

Reflection Paper

Date: February 7, 2024

Title: Second fifty hours of Internship at Marshalls Distribution Center

I worked heavily with the AS400 SCAN system during the second 50 hours of my internship, which helped me gain substantial abilities in addressing a variety of employee transfer requests. I became involved in the details of guaranteeing seamless transitions for general warehouse workers, from organizing postings and acceptances to overseeing promotions and temporary transfers because of health issues. It became evident that this process required close attention to detail, especially when filling out Associate Status record forms accurately. I also realized how important Network Coordinators are to promptly handle these requests.

This week, I took on a big project that entailed switching Avaya phones, which was completely new to me. Because these phones were powered by Ethernet, it was necessary to work with the Voice team to make sure the right model and extension was used for every swap. It was found that giving out important information like MAC and IP addresses helped to ensure uninterrupted changes. I was able to expand my skill set in the field of telecommunications technology by gaining essential practical experience through this work.

The JDA management system, which forms the basis of schedule management in our organization, was another subject I thoroughly examined. It was crucial to become familiar with the navigation and usage of the JDA system, particularly in efficiently managing employees' schedules. Among the system's significant characteristics was its capacity to determine performance percentages based on finished tasks and to allow colleagues to accurately enter indirect time. Because our distribution facility is dynamic and has several shifts with corresponding pay rates, the correctness of the JDA system is essential to ensuring that each employee receives adequate pay.

In conclusion, this week has improved my understanding of the complex processes and systems that support the operations of our business. Every job presented a unique set of challenges and learning opportunities, including scheduling requirements, telecom equipment, and schedule management systems. I am eager to apply these experiences in the future to continue contributing significantly to the success of our company.



- Avaya Phone

SCAN SCREEN TO ADD ASSOCIATE :

DBDASIDR		2/05/24	
BRID400		13:00:07	

Add Associate			
Associate ID:		<input type="text"/>	
Name:		<input type="text"/>	
Type an Act	Proc Area>	<input type="text"/>	
Action: 2=	Home Dept>	<input type="text"/>	
Associ	Home Job Fun>	<input type="text"/>	
Act	Shift:	<u>1</u>	
ID	Start Time:	<u>400</u>	
— 9922107	Stop Time:	<u>1530</u>	
— 9933544	Position:	<u>1</u> 1=Assoc 2=Supervisor 3=Manager	
— 9937713		4=Tech Supp 5=Sys Admin 6=Team Lead	
— 9938242	Acc. Level:	<input type="text"/>	
— 9940506	User ID:	<input type="text"/>	
— 9946470	Incentive:	<u>N</u> (Y/N)	
— 9954628	Home Job Type>	<input type="text"/>	
— 9961022	Hire Date:	<input type="text"/>	
— 9964061			
— 9942326			
— 9950150			

F1=Help	F	F4=Prompt	F12=Prev
F11=Team Le			

SA	MW	KS	IM	KB	KRB	BRID400	QPADEV0016	4.32	BRID400
----	----	----	----	----	-----	---------	------------	------	---------

1:00 PM
2/5/2024