

# Workbook

*EnterTech*



*Revision 1.0, February, 2000.*

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# GENERAL

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## Free Space for Note-Taking

Things happen fast at work! Often you need to remember more than you can easily keep in your head. That's why people often take notes in the work place.

The idea is to jot down phrases to remind you of what you need to remember, and to note details that you don't want to forget. When you write down the details, you can focus on the larger picture without worrying that you might forget the important little things.

Five things to keep in mind while taking notes:

- Write down the main points and the crucial details.
- Don't write down anything unnecessary or irrelevant!
- When a new topic comes up, start a new section in your notes.
- To save time, use short-hand that you'll recognize, like "MH" instead of "Materials Handling." (Make sure you'll remember what "MH" means!)
- Draw pictures and use boxes and arrows and underlining, if it helps you remember what was going on.

The next few pages are for taking notes whenever you want.

[illegible]

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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# Finding Information in Your Employee Handbook

Your **Employee Handbook** contains vital information for you as an EnterTech employee: your benefits, your responsibilities, and your rights. This information can help you perform your job to the best of your ability and protect yourself from harm or from unfair treatment.

Familiarize yourself with the EnterTech Employee Handbook.  
Then answer these questions:

1. What are EnterTech's three hiring requirements?

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

2. How often will your EnterTech supervisor review your performance?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. What four things determine your rate of pay at EnterTech?

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

4. What three steps do you take if you are injured on the job at EnterTech?

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

5. What are three of the behaviors that can lead to dismissal from EnterTech?

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

6. Write down five safety guidelines listed in the EnterTech Employee Handbook.

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

# Employment Forms

The following pages contain employment forms for you to complete:

- Internal Revenue Service Withholding Allowance Certificate (W-4)
- U.S. Department of Justice Employment Eligibility Verification (I-9)

# Form W-4 (2001)

**Purpose.** Complete Form W-4 so your employer can withhold the correct Federal income tax from your pay. Because your tax situation may change, you may want to refigure your withholding each year.

**Exemption from withholding.** If you are exempt, complete only lines 1, 2, 3, 4, and 7, and sign the form to validate it. Your exemption for 2001 expires February 18, 2002.

**Note:** You cannot claim exemption from withholding if (1) your income exceeds \$750 and includes more than \$250 of unearned income (e.g., interest and dividends) and (2) another person can claim you as a dependent on their tax return.

**Basic instructions.** If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 adjust your withholding allowances based on itemized deductions, certain credits, adjustments to

income, or two-earner/two-job situations. Complete all worksheets that apply. They will help you figure the number of withholding allowances you are entitled to claim. **However, you may claim fewer (or zero) allowances.**

**Head of household.** Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See line E below.

**Tax credits.** You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See **Pub. 919, How Do I Adjust My Tax Withholding?** for information on converting your other credits into withholding allowances.

**Nonwage income.** If you have a large amount of nonwage income, such as interest or dividends,

consider making estimated tax payments using **Form 1040-ES, Estimated Tax for Individuals**. Otherwise, you may owe additional tax.

**Two earners/two jobs.** If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others.

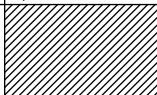
**Check your withholding.** After your Form W-4 takes effect, use Pub. 919 to see how the dollar amount you are having withheld compares to your projected total tax for 2001. Get Pub. 919 especially if you used the **Two-Earner/Two-Job Worksheet** on page 2 and your earnings exceed \$150,000 (Single) or \$200,000 (Married).

**Recent name change?** If your name on line 1 differs from that shown on your social security card, call 1-800-772-1213 for a new social security card.

## Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for <b>yourself</b> if no one else can claim you as a dependent . . . . .	A	_____				
B	Enter "1" if: <table><tr><td>• You are single and have only one job; or</td><td rowspan="3">} . . . . .</td></tr><tr><td>• You are married, have only one job, and your spouse does not work; or</td></tr><tr><td>• Your wages from a second job or your spouse's wages (or the total of both) are \$1,000 or less.</td></tr></table>	• You are single and have only one job; or	} . . . . .	• You are married, have only one job, and your spouse does not work; or	• Your wages from a second job or your spouse's wages (or the total of both) are \$1,000 or less.	B	_____
• You are single and have only one job; or	} . . . . .						
• You are married, have only one job, and your spouse does not work; or							
• Your wages from a second job or your spouse's wages (or the total of both) are \$1,000 or less.							
C	Enter "1" for your <b>spouse</b> . But, you may choose to enter -0- if you are married and have either a working spouse or more than one job. (Entering -0- may help you avoid having too little tax withheld.) . . . . .	C	_____				
D	Enter number of <b>dependents</b> (other than your spouse or yourself) you will claim on your tax return . . . . .	D	_____				
E	Enter "1" if you will file as <b>head of household</b> on your tax return (see conditions under <b>Head of household</b> above) . . . . .	E	_____				
F	Enter "1" if you have at least \$1,500 of <b>child or dependent care expenses</b> for which you plan to claim a credit . . . . .	F	_____				
<b>(Note: Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)</b>							
G	<b>Child Tax Credit</b> (including additional child tax credit):						
• If your total income will be between \$18,000 and \$50,000 (\$23,000 and \$63,000 if married), enter "1" for each eligible child.							
• If your total income will be between \$50,000 and \$80,000 (\$63,000 and \$115,000 if married), enter "1" if you have two eligible children, enter "2" if you have three or four eligible children, or enter "3" if you have five or more eligible children. G _____							
H	Add lines A through G and enter total here. <b>(Note: This may be different from the number of exemptions you claim on your tax return.)</b> ► H _____						
For accuracy, complete all worksheets that apply. <table><tr><td>• If you plan to <b>itemize or claim adjustments to income</b> and want to reduce your withholding, see the <b>Deductions and Adjustments Worksheet</b> on page 2.</td></tr><tr><td>• If you are <b>single</b>, have <b>more than one job</b> and your combined earnings from all jobs exceed \$35,000, or if you are <b>married</b> and have a <b>working spouse or more than one job</b> and the combined earnings from all jobs exceed \$60,000, see the <b>Two-Earner/Two-Job Worksheet</b> on page 2 to avoid having too little tax withheld.</td></tr><tr><td>• If <b>neither</b> of the above situations applies, <b>stop here</b> and enter the number from line H on line 5 of Form W-4 below.</td></tr></table>				• If you plan to <b>itemize or claim adjustments to income</b> and want to reduce your withholding, see the <b>Deductions and Adjustments Worksheet</b> on page 2.	• If you are <b>single</b> , have <b>more than one job</b> and your combined earnings from all jobs exceed \$35,000, or if you are <b>married</b> and have a <b>working spouse or more than one job</b> and the combined earnings from all jobs exceed \$60,000, see the <b>Two-Earner/Two-Job Worksheet</b> on page 2 to avoid having too little tax withheld.	• If <b>neither</b> of the above situations applies, <b>stop here</b> and enter the number from line H on line 5 of Form W-4 below.	
• If you plan to <b>itemize or claim adjustments to income</b> and want to reduce your withholding, see the <b>Deductions and Adjustments Worksheet</b> on page 2.							
• If you are <b>single</b> , have <b>more than one job</b> and your combined earnings from all jobs exceed \$35,000, or if you are <b>married</b> and have a <b>working spouse or more than one job</b> and the combined earnings from all jobs exceed \$60,000, see the <b>Two-Earner/Two-Job Worksheet</b> on page 2 to avoid having too little tax withheld.							
• If <b>neither</b> of the above situations applies, <b>stop here</b> and enter the number from line H on line 5 of Form W-4 below.							

Cut here and give Form W-4 to your employer. Keep the top part for your records.

Form <b>W-4</b> Department of the Treasury Internal Revenue Service		<b>Employee's Withholding Allowance Certificate</b>		OMB No. 1545-0010 <b>2001</b>	
► For Privacy Act and Paperwork Reduction Act Notice, see page 2.					
1 Type or print your first name and middle initial		Last name		2 Your social security number	
Home address (number and street or rural route)				3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. <b>Note: If married, but legally separated, or spouse is a nonresident alien, check the Single box.</b>	
City or town, state, and ZIP code				4 If your last name differs from that on your social security card, check here. You must call 1-800-772-1213 for a new card. ► <input type="checkbox"/>	
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)				5	_____
6 Additional amount, if any, you want withheld from each paycheck . . . . .				6	\$ _____
7 I claim exemption from withholding for 2001, and I certify that I meet <b>both</b> of the following conditions for exemption: • Last year I had a right to a refund of <b>all</b> Federal income tax withheld because I had <b>no</b> tax liability and • This year I expect a refund of <b>all</b> Federal income tax withheld because I expect to have <b>no</b> tax liability. If you meet both conditions, write "Exempt" here . . . . . ► 7					
Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate, or I am entitled to claim exempt status.					
<b>Employee's signature</b> (Form is not valid unless you sign it.) ►					
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)				9 Office code (optional)	10 Employer identification number

**Deductions and Adjustments Worksheet****Note:** Use this worksheet only if you plan to itemize deductions, claim certain credits, or claim adjustments to income on your 2001 tax return.

- 1** Enter an estimate of your 2001 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 7.5% of your income, and miscellaneous deductions. (For 2001, you may have to reduce your itemized deductions if your income is over \$132,950 (\$66,475 if married filing separately). See **Worksheet 3** in Pub. 919 for details.) . . . **1** \$ \_\_\_\_\_
- 2** Enter:  $\left\{ \begin{array}{l} \$7,600 \text{ if married filing jointly or qualifying widow(er)} \\ \$6,650 \text{ if head of household} \\ \$4,550 \text{ if single} \\ \$3,800 \text{ if married filing separately} \end{array} \right\}$  . . . **2** \$ \_\_\_\_\_
- 3** **Subtract** line 2 from line 1. If line 2 is greater than line 1, enter -0- . . . **3** \$ \_\_\_\_\_
- 4** Enter an estimate of your 2001 adjustments to income, including alimony, deductible IRA contributions, and student loan interest . . . **4** \$ \_\_\_\_\_
- 5** **Add** lines 3 and 4 and enter the total (Include any amount for credits from **Worksheet 7** in Pub. 919.) . . . **5** \$ \_\_\_\_\_
- 6** Enter an estimate of your 2001 nonwage income (such as dividends or interest) . . . **6** \$ \_\_\_\_\_
- 7** **Subtract** line 6 from line 5. Enter the result, but not less than -0- . . . **7** \$ \_\_\_\_\_
- 8** **Divide** the amount on line 7 by \$3,000 and enter the result here. Drop any fraction . . . **8** \_\_\_\_\_
- 9** Enter the number from the **Personal Allowances Worksheet**, line H, page 1 . . . **9** \_\_\_\_\_
- 10** **Add** lines 8 and 9 and enter the total here. If you plan to use the **Two-Earner/Two-Job Worksheet**, also enter this total on line 1 below. Otherwise, **stop here** and enter this total on Form W-4, line 5, page 1 . . . **10** \_\_\_\_\_

