

PREPARATION OF DAILY WORK LOG FORM P 4109-FA
NETWORK AND SPECIAL SERVICES DEPARTMENTS

1. GENERAL

1.01 This section describes the Daily Work Log, P 4109-FA. Form P 4109-FA is designed for use with the Mechanized Time and Results (MTR) System, Functional Accounting (FA) System, and the various Force Management Systems (FMS).

1.02 It is completely revised to:

- Include the new Work Log Form P 4109-FA required for FA.
- Provide detailed instruction for preparing and completing the Daily Work Log.

Note: Marginal arrows used to denote changes are omitted.

1.03 This instruction is to be used as reference material by all central office or test center craft and clerical forces in the Network and Special Services Departments who distribute their time.

2. DESCRIPTION OF DAILY WORK LOG

2.01 Form P 4109-FA is a 2-part, precarboned, 7-inch by 8-1/2 inch sprocket fed form. The first part (Supervisors' Reference copy) is of flimsy paper stock printed on the front only. The second part (Subordinates' copy) is on card stock printed front and back. The front of both parts is identical except for the EST HRS column on the second part which is shaded (see Exhibit 1A). The card stock has fold perforations (Exhibit 5) to aid in transcribing from back to front, and also a trifold for carrying in pocket or purse.

2.02 The Work Log is divided into five sections:

- Header Section
- Time and Distribution Section
- Assigned Work Item Section

- Work Performed Section
- Time Summary Section

2.03 Detailed entry field descriptions for the Daily Work Log are contained in Tables A and B. Callouts are provided to cross-reference the information to Exhibits 1 and 2.

2.04 *Header Section (Table A and Exhibit 1, Callouts 1 through 17)*: This section is designed to provide information for MTR payroll reporting and output reports. The top line, less the date, can be preprinted by running through an 8-inch sprocket feed teletypewriter. If these entries change often, local discretion is needed to determine what entries require preprinting.

2.05 *Time and Distribution Section (Table A and Exhibit 1, Callouts 18 through 31)*: This section provides 15 line entries and 14 columns for information required for time reporting in the MTR and FA Systems.

2.06 *Assigned Work Item Section (Table A and Exhibit 1, Callouts 32 through 45)*: Scheduled work as assigned will be listed here.

2.07 *Work Performed Section (Table B and Exhibit 2, Callouts 1 through 3)*: During the shift, as work is performed, it is listed in chronological order. This information ensures tracking of assigned work and accuracy in time reporting.

2.08 *Time Summary Section (Table B and Exhibit 2, Callouts 4 through 8)*: Fifteen columns are available for posting the time throughout the shift. Time will be shown in quarterly increments to the nearest quarter hour. Example, if the work performed took 23 minutes, the time reported will be 1/2.

