

## NPA TIP OF THE MONTH OCTOBER

While we are finalizing FY07 and preparing our End of Year (EOY) evaluations, we need to get started on our goals for FY08. We need to know what the goals are in our unit indicators before we can talk about them with our evaluators.

The unit indicators have changed this year and now TOE is once again every Postmaster's goal. This makes it even more important to find out what our plans are for retail revenue, salaries and benefits and non-personnel. What percent over SPLY was your goal set at for retail revenue? You also need to know what percent it was set at so you can follow the SPLY trend all year. Retail revenue is not loaded evenly and following actual to plan can be misleading. Did you receive an increase or decrease in non-personnel expenses?

The only way you can find that out is to pull your Financial Performance Report (FPR) from WEB-EIS and see for yourself. Print a copy for your merit file so you can determine if they change any of these targets during the year without telling you. It is hard to hit some of these targets, but even harder if they keep moving. Once you find out what these goals were set at you can have a conversation with your evaluator to determine if the goals are attainable or not. It is much easier to win mitigation when you have brought issues regarding your goals to the attention of your evaluator at the beginning of the year.

Do the math on your retail revenue and see what percentage your FY08 plan was set above SPLY (prior year on FPR). If there were unique circumstances that impacted your FY07 actual, such as a special cancellation for a once in a century celebration, bring it up. Your evaluator can't help you if they are not informed. Look to see that the monthly plan for rent is current to the actual expense and the same for contract cleaners. TOE is back and you need to review your FPR monthly. Do not be concerned if your plan is not loaded yet as not all have been. Check back frequently to see when your FY/08 plan has been loaded.

The path to your FPR is Blue Page >Web-EIS > EDW FPR > Click on #2 > Click Sept 08 and click arrow to move to Selected, Click next > In attribute box select Finance number or Lead Finance if you have multiple stations, click go; In the Search For box put your finance number in and click the magnifying glass; move your office to Selected with the arrow; click Run Report.