

Column R tracking sheet

<b>Column R Entries-WEEK ONE</b>	<b>TIME</b>	<b>02-14</b>	<b>02-17</b>	<b>02-18</b>	<b>02-19</b>	<b>02-20</b>	<b>02-21</b>
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						
Cfs/fwd case if separate	ACTUAL						
Changes to Edit book	ACTUAL						
Collected mail into more than 2 separations	ACTUAL						
Collection boxes	ACTUAL						
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						
Reloading satchel (if used)	ACTUAL						
Throwback case	ACTUAL						
Weekly safety talks	ACTUAL						
Weekly service talks	ACTUAL						
DPS riffling time	ACTUAL						
Include MHTS errors	ACTUAL						
<b>50 ft proximity -if over 50 difference x .00284</b>							
Parcel retrieval difference x .00284	FEET						
Dps retrieval difference x .00284	FEET						
Return to acct. cage difference x .00284	FEET						

Column R tracking sheet

<b>Column R Entries-WEEK TWO</b>	<b>TIME</b>	<b>02-23</b>	<b>02-24</b>	<b>02-25</b>	<b>02-26</b>	<b>02-27</b>	<b>02-28</b>
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						
Cfs/fwd case if separate	ACTUAL						
Changes to Edit book	ACTUAL						
Collected mail into more than 2 separations	ACTUAL						
Collection boxes	ACTUAL						
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						
Reloading satchel (if used)	ACTUAL						
Throwback case	ACTUAL						
Weekly safety talks	ACTUAL						
Weekly service talks	ACTUAL						
DPS riffling time	ACTUAL						
Include MHTS errors	ACTUAL						
<b>50 ft proximity -if over 50 difference x .00284</b>							
Parcel retrieval difference x .00284	COL R						
Dps Retrieval difference x .00284	COL R						
Return to acct. cage difference x .00284	COL R						

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<b>Column R Entries-WEEK THREE</b>	<b>TIME</b>	<b>03-02</b>	<b>03-03</b>	<b>03-04</b>	<b>03-05</b>	<b>03-06</b>	<b>03-07</b>
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						
Cfs/fwd case if separate	ACTUAL						
Changes to Edit book	ACTUAL						
Collected mail into more than 2 separations	ACTUAL						
Collection boxes	ACTUAL						
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						
Reloading satchel (if used)	ACTUAL						
Throwback case	ACTUAL						
Weekly safety talks	ACTUAL						
Weekly service talks	ACTUAL						
DPS riffling time	ACTUAL						
Include MHTS errors	ACTUAL						
<b>50 ft proximity -if over 50 difference x .00284</b>							
Parcel retrieval difference x .00284	FEET						
Dps retrieval difference x .00284	FEET						
Return to acct. cage difference x .00284	FEET						

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<b>Column R Entries-WEEK FOUR</b>	<b>TIME</b>	<b>03-09</b>	<b>03-10</b>	<b>03-11</b>	<b>03-12</b>	<b>03-13</b>	<b>03-14</b>
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						
Cfs/fwd case if separate	ACTUAL						
Changes to Edit book	ACTUAL						
Collected mail into more than 2 separations	ACTUAL						
Collection boxes	ACTUAL						
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						
Reloading satchel (if used)	ACTUAL						
Throwback case	ACTUAL						
Weekly safety talks	ACTUAL						
Weekly service talks	ACTUAL						
DPS riffling time	ACTUAL						
Include MHTS errors	ACTUAL						
<b>50 ft proximity -if over 50 difference x .00284</b>							
Parcel retrieval difference x .00284	FEET						
Dps retrieval difference x .00284	FEET						
Return to acct. cage difference x .00284	FEET						