**Two-Earner/Two-Job Worksheet****Note:** Use this worksheet only if the instructions under line H on page 1 direct you here.

- 1** Enter the number from line H, page 1 (or from line 10 above if you used the **Deductions and Adjustments Worksheet**) . . . **1** \_\_\_\_\_
- 2** Find the number in **Table 1** below that applies to the **lowest** paying job and enter it here . . . **2** \_\_\_\_\_
- 3** If line 1 is **more than or equal to** line 2, subtract line 2 from line 1. Enter the result here (if zero, enter -0-) and on Form W-4, line 5, page 1. **Do not** use the rest of this worksheet . . . **3** \_\_\_\_\_

**Note:** If line 1 is **less than** line 2, enter -0- on Form W-4, line 5, page 1. Complete lines 4-9 below to calculate the additional withholding amount necessary to avoid a year end tax bill.

- 4** Enter the number from line 2 of this worksheet . . . **4** \_\_\_\_\_
- 5** Enter the number from line 1 of this worksheet . . . **5** \_\_\_\_\_
- 6** **Subtract** line 5 from line 4 . . . **6** \_\_\_\_\_
- 7** Find the amount in **Table 2** below that applies to the **highest** paying job and enter it here . . . **7** \$ \_\_\_\_\_
- 8** **Multiply** line 7 by line 6 and enter the result here. This is the additional annual withholding needed . . . **8** \$ \_\_\_\_\_
- 9** Divide line 8 by the number of pay periods remaining in 2001. For example, divide by 26 if you are paid every two weeks and you complete this form in December 2000. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck . . . **9** \$ \_\_\_\_\_

**Table 1: Two-Earner/Two-Job Worksheet**

Married Filing Jointly				All Others			
If wages from <b>LOWEST</b> paying job are—	Enter on line 2 above	If wages from <b>LOWEST</b> paying job are—	Enter on line 2 above	If wages from <b>LOWEST</b> paying job are—	Enter on line 2 above	If wages from <b>LOWEST</b> paying job are—	Enter on line 2 above
\$0 - \$4,000 . . . . .	0	42,001 - 47,000 . . . . .	8	\$0 - \$6,000 . . . . .	0	65,001 - 80,000 . . . . .	8
4,001 - 8,000 . . . . .	1	47,001 - 55,000 . . . . .	9	6,001 - 12,000 . . . . .	1	80,001 - 105,000 . . . . .	9
8,001 - 14,000 . . . . .	2	55,001 - 65,000 . . . . .	10	12,001 - 17,000 . . . . .	2	105,001 and over . . . . .	10
14,001 - 19,000 . . . . .	3	65,001 - 70,000 . . . . .	11	17,001 - 22,000 . . . . .	3		
19,001 - 25,000 . . . . .	4	70,001 - 90,000 . . . . .	12	22,001 - 28,000 . . . . .	4		
25,001 - 32,000 . . . . .	5	90,001 - 105,000 . . . . .	13	28,001 - 40,000 . . . . .	5		
32,001 - 38,000 . . . . .	6	105,001 - 115,000 . . . . .	14	40,001 - 50,000 . . . . .	6		
38,001 - 42,000 . . . . .	7	115,001 and over . . . . .	15	50,001 - 65,000 . . . . .	7		

**Table 2: Two-Earner/Two-Job Worksheet**

Married Filing Jointly		All Others	
If wages from <b>HIGHEST</b> paying job are—	Enter on line 7 above	If wages from <b>HIGHEST</b> paying job are—	Enter on line 7 above
\$0 - \$50,000 . . . . .	\$440	\$0 - \$30,000 . . . . .	\$440
50,001 - 100,000 . . . . .	800	30,001 - 60,000 . . . . .	800
100,001 - 130,000 . . . . .	900	60,001 - 120,000 . . . . .	900
130,001 - 250,000 . . . . .	1,000	120,001 - 270,000 . . . . .	1,000
250,001 and over . . . . .	1,100	270,001 and over . . . . .	1,100

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. The Internal Revenue Code requires this information under sections 3402(f)(2)(A) and 6109 and their regulations. **Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowances; providing fraudulent information may also subject you to penalties.** Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, to cities, states, and the District of Columbia for use in administering their tax laws, and using it in the National Directory of New Hires.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB

control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The time needed to complete this form will vary depending on individual circumstances. The estimated average time is: **Recordkeeping**, 46 min.; **Learning about the law or the form**, 13 min.; **Preparing the form**, 59 min. If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Tax Forms Committee, Western Area Distribution Center, Rancho Cordova, CA 95743-0001. **DO NOT** send the tax form to this address. Instead, give it to your employer.



