

NRLCA MINI MAIL SURVEY PRESENTATION

February 22-March 7, 2025





IMPORTANT DATES

NRLCA MINI MAIL SURVEY 2025

Important Dates

Complete By:	Action:
02/08/2025 – 03/14/2025	Delivery Units enter Office Walk, Route Settings and Daily Volume data into the Rural Management Support System (RMSS) web application
02/22/2025	A 12-day Mini Mail Survey of stated items begins on all rural routes
02/22/2025 – 03/07/2025	Data entry must be made daily by COB for all routes
03/07/2025	DPM / LTM Mapping Deadline Date. No mapping changes will be reflected post this date in Eval 5
03/14/2025	All Mini Mail Survey entries to include Office Walk, Route Settings and Daily Volume must be finalized by 17:00 CT. No additional changes will be accepted post this date.
03/29/2025	Print and distribute 4241A's and 4241M's
04/05/2025	Effective date of the RRECS Evaluation; Update the Rural Carrier schedules in RMSS Scheduling tool URL: https://blue.usps.gov/delret/L3do/rural/timekeeping/rural_schedule_tool_v19.1.01.xlsx



02/22/2025

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03/07/2025

NRLCA MINI MAIL SURVEY 2025

- ✎ A National Mini Mail Survey will be conducted for twelve (12) working days beginning Saturday, February 22 and ending on Friday, March 7, 2025.
- ✎ A stand-up talk will be given prior to the mail survey. This will be your opportunity to ask questions and confirm procedures.
- ✎ All routes are included in the Mini Mail Survey
- ✎ Effective date of the RRECS Evaluation will be April 5, 2025



02/22/2025

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03/07/2025

NRLCA MINI MAIL SURVEY 2025

- ∞ The mini mail survey is one component used to determine the route evaluation under RRECS
- ∞ It is used in conjunction with other data gathered from automated processes
 - MDD Scanner
 - Route Mapping Data



OVERVIEW

NRLCA MINI MAIL SURVEY 2025

- ✎ EAS employees will conduct the mini mail survey
- ✎ 12 RRECS Office Walk Distances will be measured round trip jointly by the manager and the assigned carrier.
- ✎ Data will be entered daily and in a timely manner no later than COB current business day.



OVERVIEW

NRLCA MINI MAIL SURVEY 2025

ONLY the following Items will be Measured and/or Counted and Entered into RMSS:

- ✎ Random Letters
- ✎ Random Flats
- ✎ Office Walk Distances
- ✎ Miscellaneous Office Activity



January 23, 2025

Mr. Donald L. Maston
President
National Rural Letter Carriers' Association
1630 Duke Street
Alexandria, VA 22314-3467

Dear Don:

This letter serves to confirm our mutual agreement to modify the manner in which PS Form 3982, Postal Automation Redirection System (PARS) *Label*, a component of the Mini Mail Survey, is captured for data collection.

With recent technological advancements, beginning with the Mini Mail Survey for the April 5, 2025 Route Evaluation, PS Form 3982, *PARS Label data* was captured electronically during the prior 52-week data collection period. Therefore, a physical count of PARS labels received during the Mini Mail Surveys will no longer be necessary.

Sincerely,

A handwritten signature in blue ink, appearing to read "Richard L. Howard".

Richard L. Howard
A/Director
Contract Administration (NRLCA)

Concurrence:

A handwritten signature in blue ink, appearing to read "Don L. Maston".

Donald L. Maston,
President
National Rural Letter Carriers' Association

Date:

1-23-2025

PARS Label will now be counted through Automations and will no longer be a part of the Mini Mail Survey



SURVEY FORMS

NRLCA MINI MAIL SURVEY 2025

Three Forms are used to Collect Survey Data

- ☞ RRECS Office Walking Distance-Data Collection Form
- ☞ Daily Volume Worksheet
- ☞ Miscellaneous Activity Worksheet



