

Column R tracking sheet

Column R Entries-WEEK ONE	TIME	02-23	02-25	02-26	02-27	02-28	02-29
Additional credit if talks repeated for relief	ACTUAL						
Additional trip for MMM mail	ACTUAL						
Answering customer questions-phone/counter	ACTUAL						
Business reply to location	ACTUAL						
Carrier pickup Events	90 SEC						
# of carrier pickup parcels	9 SEC						
Cfs/fwd case if separate	ACTUAL						
Changes to Edit book	ACTUAL						
Collected mail into more than 2 separations	ACTUAL						
Collection boxes	ACTUAL						
Delivery Confirmation	18 SEC						
Elevators, stairs, unlocking doors, etc	ACTUAL						
Filing PS form 3575, If required	ACTUAL						
Hold mail location if not at case	ACTUAL						
Keys, gates, in gated community	ACTUAL						
Non L carrier buy stamps at intermediate office	ACTUAL						
Non personnel unit	15 MIN						
Notice left parcels on proper shelf	ACTUAL						
Obtaining arrow key when no other account.	ACTUAL						
Office close up if required	ACTUAL						
PS 3982 yellow COA label	15 SEC						
Reloading satchel (if used)	ACTUAL						
SCAN form PS form 5630 18 sec	18 SEC						
Scanner set up	1 MIN						
Throwback case	ACTUAL						
Weekly safety talks	ACTUAL						
Weekly service talks	ACTUAL						
DPS riffling time							
Include MHTS errors	ACTUAL						
50 ft proximity -if over 50 difference x .00284							
Parcel retrieval	ACTUAL						
Dps retrieval	ACTUAL						
Return trip to accountable cage	ACTUAL						

Column R tracking sheet

Column R Entries-WEEK TWO	TIME	03-01	03-02	03-04	03-05	03-06	03-07
Additional credit if talks repeated for relief	ACTUAL						
Additional trip for MMM mail	ACTUAL						
Answering customer questions-phone/counter	ACTUAL						
Business reply to location	ACTUAL						
Carrier pickup Events	90 SEC						
# of carrier pickup parcels	9 SEC						
Cfs/fwd case if separate	ACTUAL						
Changes to Edit book	ACTUAL						
Collected mail into more than 2 separations	ACTUAL						
Collection boxes	ACTUAL						
Delivery Confirmation	18 SEC						
Elevators, stairs, unlocking doors, etc	ACTUAL						
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50 ft proximity -if over 50 difference x .00284							
Parcel retrieval	ACTUAL						
Dps retrieval	ACTUAL						
Return trip to accountable cage	ACTUAL						