# Employment Eligibility Verification

## INSTRUCTIONS

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM.

**Anti-Discrimination Notice.** It is illegal to discriminate against any individual (other than an alien not authorized to work in the U.S.) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work eligible individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

**Section 1 - Employee.** All employees, citizens noncitizens, hired after November 6, 1986, must complete Section 1 of this form at the time of hire, which is the actual beginning of employment. **The employer is responsible for ensuring that Section 1 is timely and properly completed.**

**Preparer/Translator Certification.** The Preparer/Translator Certification must be completed if Section 1 is prepared by a person other than the employee. A preparer/translator may be used only when the employee is unable to complete Section 1 on his/her own. However, the employee must still sign Section 1 personally.

**Section 2 - Employer.** For the purpose of completing this form, the term "employer" includes those recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors.

Employers must complete Section 2 by examining evidence of identity and employment eligibility within three (3) business days of the date employment begins. If employees are authorized to work, but are unable to present the required document(s) within three business days, they must present a receipt for the application of the document(s) within three business days and the actual document(s) within ninety (90) days. However, if employers hire individuals for a duration of less than three business days, Section 2 must be completed at the time employment begins. **Employers must record: 1) document title; 2) issuing authority; 3) document number, 4) expiration date, if any; and 5) the date employment begins.** Employers must sign and date the certification. Employees must present original documents. Employers may, but are not required to, photocopy the document(s) presented. These photocopies may only be used for the verification process and must be retained with the I-9. **However, employers are still responsible for completing the I-9.**

**Section 3 - Updating and Reverification.** Employers must complete Section 3 when updating and/or reverifying the I-9. Employers must reverify employment eligibility of their employees on or before the expiration date recorded in Section 1. Employers **CANNOT** specify which document(s) they will accept from an employee.

- If an employee's name has changed at the time this form is being updated/ reverified, complete Block A.
- If an employee is rehired within three (3) years of the date this form was originally completed and the employee is still eligible to be employed on the same basis as previously indicated on this form (updating), complete Block B and the signature block.

- If an employee is rehired within three (3) years of the date this form was originally completed and the employee's work authorization has expired **or** if a current employee's work authorization is about to expire (reverification), complete Block B and:
  - examine any document that reflects that the employee is authorized to work in the U.S. (see List A or C),
  - record the document title, document number and expiration date (if any) in Block C, and
  - complete the signature block.

**Photocopying and Retaining Form I-9.** A blank I-9 may be reproduced provided both sides are copied. The Instructions must be available to all employees completing this form. Employers must retain completed I-9s for three (3) years after the date of hire or one (1) year after the date employment ends, whichever is later.

**For more detailed information, you may refer to the INS Handbook for Employers, (Form M-274). You may obtain the handbook at your local INS office.**

**Privacy Act Notice.** The authority for collecting this information is the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 U.S.C. 1 324a).

This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The form will be kept by the employer and made available for inspection by officials of the U.S. Immigration and Naturalization Service, the Department of Labor, and the Office of Special Counsel for Immigration Related Unfair Employment Practices.

Submission of the information required in this form is voluntary. However, an individual may not begin employment unless this form is completed since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986.

**Reporting Burden.** We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex. Accordingly, the reporting burden for this collection of information is computed as follows: **1) learning about this form, 5 minutes; 2) completing the form, 5 minutes; and 3) assembling and filing (recordkeeping) the form, 5 minutes, for an average of 15 minutes per response.** If you have comments regarding the accuracy of this burden estimate, or suggestions for making this form simpler, you can write to the Immigration and Naturalization Service 425 I Street, N.W., Room 5307, Washington, D.C. 20536. OMB No. 1115-0136.



Please read instructions carefully before completing this form. The instructions must be available during completion of this form. **ANTI-DISCRIMINATION NOTICE.** It is illegal to discriminate against work eligible individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.


**Section 1. Employee Information and Verification.** To be completed and signed by employee at the time employment begins

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #
<b>I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.</b>		I attest, under penalty of perjury, that I am (check one of the following):	
		<input type="checkbox"/> A citizen or national of the United States <input type="checkbox"/> A Lawful Permanent Resident (Alien # A _____) <input type="checkbox"/> An alien authorized to work until ____/____/____ (Alien # or Admission # _____)	
Employee's Signature			Date (month/day/year)

**Preparer and/or Translator Certification.** (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

**Section 2. Employer Review and Verification.** To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C as listed on the reverse of this form and record the title, number and expiration date, if any, of the document(s)

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): ____/____/____		____/____/____		____/____/____
Document #: _____		_____		_____
Expiration Date (if any): ____/____/____				

**CERTIFICATION** - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) \_\_\_\_/\_\_\_\_/\_\_\_\_ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment).

