

1) CSV report for 52 week period - example 4/17/2010 to 4/15/2011

2) CSAW report - each week is separate report.

Make sure you have for example (Previous Week: FY2011 WK 26) 03/19/2011 - 03/25/2011 The reason for previous week is that week has been finalized in the data system. At the end of second week the report will not appear in CSAW

3) IOP Mail Arrival Profile from the Plant to Station and percentage of volume for each trip

4) Ask the steward or clerks for the following information:

 Current Complement

 Cut OFF Time - LDC 43 (Hour:units)

 DISTRIDUTION

 Cut OFF Time - LDC 44 (Hour:units)

 Rox_Section

 Cut OFF Time - CALLER MAIL (Hour:units)

MAIL ARRIVIAL PROFILE FROM PLANT - IOP PLAN	HR:UNITS	MAIL VOLUME TO % PLAN
TRIP 1		
TRIP 2		
TRIP 3		
TRIP 4		
TRIP 5		
TRIP 6		
TRIP 7		
TRIP 8		
TOTAL REPORTAGE MUST FOUND 100		100%

TOTAL PERCENTAGE MUST EQUAL 100

100%

Is the Box Section clerk(s) working in LDC 43 (morning only)

If YES answer questions #1 and #2.

How many employee(s)?

now many employee(s):	
Enter the time clerk(s) moves into operation 769 (hours:units)	

Is the Accountable clerk(s) working in LDC 43 (morning only)

If YES answer questions #3 and #4.

How many employee(s)?	
Enter the time clerk(s) moves into operation 544 (hours:units)	

Is the Window clerk(s) working in LDC 43 (morning only)

If YES answer questions #5 and #6.

How many employee(s)?	
Enter the time clerk(s) moves into operation 355 (hours:units)	

Enter the time for lunch - hour=1 - 1/2hour=.50 (units)

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

- 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 scheduled to work in LDC 43 in the morning to the cut off time for distribution.
- Example: Clerk -1 starts 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.

	Minutes	Hun- dredths	Minutes	Hun- dredths	Minutes	Hun- dredths
	0	.00				HALF-HAR
	1	.02	21	.35	41	.68
	2	.03	22	.37	42	.70
	3	.05	23	.38	43	.72
	4	.07	24	.40	44	.73
Conversion	5	.08	25	.42	45	.75
	6	.10	26	.43	46	.77
	7	.12	27	.45	47	.78
Tabla	8	.13	28	.47	48	.80
<i>Table</i>	9	.15	29	.48	49	.82
	10	.17	30	.50	50	.83
	11	.18	31	.52	51	.85
	12	.20	32	.53	52	.87
	13	.22	33	.55	53	.88
	14	.23	34	.57	54	.90
-	15	.25	35	.58	55	.92
	16	.27	36	.60	56	.93
	17	.28	37	.62	57	.95
	18	.30	38	.63	58	.97
	19	.32	39	.65	59	.98
	20	.33	40	.67	The second second	224732/2011

"The collection of this information is authorized by 39 USC 401, 1003, 1005, 5 USC 8339. It will be used to reflect accurate timekeeping. As a routine use, this information may be disclosed to a Federal agency when relevant to the administration of employment benefits and programs including EEO, to an appropriate law enforcement agency for investigative or prosecution proceedings, to a congressional office at your request, to OMB for review of private relief legislation, to a labor organization as reguired by the NLRA, and where pertinent, in a legal proceeding to which the Postal Service is a party. Completion of this form is voluntary; however, if this information is not provided, you may not be paid for hours worked."

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. <u>Example of CSAW report</u>

CSV Information Request

Example of CSV request

Customer Service Variance Menu

#1

CSV - FACLITY DATABASE IN	FORMATIC	DN - 1433926
(4C) 140 WESTERN NEW YORK PFC - MPO	05 - BFL	WEST SENECA BR 351018
WORKHOUR A	NALYSIS	
Unit Variables	Actual	
UNITOPEN	04:00	
MAILARRIVAL	04:05	
AUTO / MECH CUTOFF TIME		
DIST / PO BOX CUT-OFF TIME	11:00	Open Hours Monday - Friday
WINDOW OPEN MONDAY - FRIDAY	08:30	14.00
UNIT LUNCH CLOSE MONDAY - FRIDAY		
UNIT LUNCH OPEN MONDAY - FRIDAY		36
WINDOW CLOSE MONDAY - FRIDAY	17:00	Open Hours Saturday
UNIT CLOSE MONDAY - FRIDAY	18:00	14.00
UNIT OPEN SATURDAY	04:00	
WINDOW OPEN SATURDAY	08:30	
WINDOW CLOSE SATURDAY	15:00	
UNIT CLOSE SATURDAY	18:00	

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Make sure you have for example (Previous Week: FY2011 WK 26) 03/19/2011 - 03/25/2011 The reason for previous week is that week has been finalized in the data system. At the end of second week the report will not appear in CSAW

3) IOP/SOP Mail Arrival Profile from the Plant to Station and percentage of volume for each trip

4) Ask the steward or clerks for the following information:

Cut OFF Time - LDC 43 (Hour:units)	9:00AM
Cut OFF Time + LDC 44 (Hour:units)	11:00AM
Cut OFF Time - CALLER MAIL (Hour:units)	9:00AM

#2

1.00

MAIL ARRIVIAL PROFILE FROM PLANT - SOP PLAN	HR:UNITS MA	IL VOLUME TO % PLAN
TRIP 1	4.00	65
TRIP 2	5.08	20
TRIP 3	6.50	15
TRIP 4		
TRIP 5		
TRIP 6		
TRIP 7		
TRIP 8		
TOTAL PERCENTAGE MUST EQUAL 100		100%

Is the Box Section clerk(s) working in LDC 43 (morning only)

If YES answer questions #1 and #2.

How many employee(s)?	-1
Enter the time clerk(s) moves into operation 769 (hours:units)	8.75

Is the Accountable clerk(s) working in LDC 43 (morning only)

If YES answer questions #3 and #4.

How many employee(s)?	YES
Enter the time clerk(s) moves into operation 544 (hours:units)	8.50

Is the Window clerk(s) working in LDC 43 (morning only)	
If YES answer questions #5 and #6.	

How many employee(s)?	NO
Enter the time clerk(s) moves into operation 355 (hours:units)	

Enter the time for lunch - hour=1 - 1/2hour=.50 (units)

And and a subscription of the local division	and the second se	and the second se	the state of the second s	SOLE SOURCE OF PERMANENT STAFFING	the second s	#3
	STOMERS	the second s	COLUMN TWO IS NOT THE OWNER.	LERK/MAILHANDLER COM		
Delivery Days: 302	Coloulation	BUFFALC	PO-BFL-WE	T SENECA BR 351018	DAT	E :01/11/2011
Leave Replacement C	Hrs Per Day	Leave %	andag (want	Formula	Employ	vees Eamed
Annual Leave	48	14.00%	(CSV A	g Daily Hours x 14.00%x(6 day wk/40 hr WH		Clerk/MH(s)
Sick Leave	48	3.50%		Avg Daily Hours x 3.50%x(6 day wk/40 hr WHv		Clerk/MH(s)
LWOP	48	1.00%		Avg Daily Hours x 1.00%x(6 day wk/40 hr WH		Clork/MH(s)
(Subtract Overtime)	48	8.00%	(CSV)	lvg Daily Hours x 8.00%x(6 day wk/40 hr WHw		Clerk/MH(s)
Net Total		10.50%	Le	ave/OT Replacement Needs >>	>> 0.76	Clerk/MH(s)
			Re	eplacement for Replacement >>	≥≥ 0.08	Clork/MH(s)
				Total Leave Replacement >>>	>> 0.85	Clerk/MH(s)
Man Year (0 < 100	, 1 100-199,	2 => 200)	2	Current Ratio FT/PT	100%	0%
				Target Ratio FT/PT	100%	0%
Cu	rrent on R	olls		Earned Comp	plement	
Full Time Clerk			7	Full Time Clerk		8
Part Time Flexible	Clerk		0	Part Time Flexible Clerk		0
Part Time Regular	Clerk		0	Part Time Regular Clerk		0
Full Time Mailhand	dler		0	Full Time Mailhandler		0
Part Time Flexible	Mailhand	er	0	Part Time Flexible Mailhan	dler	0
Part Time Regular	Mailhandl	er	0	Part Time Regular Mailhar	ndler	0
Total F4 on Rolls			7	Total F4 Earned		8
Current Actual		Daily Hrs	Employees	Target EARNEN	Daily Hrs	Employees
LDC 41 Cierk/MH(s)		0.00	0.00	LDC 41 Clerk/MH(s)	0.00	0.00
LDC 42 Clerk/MH(s)		0.71	0.11	LDC 42 clerk/MH(s)	0.66	0.10
LDC 43 Clerk/MH(s)		20.18	3.05	LDC 43 Clerk/MH(s)	16.40	2.48
LDC 44 Clerk/MH(s)		2.72	0.41	LDC 44 Cierk/MH(s)	0.89	0.13
LDC 45 clark/MH(s)		15.36	2.32	LDC 45 Clerk/MH(s)	16.97	2.56
LDC 48 Clerk/MH(s)		13.72	2.07	LDC 48 clork/MH(s)	13.33	2.01
Total Actual Daily	Hrs	52.69	7.96	Total Earned Daily Hrs	48.25	7.29
Daily Hours Actual			52.69	Daily Hours Earned		48.25
Current Compleme	ent		7	Target Complement		8.13
FTEE Current			2273	FTEE Target		1792
Projected Annual H	Irs Actual		15,912	Projected Annual Hrs Earn	ed	14,571
On Duty Required Tot	als		7.29	Full Time Equiv Employee (Hrs	per)	1792
Leave Replacement T	otals	_	0.85	Variance FTEE		- 1.13
Complement Total		0	8.13	Complement % Achieved		114.29%