Walk Distance Form

NRLCA MINI MAIL SURVEY 2025

RRECS AM Office Walking Distances: Data Collection Form

FACILITY, ST, ZIP			FINANCE #		RR #
MANAGER NAME: (Printed)			MANAGER NAME: (Signature)		DATE:
CARRIER NAME: (Printed)			CARRIER NAME: (Signature)		DATE:
Does this route receive Withdrawal Credit?		Yes or No (Circle One)			
Walking Distance Segments Measure the "Round Trip" distance (footage) required for the carrier to complete the segment where applicable. ***Office Walking Distances only applies to activities performed in the AM while the carrier is in the office prior to departing to street for delivery. Activities performed in the PM after carrier returns to office from delivery are included in end of shift duties.***					
Segment Number	From	To	Distance (Footage)	Instructions	
01	Scanner Storage Area	Carrier's Case		From the point the where the carrier stands when retrieving the scanner to the point where the carrier stands when casing mail.	
02	Carrier's Case	Raw Letter or Raw Flats Distribution Case		From the point where the carrier stands when casing mail to the point where the carrier stands when retrieving raw letters or raw flats, whichever is further. Include walking distance to obtain a conveyance if typically required. (Withdrawal Routes Only)	
03	Carrier's Case	DPS Letters Distribution Rack		From the point where the carrier stands when casing mail to the point where the carrier normally stands when retrieving the first tray from the DPS letter rack. Include walking distance to obtain a conveyance if typically required. (Withdrawal Routes Only)	
04	N/A	N/A	N/A	N/A	
05	Carrier's Case	Parcel hamper Retrieval		From the point where the carrier stands when casing mail to the location where the carrier normally stands when grasping the handle of the parcel hamper for transport to their case.	
06	Carrier's Case	Assigned location or typical location for inspection of Government vehicle		From the point where the carrier stands when casing mail to the point where the carrier stands when opening the driver's door of the parked vehicle. Use the assigned parking if there is one or the typical location if there is none.	
07	Carrier's Case	CFS / Markup / MMM / Centralized Hold Mail to the Carrier's Case		From the point where the carrier stands when casing mail and follows their normal path to the CFS, the Markup case, the MMM location, Centralized Hold and back to the carrier's case. Note: The order of the locations may vary according to local practices.	
08	Carrier's Case	Accountables Distribution point		From the point where the carrier stands when casing mail to the point where the carrier receives accountable mail from the clerk in the morning.	
09	Carrier's Case	Hot case		From the point where the carrier stands when casing mail to the point where the carrier stands when retrieving hot case mail. Note: Not applicable if performed in conjunction with load time.	
10	Carrier's Case	Location to obtain an additional piece of empty equipment (rolling stock) prior to loading vehicle		From the point where the carrier stands when casing mail to the average point location to obtain an additional piece of empty equipment (rolling stock) prior to loading vehicle. Note: This only applies if this additional piece of equipment is required for loading.	
11	Carrier's Case	Storage location for excess trays, tubs		From the point where the carrier stands when casing mail to the location where excess trays, tubs are stored after mail has been loaded for conveyance to the vehicle.	
12	Carrier's Case	Location of where the Safety/Service talk is given		From the point where the carrier stands when casing mail to the designated Safety/Service Talk.	

Walking Distance Data Collection Form

The RRECS Office Walking Distance Data Collection Form is used to record the walking distance data for each route as indicated. The data recorded on this form will then be entered into RMSS.

Note: The user must download the Data Collection Form found in the **RMSS Survey Instructions** Zip File to view and print.

 RRECS Survey Instructions

RRECS Office Walking Distances: Data Collection Form

FACILITY ST, ZIP		FINANCE #	RR #
MANAGER NAME: (Printed)		MANAGER NAME: (Signature)	DATE:
CARRIER NAME: (Printed)		CARRIER NAME: (Signature)	DATE:
2 This route receive withdrawal credit? Yes or No (Circle One)		Is this route assigned a Left Hand Drive Government Vehicle? Yes or No (Circle One)	3

Walking Distance Segments
For Non Withdrawal Routes measure only Segments 1, 5, 12. Do not measure Segment 6 if the carrier uses a Privately Owned Vehicle (POV) to service the route (Enter "N/A"). Measure the "Round Trip" distance (Footage) required for the carrier to complete the segment where applicable.

