United States Postal Service
Unit Daily Record

1. City	2. Day	3. Date	4. A/P (Day)	5. A/P
6. Delivery Unit	7. ZIP + 4	8. Prepared By		

	Section I										Section II						
	Regularly Assigned				Assigned Today	Route Overtime				Leave					Hours Worked Weekly		
Route	Regular Work Hours	Annual Leave	Sick Leave	Other	Name	Regular Work Hours	Replace-ment	Other	Total Work Hours	Annual	Sick	Other	Assignments	Name	Regular	Overtime	Total
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)

Remarks

PS Form **3997,** November 1997

General Instructions

Complete this form daily and retain it in the unit. Make all time entries in hours and hundredths. Use this form to record the unit's *total* workhours by route and clerical employee. It is the source document for Form 3930.

Units With a Carrier Function

Section I

Column (a) - List routes and assignments by number. Group routes by the type of service (i.e. letter routes, parcel post routes, combination, etc.) *and sub-total the work hours for each group.* Use more than one Form 3997 if necessary. Group routes separately so hours may be transferred to Form 3930 without the use of any other worksheet.

Columns (b), (c), (d) and (e) - Record the basic work hours or leave hours of the employee regularly assigned to the route. In column (b), record the work hours of the regularly assigned carrier. In column (c) and (d), record annual or sick leave used. In Column (e), record the type and amount of other absence, (e.g. Jury Duty-JD, Military Leave-ML, Non-Scheduled-NS, Absent Without Leave-AWOL, Leave Without Pay-LWOP, etc.)

Column (f) - Enter the name(s) of the carrier(s) *not* regularly assigned to that route who performs duties on that route (including utility, T-6, auxiliary assistance, and a *carrier regularly assigned to another route who provides assistance to a route after completing his/her regular assignment).*

Column (g) - Record regular hours worked for those employees *named* in Column (f). Leave Columns (f) and (g) blank if the regular carrier worked without assistance.

Column (h) - REPLACEMENT OVERTIME - *Do not include overtime caused by workload fluctuations in this column.* Replacement overtime, Column (h), is the overtime used to replace an absent carrier, including a regular carrier's hours when called in a non-scheduled day to work on their own route. If a route is split and carried on overtime by other carriers following completion of their own routes, their time should be recorded in this column as described in (f) above. Explain in comments section.

Column (i) - OTHER OVERTIME - Record all overtime hours attributable to workload fluctuations, vehicle breakdown, climatic conditions, dog bites, etc. Do not include any work hours already recorded in Column (h). Explain in comments section.

Column (j) - Enter total work hours by route.

Section II

Enter in column (o) any group by category, the name(s) of any T-6, PTF, casual, TE, reserve, or other employee performing carrier duties (e.g. unassigned employees). Designate in column (n) the assignment(s), by route number, of those employees listed. If such employee is on leave or otherwise absent, record those hours in the appropriate column (k), (l), or (m). Use columns (p), (q), and (r) to track the weekly cumulative work hours of these employees. List T-6 carriers separately for identification of their scheduled route assignment.

Instructions for Summarizing Clerical Workhours

Record clerical work hours for the unit on the same Form 3997 used to report carrier work hours. If additional space is required, use an additional Form 3997. It is the source document for Form 3930.

Section I

Immediately below the last carrier entry, enter the word "clerical" in Column (f). List the names of the clerical employees in Column (f) and make the appropriate entries in columns (c), (d), (e), (g), (h), (i), and (j). Calculate a sub-total for each column.

TOTAL WORK HOURS - Immediately below the clerical sub-totals enter total unit and record the sum of the total carrier and clerical work used in the unit. This will be the sum of columns (b) + (g) + (h) + (i). Use the sub-totals to check this figure.

Exception Method

In very large delivery units, the recording procedures described above may be impractical and an exception method can be used. List only carriers not performing their regular assignments. (Assistance to another route by carriers after completing their regular assignment *must be shown*). Use just one line to record work hours used by regular carriers who finish their routes in eight hours. Use a similar procedure to accumulate clerical work hours.

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