ONITED STATES POSTAL SERVICE

	Trip 1	Trip 2	Trip 3	Trip 4
IOP Agreement Station Name & Zip	Leaves GMF 0320	Leaves GMF 0440	Leaves GMF 0605	Leaves GMF 1325
WEST SENECA 14224	Arrives at station 6400	Arrives at station 0505	Arrives at station × 0630	Arrives at station 1345
WORKING LETTERS: THICKNON-MACHLOOP/MISSENTS	65%	20%	15%	0%
CARRIER ROUTED LETTERS: PREF RESIDUAL/DBCS/BULK/OCR	0%	0%	100%	0%
CARRIER ROUTED LETTERS: STD RESIDUAL/DBCS/BULK/OCR	0%	0%	0%	100%
DPS LETTERS	0%	0%	100%	0%
FLATS: Requiring manual sort at office.	50%	25%	20%	5%
AUTOMATED FLATS: Preferential	0%	0%	100%	0%
AUTOMATED FLATS: Standard	0%	0%	0%	100%
FLATS Carrier routed by mailer.	50%	40%	10%	0%
PRIORITY MAIL	30%	45%	25%	0%
PARCELS	70%	30%	0%	0%
SMALL PARCELS (SPRS)	30%	45%	25%	0%
SR PLANT MANAGER_			DATE	
MANAGER BIPLAYT SUPPORY			DATE	
LEAD MDO		1	SATE	
MANAGER ORS. SUPPORT,			DATE,	
POSTMASTER,		t	DATE_	
STA/BRANCH MANAGER_		D	ATE_	
MGR TRANSPORTATION			DATE	

#5

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Page 1 of 1

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BUFFALO P	O-BR	-WEST S	ENECA B	R		Sal. too	Sun	100	Ron soci	Tues con	Wid	1 1942	hirps	Frices	1	dai
Workload	Trend	Factors	Earne	1 1	and	ProlAct	Prol	Act	ProiAct	ProiAct	Prol	Act	ProiAct	ProlAd	Pro	/Ad
LOC 41 LTRS	0	0	0.00	76	in pcs	0	0		0	0	1		0	0		0
LOC 41 FLTS	0	0	0.00	10	in pcs	0	0		0	0	. 0		0	0		0
LDC 43 UOLT	9.0	8.80	1.53	Let	(5) 20	44,17	00	6	15.17	7.50	11	50	11.25	5.05		甘泉
LDC 43 UDFL	10	10.87	1.27	R	0 (1)	14	00	6	43.17	1.00	- 11,	10	11.58	15.67		H.H
LDC 43 PAK	2,520	336.00	7.45	pp	(008)	1406	1		2147	991	10	5	1042	1295		1,46
LDC 43 Allied		8.17		1	lase	8.33	00	0	240	784	61	6	735	8.0		43
LOC 43 Total	27		18.48	1	lase	52	0		98	15	2		23	25		19
LDC 44 BVLW	8.40	5.18	0.08	Let	es (t)	142	- 00	0	0.75	0.30	61	1	0.25	633		125
LDC 44 BVLD	863	10.36	0.3672	t Un	s (pos)	708	0		1026	729	- 8	5	52)	965		5,220
LDC 44 BOXF	1.59	7.24	0.22	FI	b (ft)	1.00	00	8	2.58	0.83	12	5	1.17	-[4]		7.25
LOC-44 BVP	11	233.60	0.05	PP	(pcs)	15	1		17	1	1	1	15	16		N
LDC 44 Total	6	7.11	0.81	1	lase	5	0		8	4	1		5	5		3
LOC 45 Trans	510	1.07	18.18	1	VOS	812:00	00	10	1,067.00	1,548.00	81	00	750.00	778.00		1,197
LOC 45 35A	3.97	27.00	1.79	1	V05	3.00	- 44	0	420	4.00	4	0	300	3.00		21,00
LDC 42		0.91	0.91		lase .	090	- 00	20	1.10	0.88	0	7	0.82	0.99		1
LDC 48		13.35		1	100	13.61	- 11	0	活從	收积	11	21	增計	3645	1	80
					Daily	Earned to	Actual I	Analysi	8 100	S COR II		_			_	_
UC	Sat Earned	Set TACS	Sun Earred	Sun TACS	Not Earned	Hot TACS	Toes Earned	THES		Hed TACS	Thu: Earred	Thur TACS		Fri TACS	Earned	PROJ TAC
41	000	0.00	0.00	0.00	0.00	0.00	0.00	040	0.00	000	000	000	0.00	000	0.00	0.00
42	6 節	0.36	0.00	0.00	1,12	064	0.88	0.00	0,77	0.53	0.02	\$17	0.99	1.19	5,48	28
43	清석	1504	0.00	000	21,68	27.06	1238	1921	13.47	推进	(13)	17.20	14.53	诸船	94.13	114.2
44	658	141	0.00	000	111	盖缘	0.51	237	0.75	-220	0.78	277	0.70	信節	4勝	15.83
45	18.54	16.05	0.00	0.00	21.05	16.31	情報	活力	-18.01	12	15.09	13.74	15.04	1281	107.31	\$0.3
48	13.61	104	0.00	000	16.02	议感	12.81	「お豆	1121	18	1211	16.08	14,41	10.01	載辞	71,8
Totals	51.84	急安	0.00	0.00	61.18	8184	褐筋	51.83	44,18	58.57	4207	時留	45.87	43.03	282	306
Doily Variance	-4	1.90	0.0	0	0	鼠	5	17	1	439	1.	19	1	\$7	1	5
Posted Sched	5	4	01	1	6	72	4	40	1	8.20	4	н	55	51	20	70
Mail) Surney	LOC	et L1	00.42	LDC 4	10	C44	LDC 45	LD	C 48	TOTAL		8	ei Lare	Our Time	M	ayof
National By LDC	0.00		2.50	22.13	1	25	-1431	4	20	14.55			25.50	22.51	1	100



week 1													
			CUSTOMER SER	VICE ADJUST	ED WORKLOAD	(CSAW) - red	quest previous	week inform	ation				
						0							
	2/26/2	2011	2/28/2	011	3/1/20	011	3/2/2	011	3/3/20	11	3/4/2	011	WK 1
LDC	SAT-EARNED	SAT -TACS	MON- EARNED	MON-TACS	TUES- EARNED	TUES-TACS	WED-EARNED	WED-TACS	THR-EARNED	THR-TACS	FRI-EARNED	FRI-TACS	
41	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
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	EARNED HRS
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
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 HRS
45	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
48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

week 2

1		2											
5		C C	CUSTOMER SERV	ICE ADJUSTE	ED WORKLOAD (CSAW) - req	uest previous v	veek inform	ation				2
						0							
	3/5/20	011	3/7/20	011	3/8/20)11	3/9/20	011	3/10/2	2011	3/11/2	011	WK 2
LDC	SAT-EARNED	SAT -TACS	MON- EARNED	MON-TACS	TUES- EARNED	TUES-TACS	WED-EARNED	WED-TACS	THR-EARNED	THR-TACS	FRI-EARNED	FRI-TACS	
41	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
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	EARNED HRS
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
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 HRS
45	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
48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTALS	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	
C	
- 7	_

				ation	veek inform	uest previous v	CSAW) - req	D WORKLOAD	ICE ADJUSTE		(
							0					
WK 3	2011	3/18/2	2011	3/17/2	2011	3/16/2	011	3/15/2	3/14/2	2011	3/12/2	
	FRI-TACS	FRI-EARNED	THR-TACS	THR-EARNED	WED-TACS	WED-EARNED	TUES-TACS	TUES- EARNED	MON-TACS	MON- EARNED	SAT -TACS	SAT-EARNED
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EARNED HR	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
ACTUAL HRS	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

					ation	veek inform	uest previous v	CSAW) - req	ED WORKLOAD (ICE ADJUSTE	CUSTOMER SERV	C	
								0					
WK 4	1	2011	3/25/2	2011	011	3/21/2	1	3/19/20					
	RI-TACS	FRI	FRI-EARNED	THR-TACS	THR-EARNED	WED-TACS	WED-EARNED	TUES-TACS	TUES- EARNED	MON-TACS	MON- EARNED	T -TACS	SAT-EARNED
TOTAL	0.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EARNED HRS	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
ACTUAL HRS	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Unit Opening Time Monday thru Friday (Hour:units)	0.00
Unit Closing Time (Hour:units)	0.00
Unit Opening Time on Saturday (Hour:units)	0.00
Unit Closing Time on Saturday (Hour:units)	0.00
Cut OFF Time - LDC 43 (Hour:units)	0.00
Cut OFF Time - LDC 44 (Hour:units)	0.00
Cut OFF Time - CALLER MAIL (Hour:units)	0.00
Time for lunch - (Hour:units)	0.00