2.09 Exhibits 3 and 4 depict a completed work log. Entries are appropriate for work performed on date time is reported.

NOTICE

Not for use or disclosure outside the
Bell System except under written agreement

TABLE A
EXHIBIT 1 ENTRY FIELD DESCRIPTIONS

CALLOUT	ENTRY FIELD	PROCEDURES	REFERENCES
	HEADER SECTION		
1	NAME	ENTER LAST NAME AND INITIALS.	
2	SOCIAL SECURITY NO.	ENTER SOCIAL SECURITY NUMBER.	
3	SHIFT	ENTER SHIFT START, LUNCH AND END TIMES.	
4	ARC - PAYROLL	ENTER PAYROLL ADMINISTRATIVE RESPONSIBILITY CODE (ARC) ASSIGNED TO SUPERVISOR.	SI 77, SECTION 1
5	TRICK	ENTER THE ASSIGNED TRICK(S) NUMBER IF APPLICABLE.	
6	DATE	ENTER DATE UNDER REPORT.	
7	MTR ACTION CODE	RESERVED FOR MTR OPERATOR TO INDICATE ACTION CODES FOR INPUT TO THE MTR SYSTEM.	MTR OPERATORS MANUAL, SECTION D
8	OVT HRS (OVERTIME HOURS)	ENTER THE OVERTIME HOURS WORKED AND CHARGED (CHGD) OR REFUSED AND CHARGED (REF).	MTR OPERATORS MANUAL, SECTION N
9	SPECIAL STUDIES	FIVE ACCUMULATORS, S1 THROUGH S5, MAY BE ASSIGNED YOUR SUPERVISOR. ENTER AS APPROPRIATE UNDER DIRECTION OF SUPERVISOR.	MTR OPERATORS MANUAL AND MTR MANAGEMENT GUIDE
10	EMPLOYEE ACTIVITY DATA	RESERVED TO INDICATE PERFORMANCE DATA (IE, PRODUCTIVITY, QUALITY CONTROL, ETC).	MTR MANAGEMENT GUIDE
11	HOURS TO	ENTER ALL HOURS TO 40 HOUR AND 49 HOUR RULE.	
12	REG (REGULAR)	ENTER TOTAL OF REGULAR HOURS.	
13	EXT (EXTRA)	ENTER TOTAL OF EXTRA HOURS.	
14	PRE (PREMIUM)	ENTER TOTAL OF PREMIUM HOURS.	
15	TOTAL	TOTAL REGULAR 12, EXTRA 13, AND PREMIUM 14 HOURS.	
16	PAYROLL EXCEPTIONS /UT/Frames	ENTER HERE PAYROLL EXCEPTIONS, IAP, MA, CA, HS, ETC, AND FRAME TIME AS APPROPRIATE.	SI 104, SECTION 2 AND MTR OPERATORS MANUAL, SECTION D
17	SUPVR APPROVAL	SUPERVISOR SIGNS APPROVAL OF ACCURACY AND COMPLETENESS OF TIME REPORTED.	MTR MANAGEMENT GUIDE

TABLE A (Contd)

CALLOUT	ENTRY FIELD	PROCEDURES	REFERENCES
	<i>TIME AND DISTRIBUTION FIELD</i>		
18	T/B/L IND (TRANSFER/ BORROW/LOAN INDICATOR)	ENTER A <u>I</u> IF YOU ARE A TRANSFEREE TO A NEW ARC, A <u>B</u> IF BORROWED FROM, OR AN <u>L</u> IF LOANED TO ANOTHER ARC.	MTR OPERATORS MANUAL, SECTION J AND MTR MANAGEMENT GUIDE
19	ARC-CHARGED	ENTER THE ARC TRANSFERRED TO, BORROWED FROM, OR LOANED TO.	SI 77, SECTION 1
20	GEO (GEOGRAPHICAL CODE)	ENTER GEOGRAPHICAL CODE FOR TIME REPORTING IN AN ENTITY AS REQUIRED.	SI 90, SECTION 1
21	PARCEL	ENTER THE PARCEL NUMBER THAT IDENTIFIES YOUR WORK LOCATION AS REQUIRED.	
22	CWO (CUSTOM WORK ORDER)	ENTER THE CUSTOM WORK ORDER NUMBER IF WORKING ON EQUIPMENT IDENTIFIED BY BILLING NUMBER IF APPLICABLE.	SI 5 AND SI 32
23	TRACK CODE	ENTER THE EXPENSE TRACKING CODE IF APPLICABLE (IE, ENGINEERING PROJECTS).	
24	JOB AUTH NO (JOB AUTHORIZATION NUMBER)	ENTER THE JOB AUTHORIZATION NUMBER WHEN APPLICABLE (IE, ESTIMATE).	
25	REPORTING CODE	ENTER THE REPORTING CODE FOR WORK PERFORMED.	ACCOUNTS MANUAL
26	PRLC (PLANT REPORT LINE CODE)	ENTER THE PLANT REPORT LINE CODE.	DEPARTMENT PROCEDURE AND SECTION 001-920-102PT
27	FORMAT CODE	THE MTR OPERATOR ENTERS THE FORMAT CODE FOR TIME REPORTED UNDER A PAYROLL ARC.	MTR OPERATORS MANUAL, SECTION M
28	HRS (HOURS)	ENTER TOTAL HOURS CHARGED FROM TIME SUMMARY SECTION, EXHIBIT 2 7 .	
29	SPFC/JFC (SPECIAL PURPOSE FUNCTION CODE/JOB FUNCTION CODE)	ENTER SPECIAL PURPOSE FUNCTION CODE OR JOB FUNCTION CODE AS REQUIRED. THE SPFC/JFC ARE USUALLY A FOUR OR SIX POSITION CODE. THE SPFC IDENTIFIES COSTS FOR OVERHEAD SUCH AS TAXES, RENTS, AND SOCIAL SECURITY PENSIONS. THE JFC IS A CODE THAT IDENTIFIES A SPECIFIC JOB ASSIGNMENT.	
30	EC (ENVIRONMENTAL CODE)	ENTER ENVIRONMENTAL CODE IN WHICH FUNCTIONS ARE PERFORMED AND COSTS ORIGINATE. IT IS A ONE POSITION CODE THAT FOLLOWS THE JFC.	
31	COMMENTS	ENTER COMMENTS AS APPLICABLE FOR PAYROLL EXCEPTION CODES (IE, IAP, STOMACHACHE).	MTR OPERATORS MANUAL

