

## ***UAMS INTERNAL PROCEDURES***

**NUMBER:** 2.13  
**CONTACT:** Warehouse Mgr.  
**DATE:** July 1, 2004  
**REVIEW DATE:** May 2011

**SECTION:** SUPPLY CHAIN  
**AREA:** DISTRIBUTION SERVICES  
**PROCEDURE:** PROCEDURE TO MAINTAIN DAILY PERFORMANCE SPREADSHEET

### **PURPOSE**

This procedure was created to track the quality and quantity of work performed by the order pickers for Par rounds orders. The manager on the afternoon shift maintains this spreadsheet. This procedure should be performed daily in order to keep accurate and up-to-date evaluations.

### **PROCEDURE**

#### **Maintaining the daily performance spreadsheet**

- On a spread sheet created with Microsoft Excel each person's total picking activity is calculated daily.
- There is an entry made for each round of pars picked for each employee. The five rounds of pars are totaled at the end of the shift.
- The daily totals are summed at the end of each month, taking into account if an employee has been off work for vacation, sick, etc. This provides management with an average of lines picked per day worked.
- This information on job production is used to evaluate employee job performance.