		1000	Earned	Actual	1	Earned	Actual	r –	Earned	Actual	1	Earned	Actual		Earned	Actual	1	Earned	Actual	
		SAT	HRS	HRS	MON	HRS	HRS	TUE	HRS	HRS	WED	HRS	HRS	THR	HRS	HRS	FRI	HRS	HRS	1
Current Schedul	e	LDC 43 TRIP 1	0.00	0.00	LDC 43		0.00	LDC 43	0.00	0.00	1									
ourrent concau	•	TRIP 1 TRIP 2	0.00	0.00	1															
		TRIP 3	0.00	0.00	1															
		TRIP 4	0.00	0.00	1															
		TRIP 5	0.00	0.00	1															
		TRIP 6	0.00	0.00	1															
		TRIP 7	0.00	0.00	1															
		TRIP 8	0.00	0.00	TRIP 8		0.00	TRIP 8	0.00	0.00	1									
		LDC 41	0.00	0.00	LDC 41		0.00	LDC 41	0.00	0.00	1									
		LDC 42	0.00	0.00	LDC 42		0.00	LDC 42	0.00	0.00	1									
		LDC 44 LDC 45	0.00	0.00	1															
		LDC 45	0.00	0.00	LDC 48	0.00	0.00	1												
		TOTAL	0.00	0.00	TOTAL	-	0.00	TOTAL	0.00		Total HRS per Wk									
D		10 mile	SAT		101.4	MON	0.00	10 mil	TUE	0.00	101.4	WED	0.00	TOTAL	THR	0.00	10 mile	FRI	0.00	0.00
- stranger and a	VS Days	HR	START	LDC43 hrs	HR	START	LDG43 hrs	CLERK HOURS PER WK												
1	0 5015	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
2		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
2	_	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
			1000	-	_		_	_	-		_	_	_		-	_	_	-		
		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
s		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
6		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
7		۵	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
8		0	0.00	0.00	0	0.00	D.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
9		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
0		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
1		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
3		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
4		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
5	_	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
6		0	0.00	0.00	0	0.00	0.00	۵	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
7		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
8		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0,00	0.00	0.00
9		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
0	_	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
1		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
3		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
4		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
5		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
6		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	Û	0.00	0.00	0.00
7		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
8		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
9		۵	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
0		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
ALL LDC EMPLOYEES - ACTUAL HOURS		0	=	0.00	0	=	0.00	0	=	0.00	0	=	0.00	0		0.00	0	=	0.00	0.00
LESS BOX SECTION MOVING FROM LDC 43 TO 769 LESS ACCT ROOM MOVING FROM LDC 43 TO 544		0.00		0.00			0.00			0.00			0.00			0.00			0.00	0.00
LESS ACCT ROOM MOVING FROM LDC 43 TO 544 LESS Window MOVING FROM LDC 43 TO 355		0.00		0.00			0.00	1		0.00			0.00			0.00			0.00	1
ACTUAL HRS PER LDC 43 TO SCHD		want		0.00			0.00	<u> </u>		0.00	<u> </u>		0.00			0.00			0.00	1
ACTUAL LDC 43 ADJUSTED TO CSV				0.00			0.00			0.00			0.00			0.00			0.00	1
+ / - PER CSAW				0.00			0.00			0.00			0.00			0.00			0.00	1
EARNED HRS PER LDC 43 TO SCHD				0.00			0.00			0.00			0.00			0.00			0.00	1
EARNED LDC 43 ADJUSTED TO CSV								1			1						1			1
+ / - PER CSAW				0.00	<u> </u>	0.02	0.00	L	0.02	0.00	—	0.02	0.00		0.02	0.00		0.02	0.00	4
Total hrs +/- to schedule (Actual)		0.00	,			0.00			0.00			0.00			0.00			0.00		1

Mana Sche

	0	0.00	0.00	- ·		copy and p	Jaste tile	colorea	cens into an	y cierk th	hat will be	e working i	1 LDC 45	Insincer	ut on time	IOF LOC 4	2)		
	1.000	Earne	d Actual		Earned	Actual		Earned	Actual		Earned	Actual		Earned	Actual		Earned	Actual	1
	SA	11112	HRS	MON	HRS	HRS	TUE	HRS	HRS	WED	HRS	HRS	THR	HRS	HRS	FRI	HRS	HRS	
	LDC			LDC43	0.00	0.00	LDC 43	0.00	0.00	LDC 43	0.00	0.00	LDC 43	0.00	0.00	LDC 43	0.00	0.00	
E	TRI			O TRIP 1	0.00	0.00	TRIP 1	0.00	0.00	TRIP 1	0.00	0.00	TRIP 1	0.00	0.00	TRIP 1	0.00	0.00	
Earned Hour Schedul	e TRI				0.00	0.00	TRIP 2	0.00	0.00	TRIP 2	0.00	0.00	TRIP 2	0.00	0.00	TRIP 2	0.00	0.00	1
	TRI				0.00	0.00	TRIP 3	0.00	0.00	TRIP 3	0.00	0.00	TRIP 3	0.00	0.00	TRIP 3	0.00	0.00	1
	TRI				0.00	0.00	TRIP 4	0.00	0.00	TRIP 4	0.00	0.00	TRIP 4	0.00	0.00	TRIP 4	0.00	0.00	4
	TRI				0.00	0.00	TRIP 5	0.00	0.00	TRIP 5	0.00	0.00	TRIP 5	0.00	0.00	TRIP 5	0.00	0.00	1
	TRI			_	0.00	0.00	TRIP 6	0.00	0.00	TRIP 6	0.00	0.00	TRIP 6	0.00	0.00	TRIP 6	0.00	0.00	4
gement's proposed	TRI				0.00	0.00	TRIP 7	0.00	0.00	TRIP 7	0.00	0.00	TRIP 7	0.00	0.00	TRIP 7	0.00	0.00	4
gement a proposed	TRI			D TRIP 8	0.00 0.00	0.00	TRIP 8	0.00	0.00	TRIP 8 LDC 41	0.00	0.00	TRIP 8 LDC 41	0.00	0.00	TRIP 8	0.00	0.00	4
1.1.	LDC	_	_	LDC 41	0.00	0.00	LDC 41	0.00		LDC 41	0.00	0.00	LDC 41	0.00	0.00	LDC 41 LDC 42	0.00	0.00	4
dule.	LDC	_	_	LDC 42	0.00	0.00	LDC 42	0.00	_	LDC 42	0.00	0.00	LDC 42	0.00	0.00	LDC 42 LDC 44	0.00	0.00	4
	LDC			LDC 44	0.00	0.00	LDC 44	0.00	0.00	LDC 44	0.00	0.00	LDC 44	0.00	0.00	LDC 45	0.00	0.00	1
	LDC			LDC 48	0.00	0.00	LDC 48	0.00		LDC 48	0.00	0.00	LDC 48	0.00	0.00	LDC 48	0.00	0.00	1
	TOT			TOTAL			_	0.00		_	0.00	0.00	TOTAL	0.00	0.00	TOTAL	0.00	0.00	4
0		SATUR		1	MONDA		-	TUESD			VEDNES			THURSD			FRIDA		1
EMPLOYEE NAME N	5 Days Hr			Hrs	Start	LDC43 hrs	Hrs	Start	LDC43 hrs	Hrs	Start	LDC43 hrs	Hrs	Start	LDC43 hrs	Hrs	Start	LDC43 hrs	HOURS PER WK
	0 0	_	_	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
0	0 0			0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
0	0 0			0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
0														1.000					
0	0 0			0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
0	0 0		10.000	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
0	0 0	0.00		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
0	0 0			0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
0	0 0		0100	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
90	0 0			0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
00	0 0			0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
0	0 0			0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
0	0 0			0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
3 0	0 0			0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
40	0 0		_	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
5 0	0 0			0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
6 0	0 0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
0	0 0	0.00	and the second second	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
8 0	0 0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
9 0	0 0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
0	0 0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
1 0	0 0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
2 0	0 0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
3 0	0 0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
40	0 0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
5 0	0 0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
6 0	0 0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
0	0 0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
B	0 0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
9 0	0 0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
0	0 0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
ALL LDC EMPLOYEES - EARNED HOURS	0	=	0.00	0	=	0.00	0	=	0.00	0	=	0.00	0	=	0.00	0	=	0.00	0.00
LESS BOX SECTION MOVING FROM LDC 43 TO 769		_	0.00	T		0.00			0.00	<u> </u>		0.00			0.00			0.00	0.00
LESS ACCT ROOM MOVING FROM LDC 43 TO 544			0.00	<u> </u>		0.00	t		0.00	<u> </u>		0.00	<u> </u>		0.00	t		0.00	0.535.57
LESS Window MOVING FROM LDC 43 TO 355			0.00	<u> </u>		0.00	t		0.00	<u> </u>		0.00			0.00	<u> </u>		0.00	1
EARNED HRS PER LDC 43 TO SCHD			0.00	+		0.00	<u>←</u>		0.00	<u> </u>		0.00			0.00	<u> </u>		0.00	1
+ / - PER CSAW			0.00			0.00			0.00			0.00			0.00			0.00	
EARNED CSV LDC 44			0.00	0		0.00	, 		0.00	<u>+</u>		0.00	<u> </u>		0.00	<u> </u>		0.00	4
EARNED CSV LDC 45			0.00			0.00			0.00	<u> </u>		0.00	<u> </u>		0.00			0.00	1
EARNED CSV LDC 45			0.00			0.00			0.00			0.00	<u> </u>		0.00	<u> </u>		0.00	1
			0.00	4		0.00	4		0.00			0.00			0.00	1		0.00	
Total hrs +/- to schedule (EARNED)	^	.00			0.00		<u> </u>	0.00			0.00			0.00			0.00		1