TABLE A (Contd)

CALLOUT	ENTRY FIELD	PROCEDURES	REFERENCES
<i>ASSIGNED WORK ITEM SECTION</i>			
32	WORK ITEM #	IDENTIFIES ASSIGNED WORK BY ITEM NUMBER TO ASSIGNED TRICK WHEN APPLICABLE.	
33	ARC -- CHARGED	THE SUPERVISOR OR CLERK ENTERS APPROPRIATE ARC TO CHARGE.	SI 77, SECTION 1
34	GEO	THE SUPERVISOR OR CLERK ENTERS THE GEOGRAPHICAL CODE FOR TIME REPORTING IN AN ENTITY AS REQUIRED.	SI 90, SECTION 1
35	PARCEL	THE SUPERVISOR OR CLERK ENTERS THE PARCEL NUMBER THAT IDENTIFIES YOUR WORK LOCATION AS REQUIRED.	SI 90, SECTION 1
36	CWO	THE SUPERVISOR OR CLERK ENTERS THE CUSTOM WORK ORDER NUMBER IF WORKING ON EQUIPMENT IDENTIFIED BY BILLING NUMBER WHEN APPLICABLE.	SI 5 AND SI 32
37	TRACK CODE	THE SUPERVISOR OR CLERK ENTERS THE EXPENSE TRACKING CODE IF APPLICABLE (IE, ENGINEERING PROJECTS).	
38	ASSIGNED WORK	THE SUPERVISOR OR CLERK ENTERS ESTIMATE, KEEP COST, ROUTINE NUMBER, CONTROL NUMBER, SERVICE ORDER NUMBER, TEST AND INSPECTION WORKSHEET NUMBER OR OTHER ASSIGNED WORK IDENTIFIER.	
39	REPORTING CODE	THE SUPERVISOR OR CLERK ENTERS APPROPRIATE REPORTING CODE TO CHARGE FOR THE ASSIGNED WORK, (IE, 47M, 57M, 447TR).	ACCOUNTS MANUAL
40	PRLC	THE SUPERVISOR OR CLERK ENTERS THE APPROPRIATE PLANT REPORT LINE CODE TO CHARGE TO FOR THE ASSIGNED WORK.	DEPARTMENT PROCEDURES AND SECTION 001-920-102PT
41	DISP CODE (DISPOSITION CODE)	THE SUPERVISOR OR CLERK ENTERS A DISPOSITION FOR THE ASSIGNED WORK WHEN APPLICABLE.	
42	EST HRS (ESTIMATED HOURS)	THE SUPERVISOR OR CLERK WILL ENTER THE ESTIMATED HOURS IT WILL TAKE TO PERFORM THE ASSIGNED WORK. THIS COLUMN IS SHADED ON PART 2 OF THE FORM (EXHIBIT 1A).	
43	SPFC/JFC	THE SUPERVISOR OR CLERK ENTERS THE SPECIAL PURPOSE FUNCTION CODE OR JOB FUNCTION CODE AS REQUIRED. THE SPFC/JFC ARE USUALLY A FOUR OR SIX POSITION CODE. THE SPFC IDENTIFIES COSTS FOR OVERHEAD SUCH AS TAXES, RENTS, AND SOCIAL SECURITY PENSIONS. THE JFC IS A CODE THAT IDENTIFIES A SPECIFIC JOB ASSIGNMENT.	

