Naw Patiets Delivered     Total Assoc #1 Assoc #2 (Name/HRs)     Excluding Break time. (e.g., worked 8 HRs with 30 Mins break, put 7.5 H Assoc #3 (Name/HRs)     Assoc #3 (Name/HRs)     Assoc #4 (Name/HRs)     Assoc #4 (Name/HRs)     Assoc #4 (Name/HRs)     Assoc #3 (Name/HRs)     Assoc #4 (Name/HRs)     Assoc #3 (Name/HRs)	Store	Store Location:	<b>-    </b>			Weekly	CPH Tra	Weekly CPH Tracking Wo	rksheet		Week End Date:	Jate:	rocessed
Over Pallets Carried Assoc #1 Assoc #2 Assoc #3 Assoc #4 Assoc #4 Assoc #5 (Name/HRs) (N	Date			Total	Exc	uding Break time	Associates Pro . (e.g., worked 8	HRs with 30 Min	ıs break, put 7.5	HRs)	Tota	Total Assoc	Unprocessed Pallets
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Notes:	8/14	ω	6	9	Jane D 8	John D 6.5	Sally H 6.5	Jack P 4	Beth C 5	Michael M 6		36	36 2
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						нининининининининининининини	ининания на предела пр		инининининининининининин				
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	- 25 C	artons pe	r Pallet ass	sumption sr	nould be usea:	io translate Pau	ets to Cartons					Sum of Total Pr	<b>CPH</b> 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