Copy and paste the colored cells into any clerk that will be working in LDC 43 (before cut off time for LDC 43)

Hrs Start LDC43 Hrs

0 0.00 0.00

	Unit Opening Time Monday thru Friday (Hoursunits) Unit Closing Time (Hoursunits) Unit Opening Time on Saturday (Hoursunits)	0.00																			
	Unit Closing Time on Saturday (Hour:units)	0.00																			
	Cut OFF Time - LDC 43 (Hour:units) Cut OFF Time - LDC 44 (Hour:units)	0.00																			
	Cut OFF Time - CALLER MAIL (Hour:units) Time for lunch - (Hour:units)	0.00			1																
				1	Actual		I Earned	Actual		Earned	Actual	_								I Actual	
	Actual Hour Sche	dule	SAT	Earned HRS	HRS	MON	HRS	HRS	TUE	HRS	HRS	WED	Earned HRS	HRS	THR	Earned HRS	Actual HRS	FRI	Earned HRS	HRS	
			LDC 43 TRIP 1	0.00	0.00	LDC 43 TRIP 1	0.00	0.00	LDC 43 TRIP 1	0.00	0.00	LDC 43 TRIP 1	0.00	0.00	LDC 43 TRIP 1	0.00	0.00	LDC 43 TRIP 1	0.00	0.00	
			TRIP	2 0.00	0.00	TRIP 2	0.00	0.00	TRIP 2	0.00	0.00	TRIP 2	0.00	0.00	TRIP 2	0.00	0.00	TRIP 2	0.00	0.00	
			TRIP 3	8 0.00 9 0.00		TRIP 3 TRIP 4	0.00	0.00		0.00	0.00		0.00	0.00	TRIP 3 TRIP 4	0.00	0.00	TRIP 3 TRIP 4	0.00	0.00	
APWU	's proposed		TRIPS	0.00	0.00	TRIP 5	0.00	0.00	TRIP 5	0.00	0.00		0.00	0.00	TRIP 5	0.00	0.00	TRIP 5	0.00	0.00	
			TRIP (6 0.00 7 0.00		TRIP 6 TRIP 7	0.00	0.00		0.00	0.00	TRIP 6 TRIP 7	0.00	0.00		0.00	0.00		0.00		
Sched	uie.		TRIP 8	8 0.00 0.00	0.00	TRIP 8	0.00	0.00	TRIP 8	0.00	0.00	TRIP 8	0.00	0.00	TRIP 8	0.00	0.00	TRIP 8	0.00	0.00	1
			LDC 42	0.00	0.00	LDC 42	0.00	0.00	LDC 42	0.00	0.00	LDC 42	0.00	0.00	LDC 42	0.00	0.00	LDC 42	0.00	0.00	1
			LDC 44		0.00	LDC 44 LDC 45		0.00	LDC 44	0.00	0.00	LDC 44	0.00	0.00	LDC 44 LDC 45	0.00	0.00	LDC 44 LDC 45	0.00	0.00	4
			LDC 48	0.00	0.00	LDC 48	0.00	0.00	LDC 48	0.00	0.00	LDC 48	0.00	0.00	LDC 48	0.00	0.00	LDC 48	0.00	0.00	1
			TOTAL	0.00 Sat	0.00	TOTAL	0.00 Mon	0.00	TOTAL	0.00 Tue	0.00	TOTAL	0.00 Wed	0.00	TOTAL	0.00 THR	0.00	TOTAL	0.00 Fri	0.00	1
	EMPLOYEE NAME	NS Days	HR	START		HR	START	LDC43 hrs	HR	START	LDC43 hrs	HR	START	LDC43 hr	HR	START	LDC43 hrs	HR	START	LDC43 hrs	
	2		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
	3		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
	4	<u>0</u>	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
	6		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
	7		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
	8		0	0.00	0.00	0	0.00	0.00	0		0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
	0		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
	1		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
	2		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
	4		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
	5		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
	7		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
	8		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
	9		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
	1		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
	2		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
	4		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
	5		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
	6		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
	8	2	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
	9		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
	ALL LDC EMPLOYEES - ACTUAL HOURS		0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00
	LESS BOX SECTION MOVING FROM LDC 43 TO 769		0.00	_	0.00			0.00			0.00			0.00			0.00			0.00	0.00
	LESS ACCT ROOM MOVING FROM LDC 43 TO 544 LESS ACCT ROOM MOVING FROM LDC 43 TO 355				0.00			0.00			0.00			0.00			0.00			0.00	1
	ACTUAL HRS PER LDC 43 TO SCHD	TUAL HRS PER LDC 43 TO SCHD			0.00	-		0.00	-		0.00	<u> </u>		0.00	-		0.00			0.00	1
	ACTUAL LDC 43 ADJUSTED TO CSV + / - PER CSAW				0.00			0.00			0.00			0.00			0.00			0.00	1
	EARNED HRS PER LDC 43 TO SCHD				0.00			0.00	-		0.00	-		0.00	-		0.00			0.00	1
	EARNED LDC 43 ADJUSTED TO CSV				0.00			0.00			0.00			0.00			0.00			0.00	1
)	0.00		0.00	_	0.00	0100		0.00	0100		0.00	0.00		0.00	0100		0.00	0100	1
	+ / - PER CSAW Total hrs +/- to schedule (ACTUAL) 0.0						0.00			0.00)		0.00			0.00			0.00)	L.

Schedules

The following schedule examples are for the <u>Same</u> <u>Office</u>. Actual data used was from the CSV and CSAW reports.