TABLE A (Contd)

CALLOUT	ENTRY FIELD	PROCEDURES	REFERENCES
	<i>ASSIGNED WORK ITEM SECTION (Contd)</i>		
44	EC	THE SUPERVISOR OR CLERK ENTERS IF APPLICABLE THE ENVIRONMENTAL CODE IN WHICH FUNCTIONS ARE PERFORMED AND COSTS ORIGINATE. IT IS A ONE POSITION CODE THAT FOLLOWS THE JFC.	
45	COMMENTS	THE SUPERVISOR OR CLERK ENTERS COMMENTS LIKE, <i>COORDINATE WITH</i> OR OTHER SPECIFIC INSTRUCTIONS ON THE ASSIGNED WORK.	

TABLE B

EXHIBIT 2 ENTRY FIELD DESCRIPTIONS

CALLOUT	ENTRY FIELD	PROCEDURES	REFERENCES
	<i>WORK PERFORMED SECTION</i>		
1	TKT # - SO # ITEM # - T & I # JOB AUTH NO.	ENTER HERE THE TROUBLE TICKET NUMBER (TKT #), THE SERVICE ORDER OR CIRCUIT ORDER NUMBER (SO #), THE SCHEDULED ITEM NUMBER (ITEM #) FROM FRONT OF FORM (EXHIBIT 1 32), THE TEST AND INSPECTION ROUTINE WORKSHEET NUMBER (T & I #) THE JOB AUTHORITY NUMBER (JOB AUTH NO.) LIKE ESTIMATE, KEEPCOST OR OTHER IDENTIFIER OF THE WORK AS APPROPRIATE. BREAKS AND LUNCHES WILL BE SHOWN TO ENSURE A CHRONOLOGICAL FLOW OF THE SHIFTS ACTIVITY.	
2	TIME START STOP TOTAL	ENTER THE START, STOP AND TOTAL TIMES FOR EACH ENTRY OR ACTIVITY PERFORMED IN A CHRONOLOGICAL SEQUENCE.	
3	DISP	ENTER A DISPOSITION OR STATUS OF THE WORK PERFORMED IN THIS COLUMN. ENTER A "C" IF COMPLETE, "REF" IF REFERRED OUT, ETC, PER DEPARTMENT INSTRUCTIONS WHEN APPLICABLE.	
	<i>TIME SUMMARY SECTION</i>		
4	GEO	ENTER GEOGRAPHICAL CODE AS APPROPRIATE TO WORK PERFORMED.	SI 90, SECTION 1
5	REPT CODE	ENTER REPORTING CODE AS APPROPRIATE TO WORK PERFORMED.	ACCOUNTS MANUAL
6	PRLC	ENTER PLANT REPORT LINE CODE AS APPROPRIATE TO WORK PERFORMED.	DEPARTMENT PROCEDURES AND SECTION 001-920-102PT

TABLE B (Contd)

CALLOUT	ENTRY FIELD	PROCEDURES	REFERENCES
	<i>TIME SUMMARY SECTION (Contd)</i>		
7	TOTAL (LINE)	TOTAL EACH COLUMN AND ENTER ON THIS LINE. REPORT TIME IS IN FRACTION OF HOURS IN QUARTERLY INCREMENTS TO THE NEAREST QUARTER HOUR.	
8	TOTAL (COLUMN)	ADD ACROSS EACH WORK PERFORMED TIME SUMMARY LINE AND SHOW THE TOTAL IN THIS COLUMN. THE SUM OF THE TOTAL COLUMN 8 SHOULD EQUAL THE SUM OF THE TOTAL LINE 7 .	

THIS LINE COULD BE PREPRINTED ON A TELETYPE MACHINE, LESS THE DATE.