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name	Address (Street Name and Number, City, State, Zip Code)	
		Date (month/day/year)

**Section 3. Updating and Reverification.** To be completed and signed by employer

A. New Name (if applicable)	B. Date of hire (month/day/year) (if applicable)
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.	
Document Title: _____ Document #: _____ Expiration Date (if any): ____/____/____	
I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.	
Signature of Employer or Authorized Representative	Date (month/day/year)

## LISTS OF ACCEPTABLE DOCUMENTS

### LIST A

#### Documents that Establish Both Identity and Employment Eligibility

1. U.S. Passport (unexpired or expired)
2. Certificate of U.S. Citizenship (*INS Form N-560 or N-561*)
3. Certificate of Naturalization (*INS Form N-550 or N-570*)
4. Unexpired foreign passport, with *I-551 stamp* or attached *INS Form I-94* indicating unexpired employment authorization
5. Alien Registration Receipt Card with photograph (*INS Form I-151 or I-551*)
6. Unexpired Temporary Resident Card (*INS Form I-688*)
7. Unexpired Employment Authorization Card (*INS Form I-688A*)
8. Unexpired Reentry Permit (*INS Form I-327*)
9. Unexpired Refugee Travel Document (*INS Form I-571*)
10. Unexpired Employment Authorization Document issued by the INS which contains a photograph (*INS Form I-688B*)

**OR**

### LIST B

#### Documents that Establish Identity

1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address
2. ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address
3. School ID card with a photograph
4. Voter's registration card
5. U.S. Military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority
- For persons under age 18 who are unable to present a document listed above:**
10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

**AND**

### LIST C

#### Documents that Establish Employment Eligibility

1. U.S. social security card issued by the Social Security Administration (*other than a card stating it is not valid for employment*)
2. Certification of Birth Abroad issued by the Department of State (*Form FS-545 or Form DS-1350*)
3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. Native American tribal document
5. U.S. Citizen ID Card (*INS Form I-197*)
6. ID Card for use of Resident Citizen in the United States (*INS Form I-179*)
7. Unexpired employment authorization document issued by the INS (*other than those listed under List A*)

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

# Writing Your Biography

Use these guidelines to help you write a brief story of your life.

Your name: \_\_\_\_\_

1. Describe your family. (Where did you grow up? How many people are in your family? Whom do you most admire?)

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2. What are your main interests and activities?

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3. What would you like to be doing in five years? What are your goals? Dreams?

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Now organize your ideas and use the computer to write a short biography and e-mail it to your instructor.

# WAREHOUSE WEEK ENTERTECH



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# Warehouse Team Roles

You're going to learn a lot on your warehouse tour! To get you started taking notes, the next few pages provide a structure for your note-taking to help you write down the information you're going to learn.

## **REMEMBER**

The idea is to jot down phrases and details that you don't want to forget, not to write down every word!

Use this note-taking form to help you remember important information about the co-workers you'll meet as you tour the Warehouse.

Name: \_\_\_\_\_ Area: \_\_\_\_\_

Team: \_\_\_\_\_ Job: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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Name: \_\_\_\_\_ Area: \_\_\_\_\_

Team: \_\_\_\_\_ Job: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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Name: \_\_\_\_\_ Area: \_\_\_\_\_

Team: \_\_\_\_\_ Job: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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Name: \_\_\_\_\_ Area: \_\_\_\_\_

Team: \_\_\_\_\_ Job: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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Name: \_\_\_\_\_ Area: \_\_\_\_\_

Team: \_\_\_\_\_ Job: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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Name: \_\_\_\_\_ Area: \_\_\_\_\_

Team: \_\_\_\_\_ Job: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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Name: \_\_\_\_\_ Area: \_\_\_\_\_

Team: \_\_\_\_\_ Job: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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Name: \_\_\_\_\_ Area: \_\_\_\_\_

Team: \_\_\_\_\_ Job: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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Name: \_\_\_\_\_ Area: \_\_\_\_\_

Team: \_\_\_\_\_ Job: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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Name: \_\_\_\_\_ Area: \_\_\_\_\_

Team: \_\_\_\_\_ Job: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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Name: \_\_\_\_\_ Area: \_\_\_\_\_

Team: \_\_\_\_\_ Job: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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Name: \_\_\_\_\_ Area: \_\_\_\_\_

Team: \_\_\_\_\_ Job: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# What Makes a Good Mentor?

## WHAT IS A MENTOR?

A mentor is a teacher, a person you trust who is kind and who is able to teach and help you.

Have you had mentors? Have you had someone to go to with questions? Have you trusted someone to teach you new things? Who has been a mentor to you? Your father? A school teacher? Your grandmother? A former boss? A counselor?

What have your mentors/teachers been like? Think about all of the people who have taught you things (not just your school teachers).

Could you be a mentor?

If you have children, you already are a mentor. If you have siblings, you probably already are a mentor. Have you ever helped someone tie his or her shoe or read a book? Have you ever taught someone something they did not know? You probably have—so you're a mentor!

Being a mentor can help you and the person you are teaching. It is extremely gratifying to help someone else accomplish something they could not otherwise accomplish.

