

SOME TYPICAL COLUMN R ENTRIES

Retrieval of DPS, Accountables, Parcel Hamper if over 50 ft (round trip)

Retrieval of arrow key if no other accountables

Time to place hold mail in designated location if not at case

If management requires waiting for scans to be cleared at the end of the day

Actual riffling time for DPS, including MHTS(pulling DPS errors)

Time to travel to throwback and forwarding area

Saturday office close out

Time for changes to edit book

Answering customers questions

Weekly safety and service talks

Time for collecting mail from blue collection box

Time for unlocking and relocking gates in gated communities

Time for atypical dismounts: elevators, stairs, difficult doors, etc

NON L carrier: time to purchase stamp stock ONLY at INTERMEDIATE office

More than 2 separations to deposit collected mail

Time to put "notice left" parcels on designated shelf if required by management

DPS Riffling time if separator cards are not used

Time for returning Business Reply Mail to designated location

Additional trip to deposit MMM mail