PRLC's INDICATED PER DEPARTMENT GUIDELINES

FRAME HOURS INDICATED FOR P1 AND P2 30% RULE

OVERTIME HOURS CHARGED

PACIFIC TELEPHONE NEVADA BELL		DAILY WORK LOG										P 4109 - FA (3-79) (BSP 001-740-107 PT)		
NAME		SOCIAL SECURITY NO.			SHIFT			ARC - PAYROLL		TRICK		DATE		
THOMPSON, D.A.		555	02	0795	0745	1200	1615	MTRC 28		D5		3	9	79
MTR ACTION CODE		OVT HRS		SPECIAL STUDIES		EMPLOYEE ACTIVITY DATA						HOURS TO		
		6		S3-2		A	B	COM	CR	E	F	40 HR RULE		48 HR RULE
REG	EXT	PRE	TOTAL	PAYROLL EXCEPTIONS/UT/FRAMES								SUPVR APPROVAL		
8	4	2	14	CODE	HRS/4	CODE	HRS/4	CODE	HRS/4	CODE	HRS/4	Fred Gomez		
MA	6.50	F	4											
TIME AND DISTRIBUTION SECTION														
T/B/L IND	ARC - CHARGED	GEO	PARCEL	CWO	TRACK CODE	JOB AUTH NO EST - R.O.	REPORTING CODE	PRLC	FORMAT CODE	HRS	SPFC/JFC	EC	COMMENTS	
							124W	▼		3 3/4				
							124W	OU		1/2				
							57M	S7		1 1/2				
L	MTRC 30	R31					57R	PH3		1				
							124P			1				
							124P	OK		1/4				
L	MTRC 44	R43					57M	MB3		3 1/2				
"	"	"					57M	OU		1/4				
"	"	"					57M	OK		1/4				
ASSIGNED WORK ITEM SECTION														
WORK ITEM #	ARC-CHARGED	GEO	PARCEL	CWO	TRACK CODE	ASSIGNED WORK JOB AUTH - T & I - S.O.	REPORTING CODE	PRLC	DISP CODE	SPFC/JFC	EC	COMMENTS		
1	MTRC 30	R31				T&I #1278	57R	PH3						
2	MTRC 44	R43				2121-6512 → 20	57M	MB3	50%			START 1615		
3						2121-6870	124P		▲			TURN UP		
4														
5														
6														
7														

ASSIGNED WORK

LOANED HOURS REQUIRE ARC, GEO AND "L" INDICATOR.

INDICATES PERCENT TOWARD COMPLETION.

Sample Daily Work Log
Front
Exhibit 3

--- FOLDS BACK FOR TRANSCRIBING ON FRONT OF CARD ---

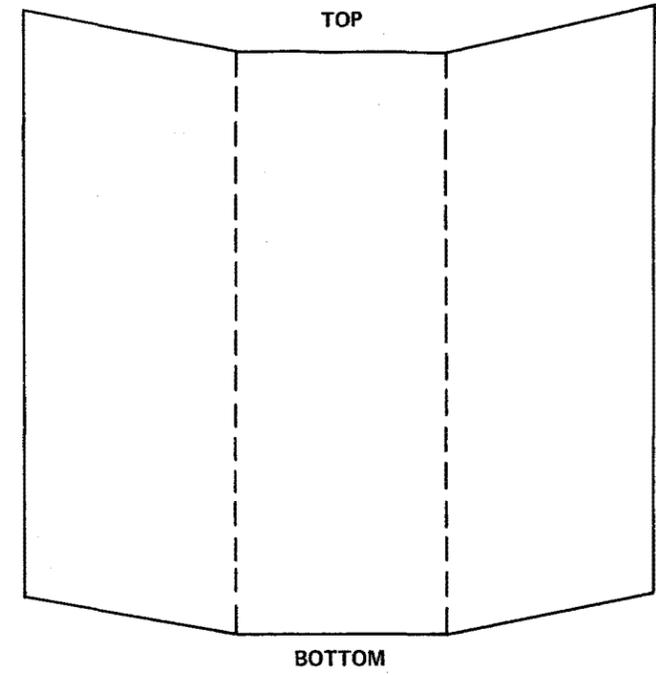
THE SUM OF THE "TOTAL LINE", EQUALS THE SUM OF THE "TOTAL COLUMN"
 TIME CHARGED IS TO THE NEAREST QUARTER HOUR
 ACTUAL TIME IS SHOWN HERE