### QUALITIES OF A GOOD MENTOR

<b>A good listener</b>	<b>Independent</b>	<b>Visionary</b>
<b>Patient</b>	<b>Loyal</b>	<b>Responsible</b>
<b>High-spirited</b>	<b>Inspiring</b>	<b>Mature</b>
<b>Persevering</b>	<b>Cheery</b>	<b>A leader</b>
<b>Dependable</b>	<b>Industrious</b>	<b>Not defensive</b>
<b>Self-assured</b>	<b>Resourceful</b>	<b>Smart</b>
<b>Adaptable</b>	<b>Nurturing</b>	<b>A team player</b>
<b>Good with people</b>	<b>Positive</b>	<b>Caring</b>
<b>Intuitive</b>	<b>Supportive</b>	<b>Professional</b>



Answer the following questions:

1. Which **three** of the qualities listed on the previous page are the most important to you in a mentor? Why?

a. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Which of the co-workers you've just met would make a good mentor for you? Why?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Can you be a good mentor to your co-workers? How?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Safety Signs

Use these pages to take notes on the safety signs you learn.

1. Draw the sign:

Write down what the sign means.

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2. Draw the sign:

Write down what the sign means.

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3. Draw the sign:

Write down what the sign means.

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4. Draw the sign:

Write down what the sign means.

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5. Draw the sign:

Write down what the sign means.

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6. Draw the sign:

Write down what the sign means.

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7. Draw the sign:

Write down what the sign means.

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8. Draw the sign:

Write down what the sign means.

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9. Draw the sign:

Write down what the sign means.

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10. Draw the sign:

Write down what the sign means.

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11. Draw the sign:

Write down what the sign means.

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12. Draw the sign:

Write down what the sign means.

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13. Draw the sign:

Write down what the sign means.

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14. Draw the sign:

Write down what the sign means.

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15. Draw the sign:

Write down what the sign means.

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# Filing an Accident Report

**USE THE FORM ON THE FOLLOWING PAGE  
TO FILE YOUR REPORT ON THE ACCIDENT  
YOU JUST WITNESSED.**

# **ENTERTECH ACCIDENT ANALYSIS AND PREVENTION REPORT**

## **WITNESS' REPORT**

Instructions: Within 24 hours of notice of the accident, complete this report and give to your Supervisor.

Your name as it appears on payroll

---

Name of Employee who had the Accident

---

Date and time of Accident

---

Location of Accident

---

Activity that Employee was performing at time of Accident.

---

Safety devices or other equipment in use at time of Accident.

---

## **OCCURRENCE:**

From your analysis, describe in detail the action, occurrence or event that resulted in the Accident (encounter with machine, exposure to chemicals, lifting, tripping, etc).

## **CAUSE:**

From your analysis, what were the primary and secondary causes of the Accident? (List equipment related to causes, behavioral causes and/or causes related to body mechanics, the condition of the work area, task, or to the individual.)

What action could be taken to prevent a similar Accident? Please reply on the back of this form.



# Thoughts on Absenteeism

Use the space below to write about how you feel when teammates are late or absent. How does their absenteeism affect you personally? How does it affect your work?

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## Week in Review:

Use this space to write down any thoughts, ideas, or questions that you had for this week. You may want to share one or more of them with your classmates and the instructor during group discussion.

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# MATERIALS HANDLING WEEK

## ENTERTECH



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# Materials Handling Team Roles

You're going to learn a lot during Materials Handling week! To get you started taking notes, the next few pages provide a structure for your note-taking to help you write down the information you're going to learn.

## **REMEMBER:**

The idea is to jot down phrases and details that you don't want to forget, not to write down every word!

Use this note-taking form to help you remember important information about the co-workers you'll meet as you tour the Material Handling area.

Name: \_\_\_\_\_ Area: \_\_\_\_\_

Team: \_\_\_\_\_ Job: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Area: \_\_\_\_\_

Team: \_\_\_\_\_ Job: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

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Name: \_\_\_\_\_ Area: \_\_\_\_\_

Team: \_\_\_\_\_ Job: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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Name: \_\_\_\_\_

Area: \_\_\_\_\_

Team: \_\_\_\_\_ Job: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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Name: \_\_\_\_\_

Area: \_\_\_\_\_

Team: \_\_\_\_\_ Job: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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Name: \_\_\_\_\_

Area: \_\_\_\_\_

Team: \_\_\_\_\_ Job: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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Name: \_\_\_\_\_ Area: \_\_\_\_\_

Team: \_\_\_\_\_ Job: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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Name: \_\_\_\_\_ Area: \_\_\_\_\_

Team: \_\_\_\_\_ Job: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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Name: \_\_\_\_\_ Area: \_\_\_\_\_

Team: \_\_\_\_\_ Job: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

# Customers & Suppliers

Recall what you did today. Did you buy lunch? Did you help a customer at work? Did you purchase a new pair of pants? Did you sell someone a product? We have all been customers at some point in our lives. In other words, we have provided someone with goods or services and been served ourselves. We have been in both situations many times. In this exercise, you will learn more about the roles of both customers and suppliers.