Segment Number	From	To	Distance (Footage)	Instructions
01	Scanner Storage Area	Carrier's Case	4	From the point where the carrier stands when retrieving mail to the point where the carrier stands when casing mail.
02	Carrier's Case	Raw Letters or Raw Flats Distribution Case		From the point where the carrier stands when casing mail to the point where the carrier stands when retrieving raw letters or raw flats, whichever is further. Include walking distance to obtain a conveyance if typically required.
03	Carrier's Case	DPS Letters Distribution rack		From the point where the carrier stands when casing mail to the point where the carrier normally stands when retrieving the first tray from the DPS letter rack. Include walking distance to obtain a conveyance if typically required.
04	Carrier's Case	CPS State (POV) Distribution rack	N/A	From the point where the carrier stands when casing mail to the point where the carrier normally stands when retrieving the first tray from the CPS State (POV) letter rack. Include walking distance to obtain a conveyance if typically required. Note: This segment only applies to routes that use a Privately Owned Vehicle (POV) or are assigned a Left Hand Drive (LHD) Government Vehicle.
05	Carrier's Case	Parcel hamper Retrieval		From the point where the carrier stands when casing mail to the location where the carrier normally stands when grasping the handle of the parcel hamper for transport to their case.
06	Carrier's Case	Assigned location for inspection of Government vehicle		From the point where the carrier stands when casing mail to the point where the carrier stands when opening the driver's door of the parked vehicle. Use the assigned parking if there is one or the typical location if there is none.
07	Carrier's Case	CFS / Markus / MMM / Centralized Hold Mail to the Carrier's Case		From the point where the carrier stands when casing mail and follows their normal path to the CFS, the Markus case, the MMM location, Centralized Hold and back to the carrier's case. Note: The order of the locations may vary according to local practices.
08	Carrier's Case	Accountable Distribution point		From the point where the carrier stands when casing mail to the point where the carrier receives accountable mail from the clerk in the morning.
09	Carrier's Case	Hot case		From the point where the carrier stands when casing mail to the point where the carrier stands when retrieving hot case mail.
10	Carrier's Case	Obtain additional conveyance for loading mail in vehicle		From the average point where the additional conveyance for transporting mail to the vehicle is located.
11	Carrier's Case	Storage location for excess trays, tube		From the point where the carrier stands when casing mail to the location where excess trays, tube are stored after mail has been loaded for conveyance to the vehicle.
12	Carrier's Case	Location of where the Safety/Service talk is given		From the point where the carrier stands when casing mail to the designated Safety/Service talk.

V2023.1.1

Once the worksheet is retrieved:

- 1 Input necessary route information in each field at the top of the worksheet. Ensure the manager prints/signs their name along with the date of entry
- 2 Confirm route withdrawal credit (Circle "Yes" or "No")
- 3 Confirm if the route is assigned a POV or Left Hand Drive or Gov Vehicle (Circle "Yes" or "No")
- 4 Confirm walking distance measurement for each segment.

Note: Both the manager and assigned carrier must be present to confirm walking distance measurement. Both must sign when completed



ROUTE SETTINGS

NRLCA MINI MAIL SURVEY 2025

Route Settings Confirmed by Manager on the RRECS Office Walking Distance Data Collection Form

- ☞ Confirm Left Hand Drive Government Vehicle or POV
- ☞ Carrier Withdrawal Allowance



Walk Distance

NRLCA MINI MAIL SURVEY 2025

Office Walk Measurements:

- ☞ 1. Scanner Storage Area
- ☞ 2. Letters/Flats Distribution Case***
- ☞ 3. DPSL Distribution Case***
- ☞ 4. FSS Distribution Case***
- ☞ 5. Parcel Hamper
- ☞ 6. Location of Vehicle Inspection^^^
- ☞ 7. CFS Markup/Centralized Hold
- ☞ 8. Accountable Distribution Point
- ☞ 9. Hot Case Location
- ☞ 10. Location of Hamper/Conveyance
- ☞ 11. Location of Excess Trays/Tubs
- ☞ 12. Safety/Service Talk Location

****not measured for Non-Withdrawal Routes*

^^^*not measured for POV Routes*



Walk Distance

NRLCA MINI MAIL SURVEY 2025

- ✉ The round-trip distances recorded on the Office Walking Distance Data Collection Form are entered into RMSS accordingly.
- ✉ Copy of the Completed Form will be Shared with the carrier

[illegible]

Daily Volume Worksheet

Prior to the actual survey period, users should download and **print** the **Daily Volume Worksheet**.

The daily volume worksheet will be used to record volume and miscellaneous activity time daily.

