

Unit Characteristics Data Elements

The following table lists the unit characteristics data elements necessary for setting up DOIS. Data item names correspond to the name of the field in the DOIS window where the data is entered. Definitions describe how the term is used in DOIS. If the delivery unit supervisor uses the term a different way, this must be taken into account when translating the data. The last column lists the valid values in the case of a drop down list, or formats if applicable. In some cases, DOIS uses hour/minute time formats where DSIS and other PS Forms use hour/hundredths. These formats should be converted to DOIS requirements.

Data Item Name	Definition	Valid Values for DOIS
Routers	A delivery unit that has employees who perform only office tasks on routes	Yes or No
Office Break	A delivery unit that allows a 10-minute break during the morning while carriers are performing office tasks	Yes or No
PM Mail	A delivery unit that receives and processes PM mail but is not classified as EPM	Yes or No
EPM Office	A delivery unit that processes Expedited Preferential Mail (EPM)	Yes or No
Apply 701 Rule	A delivery unit that pays for full 8-hour shifts when an employee has worked 7 hours and 1 minute or more	Yes or No

Apply 200 Man Years Rule	A delivery unit that must give PTF employees a minimum of a four hour shift when scheduled. Only applies where a finance number has 200 or more employees	Yes or No
Data Item Name	Definition	Valid Values for DOIS
Overtime Hours Limit	Amount of overtime a route must have to be displayed on the Workload Status window. This limit applies to all routes in a delivery unit	Time in 15 minute increments
Undertime Hours Limit	Amount of undertime a route must have to be displayed on the Workload Status Window	A number from 0.5 to 15 in increments of 0.5
Rotating SDO	Carriers in the delivery unit scheduled day off rotates each week (different scheduled day off every week)	Yes or No
Fixed SDO	Carriers in the delivery unit have a fixed scheduled day off (same scheduled day off every week)	Yes or No
Letter Factor Threshold	This number multiplied by the base letter volume represents the maximum variance letter volume to be indicated in yellow (warning) on the Capture Mail Volume window. This limit applies to all routes in a delivery unit. For example, base letter volume = 600 pcs, letter factor threshold = 5. A warning displays if the user enters: $600(\text{base}) + 600(\text{base}) * 5(\text{factor}) \geq 3600 \text{ pcs}$	A number from 0.5 to 15 in increments of 0.5

<p>Flat Factor Threshold</p>	<p>This number multiplied by the base flat volume represents the maximum variance flat volume to be indicated in yellow (warning) on the Capture Mail Volume window. This limit applies to all routes in a delivery unit. For example, base flat volume = 600 pcs, letter factor threshold = 5. A warning displays if the user enters: $600(\text{base}) + 600(\text{base}) * 5(\text{factor})$ $\geq 3600 \text{ pcs}$</p>	<p>A number from 0.5 to 15 in increments of 0.5</p>
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