

Name of Assigned Carrier		Finance Number					EIN					Des/Act		Route No.				FLSA	Year	PP					
WK	Actual Weekly Hours	Equipment Allowance				N - No Service					Training Hours	Second Trip	Leave - Whole Hours				Work Days	Xmas Assist Work Hours							
	Hours	100s	Hours	Tr	Miles	GT	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Hours	100s	Min	Annual	Sick	Other	COP	Donate	Mil Lv	Court Lv	Days	Hours	100s
1	Hours	100s											Hours	100s	Min									Hours	100s
2	Hours	100s											Hours	100s	Min									Hours	100s
Des/Act		Name of Relief Carrier		EIN		Week 1 Information				Week 2 Information															
	Actual Weekly Hours	Equipment Allowance				Second Trip	Actual Weekly Hours	Equipment Allowance				Second Trip													
		Hours	Tr	Miles	GT			Hours	Tr	Miles	GT														
	Hours	100s					Hours	100s				Hours	100s											Hours	100s
	Hours	100s					Hours	100s				Hours	100s											Hours	100s
	Hours	100s					Hours	100s				Hours	100s											Hours	100s
	Hours	100s					Hours	100s				Hours	100s											Hours	100s
	Hours	100s					Hours	100s				Hours	100s											Hours	100s
	Hours	100s					Hours	100s				Hours	100s											Hours	100s
This certifies that the above carrier rendered service in compliance with Postal regulations.				Postmaster's Signature				Date				Carrier's Initials													

■ Equipment Maintenance Allowance

Hours - 2 digits
Trips - 1 digit
Miles - 3 digits

■ Leave Hours

Each hours type = 2 digits. Leave hours are valid only for Des. 76 as well as for auxiliary carriers (Des. 77 and Des. 79) only. (COP hours valid for Des. 73-75-76-78-79.)

■ Second Trip: 3-Digits (minutes)

Carrier will not receive payment if work hours exceed 40.00 per week.