Once the worksheet is open; Print the worksheet and conduct the following:

- 11 Confirm that the Finance Number and date are correct.
- 22 For Majority DPS Letters Cased, enter “Y” for Yes, or enter “N” for No.
- 33 Record the data for each category of mail: Letters Manual (Pieces), Flats Manual (Pieces), Misc. Activity time
- 44 Use Miscellaneous Activity Worksheet for recording actual time
- 55 Use the correct tab for each day

Rural Route - Daily Volume

Survey Period:

Finance:

Date:

1

Route

Letters Manual
(Pieces)

Flats Manual
(Pieces)

Miscellaneous
Activity Reason

Misc. Activity
Actual Time
(Mins:Secs)

3

MISCELLANEOUS ACTIVITY WORKSHEET

Area

District

MPOO

Date

Office

Route

Activity

Description

Time Used
(minutes)

Required Customer Communications

Time, if required by management, to answer customer questions at the counter or over the phone, if such duties occur daily or weekly.

Electronic Parcel Lockers

Record actual time used daily to service the EPL. Actual time begins once all parcels are located at the EPL and carrier signs in on the keypad and continues until the carrier signs out on the keypad. If the carrier is required to wait to gain access to the keypad, that time is also recorded as actual time.

Reloading Satchel

Actual time to reload a satchel if required for multiple dismount deliveries.

Non-Personnel Unit (NPU) time

Those carriers who serve a non-personnel rural unit receive a minimum allowance of 15 minutes daily for each unit served.

Other Daily or Weekly Recurring Activity

Must be approved by District Rural DSI. Explanation must be entered.

For Example: Time associated with End-Of-Shift activities not completed for the prior day

4

5



Random Letters and Flats

Random Letters Include:

- A. Letters that have not been run on any type of automation
- B. Letters from manual distribution cases
- C. DPS letter mail errors (3M mail/Hi-rise without secondary addresses, CFS, RTS, UBBM, hold mail, closed business)

Note: Do not include Walk Sequence Saturation mailings or Boxholders

Random Flats Include:

- A. Flats that have not been run on automation.
- B. Flats from manual distribution cases
- C. Flat-sized mailings not received in white tubs or from local distribution cases.

Note: Do not include Walk Sequence Saturation mailings or Boxholders





Daily Volume Worksheet

- ✎ Postmaster or manager who conducts the count should sign every day.
- ✎ Carrier should receive a copy each day
- ✎ Disagreements and disputes should be documented and dealt with as soon as possible.

MISCELLANEOUS TIME

Entry Steps:

1. Print out enough copies for each route for each day of survey (#rtes x 12)
2. Enter Area, District, MPOO and Office Name
3. Enter 3-digit route number
4. Complete each day for each route. If no activities occur on any day, enter N/A on sheet for the day.

MISCELLANEOUS ACTIVITY WORKSHEET					
				Date	Route
Area	District	MPOO	Office		
Activity	Description	Time Used (minutes)			
Required Customer Communicatons	Time, if required by management, to answer customer questions across the counter or over the phone, if such duties occur daily or weekly.				
Electronic Parcel Lockers	Record actual time used daily to service the EPLs. Actual time begins once all parcels are located at the EPL and carrier signs in on the keypad and continues until the carrier signs out on the keypad. If the carrier is required to wait to gain access to the keypad, that time is also recorded as actual time.				
Reloading Satchel	Actual time to reload a satchel if required for multiple dismount deliveries.				
Non-Personnel Unit (NPU) time	Those carriers who serve a non-personnel rural unit receive a minimum allowance of 15 minutes daily for each unit served				
Other Daily or Weekly Recurring Activity	Must be approved by District Rural DSS. Explanation must be entered. For Example: Time associated with End-Of-Shift activities not completed for the prior day				



Miscellaneous Activity Worksheet

☞ Reasonable time allowance for recurring duties

☞ Must be:

- Authorized or required by management
- Recurring Duties (Daily or Weekly)
 - Required Customer Communication
 - Electronic Parcel Lockers
 - Reloading Satchel
 - Non-Personnel Unit
- All other Activity must be pre-approved by DSS
- Not covered in any other allowance

☞ Actual Time Rounded to Nearest Minute

Verification Daily Summary

UNITED STATES POSTAL SERVICE Rural Management Support System

Approval 7 Settings Help Log out

Home Facility: 540436 - ARL-MAIN OFFICE STA, WA

Reporting

Time Keeping

Scheduler

Form 4003

Mail Count

RRECS Survey

Daily Volume

Walking Distances

Route Settings

ASC

Form 4248

RD SOP

Save Eval Date 12/30/2021 Search

Walking Distances must be entered before Daily Volumes may be collected for some routes.

