

WEST VIRGINIA DIVISION OF HIGHWAYS
ADMINISTRATIVE OPERATING PROCEDURES, SECTION V
STUDY GUIDE
CHAPTER 8

#	ANSWER	QUESTION
1		What does the N or P stand for on the daily entry listing report?
2		Why would it be important to use P versus N in certain situations?
3		How often should errors in reporting be reviewed and corrected?
4		What are the four columns that make up the Average Unit Chargeable Cost in the FIELD PRODUCTION/COST report?
5		In the KEY ACTIVITY RANKING report, if the performance for a particular activity is over 100%, are you taking <u>less or more</u> time per unit than the BES standard?

EMPLOYEE NAME: _____

DATE COMPLETED: _____

SUPERVISOR: _____