

Workload Status

Routes Other Carrier

Route List/Status		
Route	Carrier	+/-
001		-1:17
002		-1:17
003		0:51
004		-0:34
007		-0:41
008		-0:14
009		-0:10
010		-0:15
011		-1:03
012		-0:09
013		-1:05
014		-0:45
015		0:00
016		0:22
017		-0:51

Total Est. Overtime: **1:26**

Total Est. Undertime: **10:04**

Route Vacancies			
Route	Hours	Planned	Type

Supervisor Workbench

Daily Workload Mgmt Street Mgmt Performance Reports Planning and Scheduling Route and Unit Maint

Mail Volumes and Work Hours

- ☐ Capture Mail Volumes - Manual
- ☐ Capture Mail Volumes - DCD
- ☐ Daily Timekeeping Load
- ☐ Clockring Discrepancies
- ☐ SPLY Impacts
- ☐ Capture Daily Dispatch

Reports and Forms

- ☐ 1564-A Delivery Instructions
- ☐ Revised Carrier/Route Assignment
- ☐ Workload Status Report
- ☐ Miscellaneous Workload Status Report
- ☐ Clockring Discrepancy Report
- ☐ Workhour / 3996 Management Report
- ☐ Overtime Reports
- ☐ Projected Time - Unit Summary
- ☐ Volume Feedback Reports

Workload Management

- ☐ Create Vacancy - 3971
- ☐ Regular/City Route Details
- ☐ Miscellaneous Route Details
- ☐ Street Pivoting
- ☐ Daily Assignments
- ☐ Current Day Absence List
- ☐ Record Overtime Exception
- ☐ Change Start Time

Current User: XXXXXXXXXX
 Current Unit: XXXXXXXXXX

☐ Change Delivery Unit



Workload Status

Routes Other Carrier

Route List/Status		
Route	Carrier	+/-
001		-1:17
002		-1:17
003		0:51
004		-0:34
007		-0:41
008		-0:14
009		-0:10
010		-0:15
011		-1:03
012		-0:09
013		-1:05
014		-0:45
015		0:00
016		0:22
017		-0:51

Total Est. Overtime: **1:26**

Total Est. Undertime: **10:04**

Route Vacancies			
Route	Hours	Planned	Type

Supervisor Workbench

Daily Workload Mgmt Street Mgmt Performance Reports Planning and Scheduling Route and Unit Maint

Managed Service Points Maintenance

- ☐ MSP Base Information Maintenance
- ☐ MSP Location Report
- ☐ MSP Label Request Status

Managed Service Points Performance Reports

- ☐ MSP Overview Report
- ☐ MSP Route Report
- ☐ MSP Carrier Report
- ☐ Missed Scan Report
- ☐ Invalid Route Report
- ☐ Invalid Scan Report

Current User:

Current Unit:

☐ Change Delivery Unit



RESTRICTED INFORMATION

Workload Status

Routes | Other | Carrier

Route List/Status		
Route	Carrier	+/-
001		-1:17
002		-1:17
003		0:51
004		-0:34
007		-0:41
008		-0:14
009		-0:10
010		-0:15
011		-1:03
012		-0:09
013		-1:05
014		-0:45
015		0:00
016		0:22
017		-0:51

Total Est. Overtime: **1:26**

Total Est. Undertime: **10:04**

Route Vacancies			
Route	Hours	Planned	Type

Supervisor Workbench

Daily Workload Mgmt | Street Mgmt | Performance Reports | Planning and Scheduling | Route and Unit Maint

Individual Performance Reports

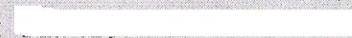
- ☐ Individual Weekly Performance Report
- ☐ Individual Weekly Miscellaneous Routes Performance Report
- ☐ Individual Weekly Performance Bar Graph
- ☐ Individual Weekly Performance Trend Graph
- ☐ Individual Weekly Clockring Discrepancy Report
- ☐ Individual Weekly Clockring Discrepancy Bar Graph