Daily Volumes are incomplete for 12/27/2021

Daily Volumes are incomplete for 12/28/2021

Daily Volumes are incomplete for 12/29/2021

Daily Volumes are incomplete for 12/30/2021

Daily Summary

Weekly Summary

Route	Majority of DPS Letters Cased	Letter Size	Flat Size	Miscellaneous Time (Minutes)
002	N Y	Manual Count (Pieces)	Manual Count (Pieces)	Total
003	N Y	Manual Count (Pieces)	Manual Count (Pieces)	Total
004	N Y	Manual Count (Pieces)	Manual Count (Pieces)	Total
010	N Y	Manual Count (Pieces)	Manual Count (Pieces)	Total
012	N Y	Manual Count (Pieces)	Manual Count (Pieces)	Total
013	N Y	Manual Count (Pieces)	Manual Count (Pieces)	Total

Current Date: 12/31/2021 (Day 14 of Pay Period 01) Delivery Manager: RWHT, DEL 1 Version: 1.42 0-SNAPSHOT | API Documentation

	K	L	M	N	O	P
DAY OF WEEK	Majority DPS Letters Cased (Y) or (N)	982 ARS Label	Letter Size Manual (Pieces)	Flat Size Manual (Pieces)	Actual Time Misc Activity Total	
THURSDAY	N	0	0	0	0	0
THURSDAY	N	0	0	0	0	0
THURSDAY	N	0	0	0	0	0
THURSDAY	N	0	0	0	0	0
THURSDAY	N	0	0	0	0	0

16
17
18
19
20
21
22
23

Mini Mail Survey Summary

At the conclusion of Daily Volume data collection in RMSS each week, managers should **print** the **Weekly Summary of Daily Volume** excel sheet and provide to carriers for confirmation. Managers and carriers should work together to verify Daily Volume data entries displayed on the worksheet. If necessary, managers and carriers should identify any discrepancies and make adjustments as needed daily.

The screenshot displays the Rural Management Support System (RMSS) interface. The left sidebar contains navigation links: Home, Reporting, Time Keeping, Scheduler, Form 4003, Mail Count, RRECS Survey, Daily Volume, Walking Distances, Route Settings, ASG, Form 4248, and RD SOP. The main content area shows the RRECS Survey Instructions, a confirmation message "You have been certified for RRECS Surveys", and a Survey Periods table. An Excel spreadsheet is overlaid on the right side of the screen, showing the "RMSS - Survey Period Summary" for the period 08/08/2022 - 08/20/2022. The spreadsheet includes columns for various survey data points and a summary section. A red box highlights the "Weekly Summary of Daily Volume" link in the Extract section of the Survey Periods table.

Survey Periods Table:

Setup start	Survey Begin	Survey End	Lockout	Extract
12/11/2021	12/25/2021	01/10/2022	02/15/2022	<ul style="list-style-type: none">Blank Daily Volume WorksheetWeekly Summary of Daily VolumeWalking Distances & Route Info

Excel Spreadsheet Data:

BA	AREA	FDC	DISTRICT	MPOO	FACILITY	ST	FIN#	RR#	PARS Label	Letter Size Manual (Pieces)	Flat Size Manual (Pieces)	Actual Time Misc Activity Total	Admin Defined Reason 1	Admin Defined Reason 2
4B	ATLANTIC	020	MA-RI	C	AMESBUR	MA	240119	001	4	6	6	2	1	1
4B	ATLANTIC	020	MA-RI	C	AMESBUR	MA	240119	002	0	0	0	0	0	0

Mini Mail Survey Summary (By Route)

At the conclusion of Mini Mail Survey, after all data is entered, managers should **print** the **Mini Mail Survey Summary** excel sheet and provide to carriers for confirmation. If any discrepancies still remain, they should be corrected immediately. The Detail Route Summary will include confirmation by the assigned carrier and the manager that the information is correct. This file will also provide the opportunity for the carrier to commit to take sufficient annual leave to avoid exceeding 2080 hours in the guarantee period if selected.

