

Store Location:

Weekly CPH Tracking Worksheet

Week End Date:

[illegible]

Notes:

- Account for all pallets on the day they are received, in "New Pallets Delivered"
- Pallets should be rounded to the nearest half (0.5) pallet
- Hours should be rounded to the nearest 15 minutes (0.25 hours)
- 25 Cartons per Pallet assumption should be used to translate Pallets to Cartons

Sum of Assoc Hours	Final Unprocessed Pallets	Sum of Total Processed Pallets	Cartons = Processed Pallets x 25
CPH			
Sum of Total Processed Cartons ÷			
Sum of Total Assoc Hours			

Weekly CPH Tracking Worksheet



Completing the Worksheet:

- One worksheet should be printed for each week (*Sunday – Saturday*)
- The worksheet should be completed daily, even if your store does not receive a delivery or process merchandise in the Backroom
- Opening Leader on Duty begins the day by completing:
 - Carried Over Pallets (*Unprocessed Pallets outstanding from prior day*)
 - New Pallets Delivered (*Expected # of Pallets to be delivered today*)
 - Total (*Carried Over + New*)
- Throughout the day, Associates capture their name and processing hours
 - Processing hours include time worked sorting, tagging and processing merchandise in the backroom (All merchandise including apparel, footwear, hardlines, etc)
 - Associates of all levels (including mgmt.) should capture their hours
- At the end of each day, the closing LOD will complete:
 - Total Assoc Processing Hours
 - Unprocessed Pallets (*Remaining Unprocessed Pallets*)
 - Total Pallets Processed (*Total – Remaining*)
- At the end of each week, Store Leaders will capture:
 - Total Weekly Processing Hours (*Sum of week's Hours*)
 - Final Unprocessed Pallets (*Unprocessed Pallets from final day*)
 - Total Processed Pallets (*Sum of week's Total Processed Pallets*)
 - Calculate the store's CPH
- Report End of Week metrics in the Unprocessed Pallets Report in ThinkTime
 - Unprocessed Pallets, Total Processing Hours, Total Processed Pallets, and CPH

Notes and Best Practices:

- Account for all pallets on the day they are received in "New Pallets Delivered"
- Pallets should be rounded to the nearest half (0.5) pallet
- Kayaks and other stand-alone items should be counted as 1 pallet
- Any cartons/pallets that are not entirely processed should be considered as "Unprocessed" or remaining pallets
 - All merchandise that is not "floor ready" should be considered unprocessed
- Hours should be rounded to the nearest 15 minutes (0.25 hours)
- This worksheet can be compared against UKG Pro (Dimensions) to validate Associate transfers to Backroom