WORK PERFORMED SECTION				GEO	R43	R31	R43	R43	R43	TOTAL				
TKT # - S.O. # ITEM # - T & I # JOB AUTH NO.	TIME		DISP	REPT	12M	57M	57M	57M	57M	TOTAL				
	START	STOP		CODE	OU	ST	PH3	OK	MB3		OU	OK		
				TOTAL	3 3/4	1/2	1/2	1	1	1/4	3 1/2	1/4	1/4	12
TKT # 4231	0745	0800	15" REF											1/4
" # 4582	0800	0911	1'11" TF											1/4
" # 4458	0912	1000	48" P											3/4
BREAK	1000	1015	15"											1/4
2121-2357	1015	1120	1'5" 80%											1
TKT # 4231	1120	1130	10" TF											1/4
2121-2357	1130	1200	30" C											1/2
LUNCH	1200	1230												
TKT # 4463	1230	1300	30" NTF											1/2
ITEM #1	1300	1400	1' C											1
TKT # 4358	1400	1445	45" TF											3/4
BREAK	1445	1500	15"											1/4
ITEM #3	1500	1600	1' R											1
HOUSE KEEPING	1600	1615	15" C											1/4
ITEM #2	1615	1815	2' 75%											2
BREAK	1815	1830	15"											1/4
ITEM #2	1830	2000	1'30" C											1 1/2
COMPLETE LOG	2000	2015	15"											1/4

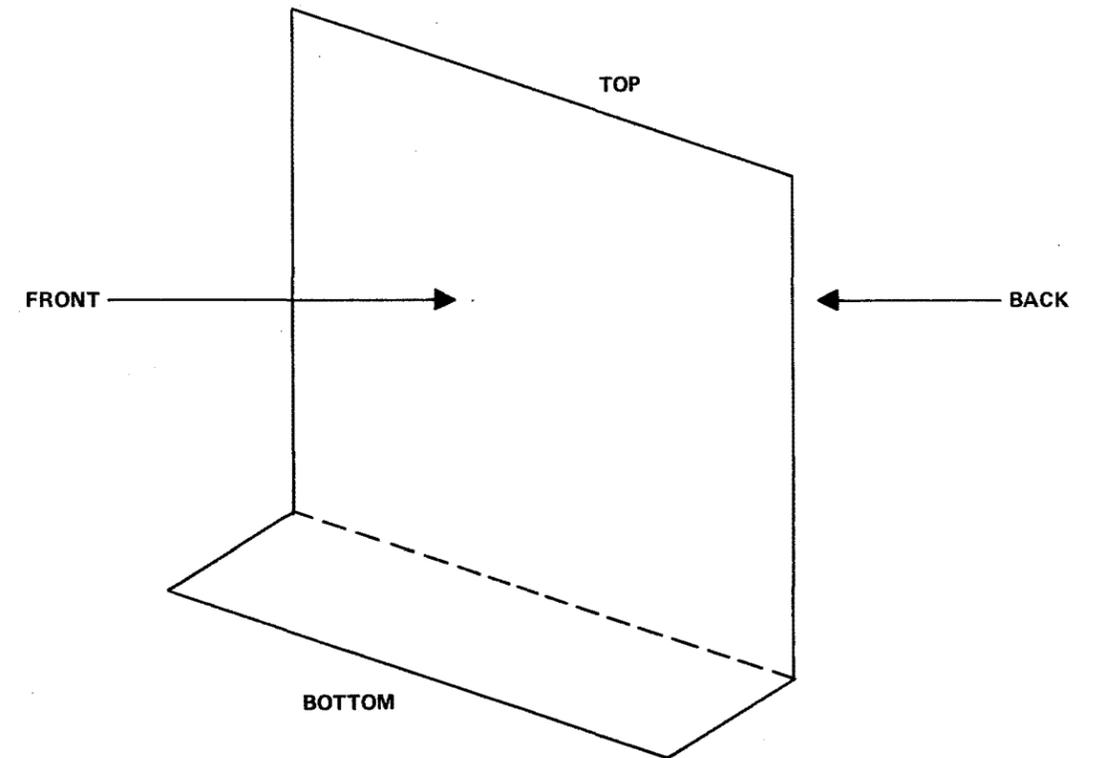
SECTION

ASSIGNED ITEMS FROM FRONT. DISPOSITION OF WORK PERFORMED, OR PERCENT OF COMPLETION.

Sample Daily Work Log
 Back
 Exhibit 4



TRI-FOLD FOR CARRYING IN POCKET OR PURSE



Transcribing Fold From Back-to-Front
Exhibit 5