Rural Route Mini Mail Survey Summary

Survey Period (Date Range): _____ - _____

Area: _____ District: _____ MPOO: _____

Finance: _____ Facility: _____ ZIP: _____ RR: _____

Date	Letter Size Manual (Pieces)	Flat Size Manual (Pieces)	Misc. Activity Actual Time Total (MM:SS)
Total			

COMPLETE THE FOLLOWING INFORMATION ON THE LAST DAY OF THE MAIL SURVEY

High Option: Yes ☐ No ☐

High Option election requires the assigned Regular Carrier meeting all criteria as provided in Article 9.2.C.7.a. of the National Agreement to include the Carrier's signature agreeing to the "Leave Commitment" below:

In the event that I am eligible to elect a higher route classification, I agree to use sufficient annual leave during the guarantee period to assure that my total actual work hours will not exceed 2,080 during the guarantee period.

Carrier Signature for "Leave Commitment": _____ Date: _____

Survey Data Certified To Be Correct:

Carrier's Signature: _____ Date (MM/DD/YYYY): _____

Manager's Signature: _____ Date (MM/DD/YYYY): _____



Conclusion of Mail Survey

High-Low Option (If qualified)

Carrier Commits to Take Sufficient Annual
Leave to Avoid Exceeding 2080 Hours

Carrier's Signature Certifying the Survey to be
Correct

Counting your mail

- ✎ Carrier may count their own mail as a verification of management's counts.
- ✎ No compensation



OTHER MAIL SURVEY ISSUES

COUNTING YOUR
MAIL

Intermediate Office

- ✎ All Forms are completed and returned to the main office
 - ✎ RRECS Office Walking Distance-Data Collection Form
 - ✎ Daily Volume Worksheet
 - ✎ Miscellaneous Activity Worksheet
- ✎ Edit Book updates performed at the Intermediate Office are entered on the Miscellaneous Activity Worksheet



Other Survey Issues

Credit for Inverted DPS Letters

∞ Credit one Random Letter for
every 4 inverted DPS Letters



EVEN FLOW OF MAIL

- ✎ Normal flow of mail should be ensured
 - No extra efforts to clear out mail before count
 - No curtailment of clerk hours on the last day of count
- ✎ Mailer-requested delivery dates should be honored



WITHDRAWAL OF MAIL

- ✎ If carriers perform any withdrawal functions-allowance is added
- ✎ No change from remainder of year
- ✎ Number of withdrawals required
 - Upon Reporting
 - Two additional in morning
 - Final withdrawal of Hot Case
 - Upon return from route



WITHDRAWAL OF MAIL

Carriers who DO NOT get withdrawal allowance

- ✎ Final withdrawal of Hot Case in conjunction with loading
- ✎ All other mail should be placed at case or on ledge
- ✎ No dumping of sacks
- ✎ Everyone can be required to cut straps and remove plastic. It is not part of Withdrawal.
- ✎ Everyone can be required to retrieving Parcel Hampers. It is not part of Withdrawal



∞ ALL OR NOTHING -

No provision for partial credit



WITHDRAWAL OF MAIL

- ✎ If management proposes a change the union must be notified
 - Majority of regular carriers must vote to accept the change
 - Change applies to ALL carriers



OPTION ELECTIONS & LEAVE AGREEMENTS

- ⌘ Manager must meet with each regular carrier to discuss options:
 - High - *Higher* pay, but less time off (J or H route)
 - Low - *Lower* pay, but more time off (K or J route)



OPTION ELECTIONS & LEAVE AGREEMENTS

☞ Requirements for High Option

- Route's evaluation must fall in more than one route classification (standard hours between 44:11 and 50:43)
- In order to be eligible for high option the regular carrier must have a minimum of ten (10) years of service from his/her retirement computation date.
- Demonstrated no 2080 problems previous year
- Commit in writing to use sufficient annual leave (not LWOP) so as not to exceed 2080 hrs.



DISAGREEMENTS

- ✎ Attempt to resolve disagreements at the local level
 - Disputed items must be brought to managers attention prior to casing and delivery
 - Agreed corrections may be made prior to sending up the forms



DISAGREEMENTS

- ✎ If disagreement cannot be resolved locally:
 - Carrier and Manager will fill out the appropriate part of Dispute Form 1
 - Include any documentation necessary to prove what you are saying is incorrect and what the credit should be

DISAGREEMENTS

**REMEMBER
THIS IS YOUR PAYCHECK!**

**IF YOU HAVE PROBLEMS LET SOMEONE KNOW AS
SOON AS THEY OCCUR AND THOROUGHLY
DOCUMENT ALL DISPUTED ITEMS!**



THE END

QUESTIONS?