Completed CSAW Report

ek1				CUSTOMER	SERVICE A	DJUSTE	D WORKLOAD	(CSAVV) - FO	equest previous	Meek morn	nation				
1							v.	est Seneca	Br 351018				and the second sec		in an and a start
	-	2/26/20	011		28/2011		3/1/20		3/2/2		3/3/20		3/4/20		WK 1
LDC	SAT-EAR	RNED	SAT -TACS	MON- EARN	NED MON		And the Real Property lies a	TUES-TACS	WED-EARNED			THR-TACS	FRI-EARNED		
41		0.00	0.00	0	.00	0.00	0.00		0,00		0.00	0.00	0.00	0.00	TOTAL
42		0.93	0.36	1	.10	0.64	0,88	0.00	0.77	0.53	0.82	0.17		1.19	EARNED HR
43		18.48	15.04	21	.88	27.06	12.38	19.2	1 13.47	19.15	13.39	17.20		16.60	291.59
44		0.68	1.41	1	.11	5.18	0.61	2.3	7 0.73	2.20	0.76	2.77	0.70	1.89	ACTUAL HR
45	-	18.14	16.09	21	.05	16.31	19.98	16.2	3 18.01	18.12	15.09	13.74	15.04	12.81	306.14
48		13.61	8.04	16	.02	12.65	12.81	14.0	2 11.21	18.57	12.01	16.08	14.41	10.51	
TALS		51.84	40.94	63	1.16	61.84	46.66	51.8	3 44.19	58.57	42.07	49.96	45.67	43.00	
ek 2			1					Locana -							
	-			CUSTOMER	SERVICE A	DJUSTE			equest previous Br 351018	week inform	nation		15		1
		3/5/2	011	3	/7/2011	-	3/8/7	011	3/9/	2011	3/10/2	011	3/11/2	011	WK 2
LDC	SAT-EA		SAT -TAC			I-TACS	TUES EARNED	TUES-TAG	S WED-EARNE	WED-TAC	S THR-EARNED	THR-TACS	FRI-EARNED	FRI-TACS	
41	-	0.00	0.0		0.00	0.00	0.00	0.0	0.0	0.0	0.00	0.00	0.00	0.00	TOTAL
42		0.00	0.0		0.00	0.00	0.00	0.0	0.0	0.0	0.00	0.00	0.00	0.00	EARNED HR
43	-	0.00	0.0		0.00	0.00	0.00	0.0	0.0	0.0	0.00	0.00	0.00	0.00	0.00
44	-	0.00	0.0	D	0.00	0.00	0.00	0.0	0.0	0.0	0.00	0.00	0.00	0.00	ACTUAL HE
45	-	0.00			0.00	0.00	0.00	0.0	0.0	0.0	0.00	0.00	0.00	0.00	0.00
		_			0.00	0.00	0.00	0.0	0.0	0.0	0.00	0.00	0.00	0.00	
_								0.0	0.0	0.0	0.00	0.00	0.00	0.00	1
48		0.00	0.0		CE ADJUS	0.00			est previous w			0.00	0.00	0.00	1
48 DTALS	3/12/2	0.00	CUST	MER SERVI	CE ADJUS	TED W	ORKLOAD (CS/ West 3/15/2011	AW) - requ Seneca Br	est previous w 351018 3/16/20	eek informa	tion 3/17/20	11	3/18/20	011	WK 3
48 DTALS	3/12/2 ARNED	0.00 011 SAT -1		3/14/20	CE ADJUS	TED WO	ORKLOAD (CS/ West 3/15/2011 S- EARNED TU	AW) - requ Seneca Br IES-TACS	est previous w 351018 3/16/20 WED-EARNED	eek informa 11 WED-TACS	tion 3/17/20 THR-EARNED 1	11 THR-TACS	3/18/20 FRI-EARNED	011 FRI-TACS	
48 DTALS	3/12/2 ARNED 0.00	0.00 2011 SAT -1		3/14/20 8/14/20 N- EARNED 0.00	CE ADJUS		ORKLOAD (CS/ West 3/15/2011 S- EARNED TU 0.00	AW) - requ Seneca Br ES-TACS 1 0.00	est previous w 351018 3/16/20 WED-EARNED 0.00	eek informa 11 WED-TACS 0.00	tion 3/17/20 THR-EARNED 1 0.00	11 THR-TACS 0.00	3/18/20 FRI-EARNED 0.00	011 FRI-TACS 0.00	TOTAL
48 DTALS	3/12/2 ARNED 0.00 0.00	0.00 2011 SAT -1	CUST CUST ACS MO 0.00 0.00	3/14/20 3/14/20 N- EARNED 0.00 0.00	CE ADJUS		ORKLOAD (CS/ West 3/15/2011 S- EARNED TU 0.00 0.00	AW) - requ Seneca Br JES-TACS 1 0.00 0.00	est previous w 351018 3/16/20 WED-EARNED 0.00 0.00	eek informa 11 WED-TACS 0.00 0.00	tion 3/17/20 THR-EARNED 1 0.00 0.00	11 HR-TACS 0.00 0.00	3/18/20 FRI-EARNED 0.00 0.00	011 FRI-TACS 0.00 0.00	TOTAL EARNED H
48 TALS	3/12/2 ARNED 0.00 0.00 0.00	0.00	CUST CUST ACS MO 0.00 0.00 0.00	3/14/20 3/14/20 N- EARNED 0.00 0.00 0.00	CE ADJUS 11 MON-TAC 0.0 0.0		ORKLOAD (CS/ West 3/15/2011 S- EARNED TL 0.00 0.00 0.00	AW) - requ Seneca Br IES-TACS 1 0.00 0.00 0.00	est previous w 351018 3/16/20 WED-EARNED 0.00 0.00 0.00	eek informa 11 WED-TACS 0.00 0.00 0.00	3/17/20 THR-EARNED 1 0.00 0.00 0.00	11 THR-TACS 0.00 0.00 0.00	3/18/20 FRI-EARNED 0.00 0.00 0.00	011 FRI-TACS 0.00 0.00 0.00	TOTAL EARNED H 0.00
48 TALS	3/12/2 ARNED 0.00 0.00	0.00	CUST CUST (ACS MO 0.00 0.00 0.00 0.00	3/14/20 3/14/20 N- EARNED 0.00 0.00 0.00 0.00	CE ADJUS 11 MON-TAC 0.0 0.0 0.0		ORKLOAD (CS/ West 3/15/2011 S- EARNED TU 0.00 0.00 0.00 0.00	AW) - requ Seneca Br IES-TACS 1 0.00 0.00 0.00 0.00	est previous w 351018 3/16/20 WED-EARNED 0.00 0.00 0.00 0.00	200 minipage information 11 WED-TACS 0.00 0.00 0.00 0.00	3/17/20 THR-EARNED 1 0.00 0.00 0.00 0.00	11 THR-TACS 0.00 0.00 0.00 0.00	3/18/20 FRI-EARNED 0.00 0.00 0.00 0.00	011 FRI-TACS 0.00 0.00 0.00 0.00	TOTAL EARNED H 0.00 ACTUAL H
48 DTALS	3/12/2 ARNED 0.00 0.00 0.00	0.00	CUST CUST ACS MO 0.00 0.00 0.00	3/14/20 3/14/20 N- EARNED 0.00 0.00 0.00 0.00 0.00	CE ADJUS 111 MON-TAC 0.0 0.0 0.0 0.0 0.0		ORKLOAD (CS West 3/15/2011 S- EARNED TU 0.00 0.00 0.00 0.00 0.00	AW) - requ Seneca Br (ES-TACS) 0.00 0.00 0.00 0.00 0.00	est previous w 351018 3/16/20 WED-EARNED 0.00 0.00 0.00 0.00 0.00	2000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000	3/17/20 THR-EARNED 1 0.00 0.00 0.00 0.00 0.00 0.00	11 HR-TACS 0.00 0.00 0.00 0.00 0.00	3/18/20 FRI-EARNED 0.00 0.00 0.00 0.00 0.00	011 FRI-TACS 0.00 0.00 0.00 0.00 0.00	TOTAL EARNED H 0.00
48 TALS	3/12/2 ARNED 0.00 0.00 0.00 0.00	0.00	CUST CUST ACS MO 0.00 0.00 0.00 0.00 0.00 0.00	3/14/20 3/14/20 N- EARNED 0.00 0.00 0.00 0.00 0.00 0.00	CE ADJUS 111 MON-TAC 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.		ORKLOAD (CS West 3/15/2011 S-EARNED TU 0.00 0.00 0.00 0.00 0.00 0.00	AW) - requ Seneca Br 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	est previous w 351018 3/16/20 WED-EARNED 0.00 0.00 0.00 0.00 0.00 0.00 0.00	200 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000	3/17/20 THR-EARNED 1 0.00 0.00 0.00 0.00 0.00 0.00 0.00	11 HR-TACS 0.00 0.00 0.00 0.00 0.00 0.00	3/18/20 FRI-EARNED 0.00 0.00 0.00 0.00 0.00 0.00	011 FRI-TACS 0.00 0.00 0.00 0.00 0.00 0.00	TOTAL EARNED H 0.00 ACTUAL H
48 DTALS	3/12/2 ARNED 0.00 0.00 0.00 0.00 0.00	0.00	CUST CUST ACS MO 0.00 0.00 0.00 0.00	3/14/20 3/14/20 N- EARNED 0.00 0.00 0.00 0.00 0.00	CE ADJUS 111 MON-TAC 0.0 0.0 0.0 0.0 0.0		ORKLOAD (CS West 3/15/2011 S- EARNED TU 0.00 0.00 0.00 0.00 0.00	AW) - requ Seneca Br (ES-TACS) 0.00 0.00 0.00 0.00 0.00	est previous w 351018 3/16/20 WED-EARNED 0.00 0.00 0.00 0.00 0.00	2000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000	3/17/20 THR-EARNED 1 0.00 0.00 0.00 0.00 0.00 0.00	11 HR-TACS 0.00 0.00 0.00 0.00 0.00	3/18/20 FRI-EARNED 0.00 0.00 0.00 0.00 0.00	011 FRI-TACS 0.00 0.00 0.00 0.00 0.00	TOTAL EARNED H 0.00 ACTUAL H
48 DTALS	3/12/2 ARNED 0.00 0.00 0.00 0.00 0.00 0.00	0.00	CUST CUST ACS MO 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	3/14/20 3/14/20 N- EARNED 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	CE ADJUS MON-TAC 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0		ORKLOAD (CS/ West 3/15/2011 S- EARNED TU 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	AW) - requ Seneca Br ES-TACS 1 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	est previous w 351018 3/16/20 WED-EARNED 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	11 WED-TACS 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	tion 3/17/20 THR-EARNED 1 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	11 HR-TACS 0.00 0.00 0.00 0.00 0.00 0.00	3/18/20 FRI-EARNED 0.00 0.00 0.00 0.00 0.00 0.00	011 FRI-TACS 0.00 0.00 0.00 0.00 0.00 0.00	TOTAL EARNED H 0.00 ACTUAL H