## 1. List five occasions when you have been a customer:

Example: *shopping for groceries*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## 2. List five occasions when you have been a supplier:

Example: *watching a friend's children*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## 3. Which of these descriptions are traits you feel a customer ought to have?

(Circle all that apply)

honest	polite	respectful	helpful	patient
belligerent	calm	discourteous	composed	rude
abusive	loud	knowledgeable	submissive	agitated
commanding	accurate	timely		

**4. Which of these descriptions are traits you feel a supplier ought to have?**

(Circle all that apply)

honest	polite	respectful	helpful	patient
belligerent	calm	discourteous	composed	rude
abusive	loud	knowledgeable	submissive	agitated
commanding	accurate	timely		

**5. Compare what you circled in questions 3 and 4.**

What traits were the same for both the customer and supplier role?

---

---

Which traits only applied to the role of the customer?

---

---

Which traits only applied to the role of the supplier?

---

---

# Averaging Kitting Time

**Directions:** EnterTech needs to keep information on how long it takes employees to complete certain tasks in order to improve efficiency. Below is a Kit Record Report. It shows how long it takes employees to kit different orders. Study the Record Report to see how it's done and then continue to fill out the bottom half.

To fill it out, you will need to calculate the average kitting time for each employee.

**Hint:** To calculate an average, add up the total number of minutes an employee spent on kitting. Then divide that number by the number of kits that employee completed. The answer is the average.

Ex. Bob builds 4 kits for a total number of 60 minutes.  
The average is:  $60/4 = 15$  minutes on average.

KIT RECORD REPORT			
Order Number	Material Handler's Name	Kitting Time	
MU343	Carlos Ruiz	16 minutes	
SL466	Debra Smyle	24 minutes	
RU989	Debra Symle	27 minutes	
PD757	Jose Cruz	38 minutes	
FO 643	Carlos Ruiz	14 minutes	
RT423	Carlos Ruiz	20 minutes	
WA875	Jose Cruz	44 minutes	
PL347	Carlos Ruiz	12 minutes	
BA754	Debra Smyle	18 minutes	
PR209	Carlos Ruiz	18 minutes	
BN941	Jose Cruz	29 minutes	
TD 847	Debra Smyle	23 minutes	
		TOTAL # OF KITS	TOTAL MINUTES
		AVERAGE KITTING TIME	
Carlos Ruiz			
Debra Smyle			
Jose Cruz			

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This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

[illegible]

## Week in Review:

Use this space to write down any thoughts, ideas, or questions that you had for this week. You may want to share one or more of them with your classmates and the instructor during group discussion.

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# MATERIALS ASSEMBLY WEEK

## ENTERTECH



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# Materials Assembly Team Roles

You're going to learn a lot during Materials Assembly week! To get you started taking notes, the next few pages provide a structure for your note-taking to help you write down the information you're going to learn.

**REMEMBER:**

The idea is to jot down phrases and details that you don't want to forget, not to write down every word!

Use this note-taking form to help you remember important information about the co-workers you'll meet as you tour the Materials Assembly area.

Name: \_\_\_\_\_ Area: \_\_\_\_\_  
Team: \_\_\_\_\_ Job: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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Name: \_\_\_\_\_ Area: \_\_\_\_\_  
Team: \_\_\_\_\_ Job: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
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Name: \_\_\_\_\_ Area: \_\_\_\_\_  
Team: \_\_\_\_\_ Job: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
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Name: \_\_\_\_\_

Area: \_\_\_\_\_

Team: \_\_\_\_\_

Job: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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Name: \_\_\_\_\_

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Team: \_\_\_\_\_

Job: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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Responsibilities: \_\_\_\_\_

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Name: \_\_\_\_\_ Area: \_\_\_\_\_

Team: \_\_\_\_\_ Job: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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# Takt Time

“Takt” is the German word for the baton that an orchestra conductor waves at the musicians, to regulate the speed at which they play. In manufacturing terms, Takt Time is the beat, or the rate at which the products are expected off the line. In other words, Takt time is the speed at which parts must be manufactured in order to satisfy your customer needs.

Takt Time is a calculated value. This value is a tool you can use to help you understand the manufacturing process.

**Takt Time = Operating Time / Customer Demand**

## EXAMPLE 1

**Takt Time = 8 hrs / 30 units = 16 min**

If you work 8 hours a day and have 30 computers to build to meet customer demand, you need to build a computer every 16 minutes.

## EXAMPLE 2

Here's a step by step way to calculate Takt Time with a normal shift:

Determine the daily demand (order). Let's say a school orders 20 computers that you need to build today.

- **Figure out the number of minutes you work in a day.**

Let's say that you work an eight-hour day, with 30 minutes for lunch and two 10-minute breaks. This means you have:  $(8 \times 60) - 30 - 10 - 10 = 430$  minutes.

You work 430 minutes every day.

- **Divide the number of minutes you work by the number of products you need to build.**

In our current example, the calculation would be  $430/20$ , which equals 21.5. This means that you must build one computer every 21.5 minutes to get the computers off the line and to the school on schedule.

**Takt Time = 21.5 minutes.**

Keep in mind that Takt Time is your goal.

You must reach your goal to satisfy your customer demand.