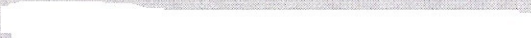
Performance Forms

- ☐ 1813 - Late Leaving/Returning
- ☐ 3972 - Absence Analysis

Unit Performance Reports

- ☐ Route/Carrier Daily Performance Report
- ☐ Misc Route/Carrier Daily Performance Report
- ☐ Unit Daily Performance Report
- ☐ Workhour/Workload Report
- ☐ Dispatch Feedback Report
- ☐ FLASH Statistics Worksheet
- ☐ Volume Report
- ☐ Unit Feedback Report
- ☐ Unit Clockring Discrepancy Report
- ☐ Steward, Standby, Meeting Time Report

Current User: 

Current Unit: 

☐ Change Delivery Unit



RESTRICTED INFORMATION

Workload Status

Routes | Other | Carrier

Route List/Status		
Route	Carrier	+/-
001		-1:17
002		-1:17
003		0:51
004		-0:34
007		-0:41
008		-0:14
009		-0:10
010		-0:15
011		-1:03
012		-0:09
013		-1:05
014		-0:45
015		0:00
016		0:22
017		-0:51

Total Est. Overtime: 1:26

Total Est. Undertime: 10:04

Route Vacancies			
Route	Hours	Planned	Type

Supervisor Workbench

Daily Workload Mgmt | Street Mgmt | Performance Reports | Planning and Scheduling | Route and Unit Maint

Weekly Scheduling

- ☐ Weekly Schedule
- ☐ Create Vacancy - 3971
- ☐ Daily Assignments
- ☐ Weekly Schedule Report
- ☐ Regular Work Assignments

OTDL Management

- ☐ Overtime Desired List (OTDL)
- ☐ Overtime Tracking
- ☐ Overtime Worksheet
- ☐ Work Assignment Overtime

Annual Budget

- ☐ Adjust Daily Budget Spread
- ☐ Budget Detail Reports

Current User: [REDACTED]

Current Unit: [REDACTED]

☐ Change Delivery Unit



RESTRICTED INFORMATION

Workload Status

Routes Other Carrier

Route List/Status		
Route	Carrier	+/-
001		-1:17
002		-1:17
003		0:51
004		-0:34
007		-0:41
008		-0:14
009		-0:10
010		-0:15
011		-1:03
012		-0:09
013		-1:05
014		-0:45
015		0:00
016		0:22
017		-0:51

Total Est. Overtime: **1:26**

Total Est. Undertime: **10:04**

Route Vacancies			
Route	Hours	Planned	Type

Supervisor Workbench

Daily Workload Mgmt Street Mgmt Performance Reports Planning and Scheduling Route and Unit Maint

Route Maintenance

- ☐ Route Base Information Maintenance
- ☐ Pivot Plan Maintenance
- ☐ Non-Delivery Point Maintenance
- ☐ 3999 Data Capture/Summary
- ☐ 3999 Data Transfer
- ☐ DCD Transfer
- ☐ 1838-C Data Capture/Special Office Mail Counts
- ☐ Special Office Mail Counts Data Transfer

Unit Maintenance

- ☐ Maintain Unit Information
- ☐ Maintain Carrier Route Assignments
- ☐ Maintain Dispatch Information

Reports and Forms

- ☐ Route Base Information Report
- ☐ Route Information Card
- ☐ Route Review Report
- ☐ Unit Recap
- ☐ DPS Analysis Report
- ☐ Routes Pending Special Inspection
- ☐ 3999 - Inspection of Letter Carrier Route
- ☐ 3999 - Manual Entry
- ☐ 1838 Carrier's Count of Mail
- ☐ Delivery Unit Seniority Report

Current User:

Current Unit:

☐ Change Delivery Unit



RESTRICTED INFORMATION