48 TALS	3/12/2 ARNED 0.00 0.00 0.00 0.00 0.00 0.00	0.00	CUST CUST ACS MO 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	3/14/20 3/14/20 N- EARNED 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	CE ADJUS MON-TAC 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0		ORKLOAD (CS West 3/15/2011 S- EARNED TU 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	AW) - requ Seneca Br ES-TACS 1 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	est previous w 351018 3/16/20 WED-EARNED 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	11 WED-TACS 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	tion 3/17/20 THR-EARNED 1 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	11 HR-TACS 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	3/18/20 FRI-EARNED 0.00 0.00 0.00 0.00 0.00 0.00 0.00	011 FRI-TACS 0.00 0.00 0.00 0.00 0.00 0.00 0.00	TOTAL EARNED H 0.00 ACTUAL H 0.00
48 DTALS	3/12/2 ARNED 0.00 0.00 0.00 0.00 0.00 0.00	0.00	CUST CUST CUST CUST CUS CUS	3/14/20 3/14/20 - EARNED 0.00 0.	CE ADJUS 11 MON-TAC 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.		ORKLOAD (CS/ West 3/15/2011 5- EARNED TL 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	AW) - requ Seneca Br 	est previous w 351018 3/16/20 WED-EARNED 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	eek informa 11 WED-TACS 0.00 0.0	tion 3/17/20 THR-EARNED 1 0.00 0	11 THR-TACS 0.00 0.00 0.00 0.00 0.00 0.00 0.00	3/18/20 FRI-EARNED 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	011 FRI-TACS 0.00 0.00 0.00 0.00 0.00 0.00	TOTAL EARNED H 0.00 ACTUAL H
48 TALS	3/12/2 ARNED 0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00	CUST CUST CONT CONT CUS CUS	3/14/20 3/14/20 - EARNED 0.00 0.	CE ADJUS 11 MON-TAC 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.		ORKLOAD (CS/ West 3/15/2011 S- EARNED TL 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	AW) - requisered Br EES-TACS 1 0.00 0.0	est previous w 351018 3/16/20 WED-EARNED 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	eek informa 11 WED-TACS 0.00 0.0	tion 3/17/20 THR-EARNED 1 0.00 0	11 THR-TACS 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	3/18/20 FRI-EARNED 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	011 FRI-TACS 0,00 0,00 0,00 0,00 0,00 0,00 0,00	TOTAL EARNED H 0.00 ACTUAL H 0.00
48 TALS	3/12/2 ARNED 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	0.00	CUST CUST CONT CONT CUS CUS	3/14/20 3/14/20 - EARNED 0.00 0.	CE ADJUS 11 MON-TAC 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.		ORKLOAD (CS/ West 3/15/2011 S- EARNED TU 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	AW) - requ Seneca Br (0.00) 0.00) 0.00 0.00 0.00 0.00 0.00 0	est previous w 351018 3/16/20 WED-EARNED 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	eek informa 11 WED-TACS 0.00 0.0	tion 3/17/20 THR-EARNED 1 0.00 0	11 THR-TACS 0.00 0.00 0.00 0.00 0.00 0.00 0.00 11 HR-TACS	3/18/20 FRI-EARNED 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	011 FRI-TACS 0,00 0,00 0,00 0,00 0,00 0,00 0,00 11 11 -RI-TACS 0,00	TOTAL EARNED H 0.00 ACTUAL H 0.00 WK 3 TOTAL
48 TALS	3/12/2 ARNED 0.00 0.00 0.00 0.00 0.00 0.00 0.00 3/12/ EARNED	0.00	CUST ACS MO 0.00 0.00 0.00 0.00 0.00 0.00 0.00 CUS -TACS M6	3/14/20 N- EARNED 0.00	CE ADJUS 111 MON-TAC 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.		ORKLOAD (CS/ West 3/15/2011 S- EARNED TL 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	AW) - requ Seneca Br 	est previous w 351018 3/16/20 WED-EARNED 0.00	200 k informa 11 WED-TACS 0.00 0	tion 3/17/20 THR-EARNED 1 0.00 0	11 HR-TACS 0.00 0.00 0.00 0.00 0.00 0.00 0.00 11 HR-TACS I 0.00 0.00	3/18/20 FRI-EARNED 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	011 FRI-TACS 0,00 0,00 0,00 0,00 0,00 0,00 11 RI-TACS 0,00 0,00	TOTAL EARNED H 0.00 ACTUAL H 0.00 WK 3 TOTAL EARNED HR
48 DTALS	3/12/2 ARNED 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	0.00	CUST ACS MO 0.00	3/14/20 N- EARNED 0.00	CE ADJUS 11 MON-TAC 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.		ORKLOAD (CS/ West 3/15/2011 S- EARNED TU 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	AW) - requ Seneca Br (0.00) 0.00) 0.00 0.00 0.00 0.00 0.00 0	est previous w 351018 3/16/20 WED-EARNED 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	eek informa 11 WED-TACS 0.00 0.0	tion 3/17/20 THR-EARNED 1 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0	11 HR-TACS 0.00 0.00 0.00 0.00 0.00 0.00 0.00 11 HR-TACS I HR-TACS I	3/18/20 FRI-EARNED 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	011 FRI-TACS 0.00 0.00 0.00 0.00 0.00 0.00 0.00 11 RI-TACS 0.00 0.00 0.00	TOTAL EARNED H 0.00 ACTUAL H 0.00 WK 3 TOTAL EARNED HR 0.00
48 DTALS	3/12/2 ARNED 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	0.00	CUST ACS MO 0.00	3/14/20 N- EARNED 0.00	CE ADJUS 111 MON-TAC 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.		ORKLOAD (CS West 3/15/2011 S- EARNED TU 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	AW) - requ Seneca Br 	est previous w 351018 3/16/20 WED-EARNED 0.00	200 k informa 11 WED-TACS 0.00 0	tion 3/17/20 THR-EARNED 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	11 HR-TACS 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	3/18/20 FRI-EARNED 0.00 0.00 0.00 0.00 0.00 0.00 0.00 6.00 FRI-EARNED FRI-EARNED 0.00 0.00 0.00	011 FRI-TACS 0.00 0.00 0.00 0.00 0.00 0.00 0.00 11 RI-TACS 0.00 0.00 0.00	TOTAL EARNED H 0.00 ACTUAL H 0.00 WK 3 TOTAL EARNED HR 0.00 ACTUAL HR
48 DTALS	3/12/2 ARNED 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	0.00	ACS MO 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	3/14/20 3/14/20 N- EARNED 0.000 0.00 0.00 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000	CE ADJUS 111 MON-TAC 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.		ORKLOAD (CS/ West 3/15/2011 5- EARNED TL 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	AW) - requi Seneca Br 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	est previous w 351018 3/16/20 WED-EARNED 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	eek informa 11 WED-TACS 0.00 0.0	tion 3/17/20 THR-EARNED 1 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0	11 HR-TACS 0.000 0.00	3/18/20 FRI-EARNED 0.00 0.00 0.00 0.00 0.00 0.00 0.00 5RI-EARNED FRI-EARNED 6.00 0.00 0.00 0.00	011 FRI-TACS 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	TOTAL EARNED H 0.00 ACTUAL H 0.00 WK 3 TOTAL EARNED HR 0.00
48 DTALS	3/12/2 ARNED 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	0.00	CUST CUST CUST CUST CUS CUS CUS CUS CUS CUS CUS CUS	3/14/20 3/14/20 N- EARNED 0.000	CE ADJUS 111 MON-TAC 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.	STED W STED W STED W STED W STED W	ORKLOAD (CS/ West 3/15/2011 S- EARNED TL 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	AW) - requi Seneca Br 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	est previous w 351018 3/16/20 WED-EARNED 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	eek informa 11 WED-TACS 0.00 0.0	tion 3/17/20 THR-EARNED 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	11 HR-TACS 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	3/18/20 FRI-EARNED 0.00 0.00 0.00 0.00 0.00 0.00 0.00 6.00 FRI-EARNED FRI-EARNED 0.00 0.00 0.00	011 FRI-TACS 0.00 0.00 0.00 0.00 0.00 0.00 0.00 11 RI-TACS 0.00 0.00 0.00	TOTAL EARNED HI 0.00 ACTUAL HI 0.00 WK 3 TOTAL EARNED HR 0.00 ACTUAL HR