## NOW YOU TRY IT!

### Your normal shift:

8 hours

one 30-minute lunch

two 10-minute breaks.

### MONDAY

Your supervisor tells you to build 50 computers today.  
What is your Takt Time?

**Takt Time = Operating Time / Customer Demand**

**TAKT TIME =**

### TUESDAY

Your supervisor tells your 4-person team that a junior college is installing several new computer labs and needs 300 computers. You're meeting a friend at a local restaurant for a longer 1-hour lunch but will still take your two breaks. Calculate your Takt Time.

Hint: figure out how many computers you need to build yourself first.

**Takt Time = Operating Time / Customer Demand**

**TAKT TIME =**

## WEDNESDAY

You're working only a half shift today because your daughter is performing in the school play. You'll not take a lunch but will have one break. One person on your team is out sick which means that you and your teammates have to pick up the slack. You need to build 30 computers in your half-shift. What is your Takt Time?

**Takt Time = Operating Time / Customer Demand**

**TAKT TIME =**

## THURSDAY

Your supervisor thanks you for working so hard on Wednesday and tells you that you have a lighter load today. Your goal is to get one computer built every 25 minutes. How many computers will you have built by the end of your normal shift?

**Takt Time = Operating Time / Customer Demand**

**TAKT TIME =**

## FRIDAY

Your supervisor tells you to build 75 computers before you leave today. You worry that you can't meet your goal so your supervisor gets another assembler to help you. What is your personal Takt Time? What is the Takt Time of you and your partner together?

**Takt Time = Operating Time / Customer Demand**

**TAKT TIME =**

## **Think about the process**

You have probably noticed that a longer Takt Time is better than a shorter Takt Time for the people working on the assembly line. You have more time to build each computer and won't feel rushed. Or, if you're a fast worker, and are building a computer faster than your Takt Time requires, you'll exceed productivity goals.

What happens if your supervisor adds more people to the assembly line but the number of computers your team needs to build remains the same? How would this affect the Takt Time?

# Building a Computer: Filling Out Status Report Forms

Directions:

In this exercise you will finish a Build Summary Report and then complete a Build Status Report based on the information on the Summary Report. Here are the steps you will need to complete:

1. Review the Internal Work Order Form (IWO). Using this information, fill out the column for problems on the Build Summary Report by entering either a description of the problem or by writing "None."
2. After completing the Build Summary Report, go to the Build Status Report where you will provide specific information about
  - the average time to build computers with no problems and
  - the average time to build computers with problems.
3. When you have completed the Build Status Report, please respond to a few multiple choice questions.
4. When you have completed the exercise, check your answers with your instructor.

# INTERNAL WORK ORDER

**DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

ITEM NAME	ITEM ID#	PROBLEM
Computer	#TR581	Extra sound card in it
Computer	#TR539	Missing a keyboard
Computer	#KB934	Missing the processor
Computer	#SL884	Video card damaged

# BUILD SUMMARY

**BUILD STATION #4**

**TIME PERIOD: 10:00 - 11:00**

**NUMBER OF BUILDERS: 2**

COMPUTER #	NAME OF BUILDER	PROBLEM	BUILD TIME IN MINUTES
SL837	Erwin Brown	<i>None</i>	7
TR539	Gina Taylor		14
TR545	Erwin Brown		8
SL851	Erwin Brown		10
SL860	Gina Taylor		8
KB934	Erwin Brown		12
TR581	Gina Taylor		11
KB938	Gina Taylor		8
SL878	Erwin Brown		7
SL884	Gina Taylor		15
KB953	Erwin Brown		8
KB957	Erwin Brown		8



# BUILD STATUS REPORT

**BUILD STATION #4**

**TIME PERIOD: 10:00 - 11:00**

**NUMBER OF BUILDERS: 2**

	ERWIN BROWN	GINA TAYLOR
<b>TOTAL NUMBER OF BUILDS</b>	7	5
TOTAL NUMBER OF BUILDS w/ NO PROBLEMS		
TOTAL NUMBER OF BUILDS w/ PROBLEMS		
TOTAL TIME SPENT ON BUILDS w/ NO PROBLEMS		
TOTAL TIME SPENT ON BUILDS w/ PROBLEMS		
AVERAGE TIME FOR BUILDS w/ NO PROBLEMS		
AVERAGE TIME FOR BUILDS w/ PROBLEMS		

**••••Hint: Remember to compute averages you add all the items and then divide that total by the number of items.**

Now answer the following questions based on the information you completed in these two Reports.

1. Who built more computers this hour?
  - Erwin
  - Gina
  
2. Why do you think Erwin was able to build more computers than Gina?
  - Gina is very slow. She's going to get fired.
  - Gina had more computers with problems than Erwin.
  - Erwin didn't take a break and Gina did.
  
3. On the average, how much more time did computers with problems take to build than computers with no problems?
  - Twelve minutes in all
  - Ten minutes each
  - Five minutes each

[illegible]

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[illegible]

## Week in Review:

Use this space to write down any thoughts, ideas, or questions that you had for this week. You may want to share one or more of them with your classmates and the instructor during group discussion.

[illegible]