Same St	ation different examples	1.00

43 hrs refers to Hours in LDC 43

MAX - 295 hours					-									_			-	Fri		280
Current Schedule	NS Davs	HR	START	43 HRS	HR	Mor	43 HRS	HR	Tue	43 HR5	HR	START	43 HRS	HR	START	43 HRS	HR	START	43 HR5	CLERK HOURS PER WK
Employee 1	Sun/Tue	8	4.00	5.00	8	6.50	2.50	0	0.00	0.00	8	6.50	2.50	8	6.50	2.50	8	4.00	5.00	40
Employee 2	Sun/Thr	8	4.00	5.00	8	4.00	5.00	8	4.00	5.00	8	4.00	5.00	0	0.00	0.00	8	4.00	5.00	40
Employee 3	Sun/Tue	8	4.00	5.00	8	4.00	5.00	0	0.00	0.00	8	4.00	5.00	8	4.00	5.00	8	7.50	1.50	40
Employee 4	Sun/Fri	8	5.25 6.50	3.75	8	4.50	4.50	8	4.50	4.50	8	5.25	3.75	8	4.00	5.00	0	0.00	0.00	40 40
Employee 5 Employee 6	Sun/Thr Sat/Sun	0	0.00	0.00	8	9.00	0.00	8	9.00	0.00	8	9.00	0.00	0	9.00	0.00	8	9.00	0.00	40
Employee 7	Sun/Wed	8	8.50	0.00	8	8.50	0.00	8	8.50	0,00	0	0.00	0.00	8	8.50	0.00	8	8.50	0.00	40
Example 4			Sat			Mor	ı		Tue	1		We	d		THR			Fri		280
EMPLOYEE NAME	NS Days	HR	START	43 HRS	HR	START	43 HRS	HR	START	43 HRS	HR	START	43 HRS	HR	START	43 HRS	HR	START	43 HRS	CLERK HOURS PER WK
Employee 1	Fri/Sat/Sun	0	0.00	0.00	10	6.50	2.50	10	6.50	2.50	10	6.50	2.50	10	6.50	2.50	0	0.00	0.00	40
Employee 2	Sun/Thr	8	4.00	5.00	8	4.00	5.00	8	4.00	5.00	8	4.00	5.00	0	0.00	0.00	8	4.00	5.CO	40
Employee 3	Sun/Tue	8	4.00	5.00	8	4.00	5.00	0	0.00	0.00	8	4.00	5.00	8	4.00	5.00	8	7.50	1.50	40
Employee 4	Sun/Fri	8	5.25	3.75	8	4.50	4.50	8	4.50	4.50	8	5.25	3.75	8	4.00	5.00	0	0.00	0.00	40
Employee 5	Sun/Thr	8	5.50	2.50	8	4.50	4.50	8	6.50	2.50	8	8.50	0.00	0	0.00	0.00	8	5.00	4.CO	40
Employee 6	Sat/Sun	0	0.00	0.00	8	9.00	0.00	8	9.00	0.00	8	9.00	0.00	8	9.00	0.00	8	9.00	0.00	40
MAX - 295 hours																				
Example 5			Sat			Mor	1		Tue			We	d		THE	1		Fri		288
EMPLOYEE NAME	NS Days	HR	START	43 HRS	HR	START	43 HRS	HR	START	43 HRS	HR	START	43 HR5	HR	START	43 HRS	HR	START	43 HRS	CLERK HOURS PER WK
Employee 1	Sun/Tue	8	4.00	5.00	8	4.00	5.00	0	0.00	0.00	8	4.00	5.00	8	4.00	5.00	8	4.00	5.00	40
Employee 2	Sun/Thr	8	4,00	5.00	8	4.00	5.00	8	4.00	5.00	8	4.00	5.00	0	0.00	0.00	8	4.00	5.00	40
Employee 3	Sun/Tue	8	5.25	3.75	8	5.25	3.75	0	0.00	0.00	8	5.25	3.75	8	4.50	4.50	8	5.00	4.00	40
Employee 4	Sun/Fri	8	6.50	2.50	8	8.50	0.00	8	8.50	0.00	8	8.50	0.00	8	8.50	0.00	0	8.50	0.00	40
Employee 5 Employee 6	Sun/Wed Fri/Sat/Sun	8	6.50 0.00	2.50	8	8.50	0.00 4.00	8	8.50 5.00	0.00	10	7.00	2.00	10	7.00	2.00	0	0.00	0.00	40
Employee 7	Sat/Sun	0	0.00	0.00	9	5.00	4.00	9	4.00	5.00	8	6.50	2.50	8	5.50	3.50	10	7.00	2.00	44
WAX 200 Hours		_			-			_	-		-			-				5.1		276
Example 3			Sat	the second s		Mon		110	Tue START	43 HRS	LID	We START		HR	THE	43 HRS	HR	Fri START	43 HRS	CLERK HOURS PER WK
EMPLOYEE NAME	NS Days	HR	Contractory of the local division of the	43 HRS	-	Concession of the local division of the loca	43 HRS	HR	Accession in the local division of	No. of Concession, Name	-	-			4.00	45 HKS	8	4.00	5.00	40
Employee 1	Sun/Tue	8	4.00	5.00	8	4.00	5.00	0	0.00	0.00	8	4.00	5.00	8			-			Contraction of the Contraction o
Employee 2	Sun/Thr	8	4.00	5.00	8	4.00	5.00	8	4.00	5.00	8	4.00	5.00	0	0.00	0.00	8	4.00	5.00	40
Employee 3	Sun/Tue	8	5.50	3.50	8	5.00	4.00	0	C.00	0.00	8	5.25	3.75	8	4.00	5.00	8	7.50	1.50	40
Employee 4	Sun/Fri	8	6.50	2.50	8	5.25	3.75	8	5.00	4.00	8	5.25	3.75	8	5.25	3.75	0	0.00	0.00	40
Employee 5	\$un/Thr	8	6.50	2.50	8	8.50	0.50	8	8.50	0.00	8	8.50	0.00	0	0.00	0.00	8	5.00	4.00	40
Employee 6	Sat/Sun	0	0.00	0.00	8	9.00	0.00	8	9.00	0.00	8	9.00	0.00	8	9.00	0.00	8	9.00	0.00	40
MAX - 295 hours	Sat/Sun/Wad	10	0.00	0.00	9	8.50	0.00	ç	8.50	0.00	0	0.00	0.00	9	8.50	0.00	9	8.50	0.00	36
Example 2		Sat				Mor	ı		Tue	2		We	d		THE	2		Fri		272
EMPLOYEE NAME	NS Days	HR	START	43 HRS	HR	START	43 HRS	HR	START	43 HRS	HR	START	43 HRS	HR	START	43 HRS	HR	START	43 HRS	CLERK HOURS PER WK
Employee 1	Sun/Tue	8	4.00	5.00	8	4.00	5.00	0	0.00	0.00	8	4.00	5.00	8	4.00	5.00	8	4.00	5.00	40
Employee 2	Sun/Thr	8	4.00	5.00	8	4,00	5.00	8	4,00	5.00	8	4.00	5.00	0	0.00	0.00	8	4.00	5.00	40
Employee 3	Sun/Tue	8	5.50	3.50	8	5,00	4.00	0	0.00	0.00	8	5.25	3.75	8	4.00	5.00	8	7.50	1.50	40
And a state of the second s	Sun/Fri	8	6.50	2.50	8	5.25	3.75	8	5.00	4.00	8	5.25	3.75	8	5.25	3.75	0	0.00	0.00	40
Employee 4								And in case of the local division of the loc	and the second											
Employee 4 Employee 5	Sun/Thr	8	6.50	2.50	8	8.50	0.50	8	8.50	0.00	8	8.50	0.00	0	0.00	0.00	8	5.00	4.00	40
and the second	and shares of the second se	8 0	6.50 0.00	2.50 0.00	8	8.50	0.50 0.0C	8	8.50 9.00	0.00	8 8	8.50 9.00	0.00	0	0.00 9.00	0.00	8	5.00 9.00	4.00 0.00	40 40



Same Station different examples

43 hrs refers to Hours in LDC 43

MAX - 295 hours

Current Schedule			Sat			Mo	n		Tue	1		We	d		THE	ι		Fri	1.00	280
EMPLOYEE NAME	NS Days	HR	START	43 HRS	CLERK HOURS PER WK															
Employee 1	Sun/Tue	8	4.00	5.00	8	6.50	2.50	0	0.00	0.00	8	6.50	2.50	8	6.50	2.50	8	4.00	5.00	40
Employee 2	Sun/Thr	8	4.00	5.00	8	4.CO	5.00	8	4.00	5.00	8	4.00	5.00	0	0.00	0.00	8	4.00	5.00	40
Employee 3	Sun/Tue	8	4.00	5.00	8	4.C0	5.00	0	0.00	0.00	В	4.00	5.00	8	4.00	5.00	8	7.50	1.50	40
Employee 4	Sun/Frl	8	5.25	3.75	8	4.50	4.50	8	4.50	4.50	В	5.25	3.75	8	4.00	5.00	D	0.00	0.00	40
Employee 5	Sun/Thr	8	6.50	2.50	8	4.50	4.50	8	6.50	2.50	В	8.50	0.00	0	0.00	0.00	8	5.00	4.00	40
Employee 6	Sat/Sun	0	0.00	0.00	8	9.C0	0.00	8	9.00	0.00	8	9.00	0.00	8	9.00	0.00	8	9.00	C.00	40
Employee 7	Sun/Wed	8	8.50	0.00	8	8.50	0.00	8	8.50	C0.00	D	0.00	0.00	8	8.50	0.00	8	8.50	C.00	40

Seven employees with 40 hrs a week @ 8 Hrs a day five days a week

MAX - 295 hours

Example 4			Sat			Mor	ı		Tue	1		Wee	ł		THE	l		Fri		280
EMPLOYEE NAME	NS Days	HR	START	43 HRS	HR	START	43 HRS	HR	START	43 HR5	HR	START	43 HRS	HR	START	43 HRS	HR	START	43 HRS	CLERK HOURS PER WK
Employee 1	Fri/Sat/Sun	C	0.00	0.00	10	5.50	2.50	10	6.50	2.50	10	6.50	2.50	10	6.50	2.50	0	0.00	0.00	40
Employee 2	Sun/Thr	8	4.00	5.00	8	4.00	5.00	8	4.00	5.00	8	4.00	5.00	C	0.00	0.00	8	4.00	5.00	40
Employee 3	Sun/Tue	8	4.00	5.00	8	4.00	5.00	0	0.00	0.00	8	4.00	5.00	8	4.00	5.00	8	7.50	1.50	40
Employee 4	Sun/Fri	8	5.25	3.75	8	4.50	4.50	8	4.50	4.50	8	5.25	3.75	8	4.00	5.00	0	0.00	0.00	40
Employee 5	Sun/Thr	8	6.50	2.50	8	4.50	4.50	8	6.50	2.50	8	E.50	00.0	C	0.00	0.00	8	5.00	4.00	40
Employee 6	Sat/Sun	0	0.00	0.00	8	9.00	0.00	8	9.00	0.00	8	9.00	0 . .C	8	9.00	0.00	8	9.00	0.00	40
Employee 7	Sun/Wed	8	8.50	0.00	8	8.50	0.00	8	8.50	0.00	0	0.00	00.C	8	8.50	0.00	8	8.50	0.00	40

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 MAX - 295 hours

		(management)	and the second second	and the second second	-	-		-		-			and the second second		A COLUMN TWO IS NOT	a second second second		of some division of the local division of the local division of the local division of the local division of the	and the second se	the second s
Example 5			Sat			Mo	n		Tue	1		Wei	ł		THE	1		Fri		288
EMPLOYEE NAME	NS Days	HR	START	43 HRS	HR	START	43 HRS	HR	START	43 HRS	HR	START	43 HRS	HR	START	43 HRS	HR	START	43 HRS	CLERK HOURS PER WK
Employee 1	Sun/Tue	8	4.00	5.00	8	4.00	5.00	0	C.00	0.DC	8	4.00	5.00	8	4.00	5.00	8	4.00	5.00	40
Employee 2	Sun/Thr	8	4.00	5.00	8	4.00	5.00	8	4.00	5.00	8	4.00	5.00	0	0.00	0.00	8	4.00	5.00	40
Employee 3	Sun/Tue	8	5.25	3.75	8	5.25	3.75	0	C.00	0.00	8	5.25	3.75	8	4.50	4.50	8	5.00	4.00	40
Employee 4	Sun/Fri	8	6.50	2.50	8	8.50	0.00	8	8.50	0.00	8	8.50	0.00	8	8.50	0.00	0		0.00	40
Employee 5	Sun/Wed	8	6.50	2.50	8	8.50	0.00	8	8.50	0.00	0	12	0.00	8	8.50	0.00	8	8.50	0.00	40
Employee 6	Fri/Sat/Sun	0	0.00	0.00	12	5.00	4.00	12	5.00	4.00	10	7.00	2.00	10	7.00	2.00	0	0.00	0.00	44
Employee 7	Sat/Sun	0	0.00	0.00	9	5.00	4.00	9	4.00	5.00	8	5.50	2.50	8	5.50	3.50	10	7.00	2.00	44

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

Example 3			Sat			Mor	1		Tue)		Wed	1		THR			Fri		276
EMPLOYEE NAME	NS Days	HR	START	43 HRS	CLERK HOURS PER WK															
Employee 1	Sun/Tue	8	4.00	5.CO	8	4.00	5.00	0	0.00	0.00	8	4.00	5.00	8	4.00	5.00	8	4.00	5.00	40
Employee 2	Sun/Thr	8	4.00	5.00	8	4.00	5.00	8	4.00	5.00	8	4.00	5.00	0	0.00	0.00	8	4.00	5.00	40
Employee 3	Sun/Tue	8	5.50	3.50	8	5.00	4.00	0	0.00	0.00	8	5.25	3.75	8	4.00	5.00	8	7.50	1.50	40
Employee 4	Sun/Fri	8	6.50	2.50	8	5.25	3.75	8	5.00	4.00	8	5.25	3.75	8	5.25	3.75	0	0.00	0.00	20
Employee 5	Sun/Thr	8	6.50	2.50	8	8.50	0.50	8	8.50	0.00	8	B.50	0.00	0	0.00	0.00	8	5.00	4.00	40
Employee 6	Sat/Sun	C	0.00	0.00	8	9.00	0.00	8	9.00	0.00	8	9.00	0.00	8	9.00	0.00	8	9.00	0.00	40
Employee 7	Sat/Sun/Wed	C	0.00	C.00	9	8.50	0.00	9	8.50	0.00	0	0.00	0.00	9	8.50	0.00	g	8.50	0.00	36

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

Example 2			Sat			Mor	1		Tue			We	d		THE	2		Fri		272
EMPLOYEE NAME	NS Days	HR	START	43 HRS	CLERK HOURS PER WK															
Employee 1	Sun/Tue	8	4.00	5.00	8	4.00	5.00	0	0.00	0.00	8	4.00	5.00	8	4.00	5.00	8	4.00	5.00	40
Employee 2	Sun/Thr	8	4.00	5.00	8	4.00	5.00	8	4,00	5.00	8	4.00	5.00	0	0.00	0.00	8	4.00	5.00	40
Employee 3	Sun/Tue	8	5.50	3.50	8	5.00	4.00	0	0.00	0.00	8	5.25	3.75	8	4.00	5.00	8	7.50	1.50	40
Employee 4	Sun/Fri	8	6.50	2.50	8	5.25	3.75	8	5.00	4.00	8	5.25	3.75	8	5.25	3.75	0	0.00	0.00	40
Employee 5	Sun/Thr	8	6.50	2.50	8	8.50	0.50	8	8.50	0.00	8	8.50	0.00	0	0.00	0.00	8	5.00	4.00	40
Employee 5	Sat/Sun	0	0.00	0.00	8	9.00	0.00	8	9.00	0.00	8	9.00	0.00	8	9.00	0.00	8	9.00	0.00	40
Employee 7	Sat/Sun/Wed	0	0.00	0.00	8	8.50	0.00	8	8.50	0.00	0	0.00	0.00	8	8.50	0.00	8	8.50	0.00	32

Six employees with **40 hrs @ 8 Hrs a Day** and One employee with **32 Hrs @ 8 Hrs a Day four days a week**

MAX - 295 hours

Example 1			Sat			Mor	ı		Tue	I.		Wee	ł		THP	1		Fri		270
EMPLOYEE NAME	NS Days	HR	START	43 HRS	CLERK HOURS PER WK															
Employee 1	Sat/Sun	0	0.00	0.00	6	4.00	5.00	6	4.00	5.00	6	4.00	5.00	6	4.00	5.00	6	4.00	5.00	30
Employee 2	Sun/Thr	8	4.00	5.00	8	4.00	5.00	8	4.00	5.00	8	4.00	5.00	C	0.00	0.00	8	4,00	5.00	40
Employee 3	Sun/Tue	8	4.00	5.00	8	5.00	4.00	0	0.00	0.00	8	5.25	3.75	8	4.00	5,00	8	7.50	1.50	40
Employee 4	Sun/Fri	8	5.25	3.75	8	5.25	3.75	8	5.50	3.50	8	5.25	3.75	8	5.25	3.75	0	0.00	0.00	40
Employee 5	Sun/Thr	8	6.50	2.50	8	5.25	3.75	8	5.50	2.50	8	8.50	0.00	C	0.00	0.00	8	5.00	4.00	40
Employee 6	Sat/Sun	0	0.00	0.00	8	9.00	0.00	8	9.00	0.00	8	9.00	0.00	8	9.00	0.00	8	9.00	0.00	40
Employee 7	Sun/Wed	8	8.50	0.00	8	8.50	0.00	8	8.50	0.00	D	0.00	0.00	8	8.50	0.00	8	8.50	0.00	40

Six employees with **40 hrs a week @ 8 Hrs a Day 5 days a week** and One employee with **30 Hrs a week @ 6 Hrs a Day 5 days a week**

AMERICAN POSTAL WORKERS UNION, AFL-CIO

REQUEST FOR INFORMATION

To: LABOR

Date:

Grievant:

Grievance #

Article 17, Section 3 requires the employer or his agent to make available all documents, files and other records necessary to processing a grievance. Under 8a (5) of the National Labor Relations Act it is an unfair labor practice for the employer to fail to supply relevant information for the purpose of collective bargaining. Grievance processing is an extension of the collective bargaining process. Article 34

1. WE ARE REQUESTING FOR THE FOLLOWING OFFICE(s):

- All reports associated with CSV (Mail Processing Variance). The reporting period with Begin Date wk ____ FY ____ and END Date wk ___ FY ____.
 - UNIT VARIANCE
 - WORKLOAD WORKSHEET (LDC-11, LDC-12, LDC-13, LDC-14, LDC-15, LDC-17, LDC-18)
 - MAIL PROCESSING VARIANCE CLERK/MAILHANDLER COMPLEMENT MPES REPORT for the last 4 weeks
 - WORK HOUR /VOLUME /SCHEDULE for ALL Tour, Tour 1, Tour 2, and Tour 3
 - BREAKDOWN OF EACH LDC for ALL Tour, Tour 1, Tour 2, and Tour 3
 - SCORECARD

The above-required information could be vital in assisting the Union in settling all grievances at the lowest step possible, in compliance with Art. 15

Union Official

[] Request Approved

[] Request Denied

CSV REPORT REQUEST



Signature

Having trouble opening Excel

Install this compatibility pack if you would like to open, edit, and save documents, workbooks, and presentations that were created in the newer versions of Word, Excel, and PowerPoint.

http://www.microsoft.com/download/en/det ails.aspx?id=3



Q- What would be the best 4 weeks to use for the CSAW report?

- A- If you know that management is going to submit a new schedule soon start requesting immediately. Request CSAW Report for the next four weeks.
- Note: If there is a Holiday in one week, use the previous CSAW report data and input the data for the week that has the holiday.

FOOD FOR THOUGHT

- If there is no schedule being proposed we still want information. Request CSAW Report:
 - The last two weeks in March and first two weeks in April
 - The week after Labor Day Holiday for the next four weeks

> A- SAME AS ABOVE

Q- In one of my offices, they have on the 1994 a PSE included. Do I add them to the staffing matrix?

A- No. We want to utilize ALL Available Hours to maximize Traditional/NTFT Schedule.

Q- LDCs, where do we find the information?

• A- They are found on the power point. They can also be found on management's 1994s.

Q- What are LDC Codes?

- A- They are Labor Distribution Codes for operations such as:
 - LDC 41- Automation
 - LDC 42- Parcel
 - > LDC 43- Distribution- Manual
 - > LDC 44- Box
 - > LDC 45- Window
 - LDC 48- Miscellaneous

Q- For Box Section 2-3 people other days, how do you figure it out?

A- Do the average

Q- How do we cover all 50 Post Offices by October 21?

► A - We need to find individuals/stewards in our local to help with the work.

Q- Would one challenge be the fact that employees have ceased moving from one operation to another?

A-Yes, however, its management's responsibility to see that the CSAW is correct. What they are saying is 'Yes' no one is working there that day. If you have box hours 2 hours a day, but shows 20 there is a problem.

Q- Is it a better idea to use Actual instead of Earned?

A- You should put in both. Management is going to provide the schedule based on Earned hours. You will be able to see from your schedule the difference.

Documenting NTFT Grievances

 If there is a need to file grievances use the above information we provided of documents needed and the check list to ensure that All relevant documentations are in the case files.

CONGRATULATIONS HAVE JUST COMPLETED THE FUNCTION 4 WORKBOOK

