Labor Tracking Module

User Guide

An Application from the

Modular Management Series™

of

Project Administration Tools

Kallensoft Press

Labor Tracking Module User Guide

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Introduction

The *Modular Management Series*™ of project administration tools are designed primarily for the field office to track costs as they occur during the course of a construction project. A variety of reports be printed on site. The applications are particularly useful for remote sites, where information from the home office may not be readily available on a timely basis.

The Labor Tracking Module is one of several core modules designed to provide a local database of project costs. The module is not designed to process a payroll. What it does do is provide a local source of information critical to the administrative staff in the field. Costs entered into the module can be sent to the home office each pay period for uploading into the home office accounting system with all the information needed for payroll processing. This process has already been implemented with a variety of accounting systems. The module provides a download utility that creates a database each pay period. This database is then sent to the home office via email or other media. The home office can then upload the pay period data into their copy of the job site database. This process creates a back up of the project database to guard against a catastrophic loss of data. Another utility creates a file for loading the time into the home office payroll system. The home office can also review the activity at a remote job site by printing reports from this duplicate database.

With a local database available to the field staff cost reports can be generated on site along with client oriented reports such as the Daily Time Sheets with cost codes and time, Invoice Billing Summary Sheets, Daily Force Reports, etc. Also, there are reports designed for the Office Manager to use when there are requests from employees information such as the Employee Time Report, Steward's Report, etc. The Labor Tracking Module has many useful features for the management of employee information including employee history to update employee status as Active, Inactive, On R& R or Archived. Employee payroll deductions can be logged as they are received from various agencies.

The Labor Tracking Module has been designed for the accurate recording and posting of time through the use of pre printed Daily Time Sheets and a Time Sheet Data Entry form that has been refined over the years for ease of use and efficiency. All forms in the module are designed for keyboard and numeric keypad input to keep the use of the mouse to a minimum. Almost all tasks in the module can be performed via the keyboard. It has been found over time that this contributes to overall efficiency and reduced stress for the data entry personnel. After time is entered there are several reports that can be used to cross check the totals by crew or employee and review the time entered for the day.

This guide is arranged into sections that show you step by step how to populate a new database and begin the process of tracking project costs.

Part 1 - Getting Started

Setting Up a New Job Site

Before you can start entering time and miscellaneous expenses you first have to populate a number of tables in the database for the Job Site you are setting up. The Company Numbers, Job Numbers and Cost Code Groups need to be entered to create the **Cost Structure**. Next you will need to create the **Rate Structure** which is made up of Position Codes and related Class Codes.

In the Labor Tracking Module most reports are based upon a pay period or a range of pay periods. You will need to enter the period ending dates which can be done in one step using the auto fill feature.

There are a number of support tables needed before you can enter employees such as the list of ethnic codes and employee history codes. Once the support tables are populated you can begin to enter employees.

Finally, after employees are entered you are at the place where you can start to enter time and miscellaneous expenses.

The steps to setting up a new Job Site are as follows:

Enter Company Numbers
Enter Job Numbers with Settings for the Cost Code Groups
Enter Cost Codes
Enter Workman's Comp. Codes (Class Codes require at least a default W/C code).
Enter Position Codes
Enter Class Codes with Rates
Enter Ethnic Codes
Enter Employee History Codes
Auto Fill Period Ending Dates
Enter Employees
Enter Expenditure Types

You will then be ready to enter time and labor related miscellaneous expenses on a daily basis.

The following chapters in this section will describe the various file maintenance screens and the fields, controls and options for populating the required support tables.

The Multiple Document Form

When you click on the Labor Tracking Module shortcut or file icon a multiple document interface (MDI) form will appear with a plain gray background. The menu items are located on top of the form. You can select various forms that will appear inside the bounds of the main MDI form. If you have multiple forms open you can get them to arrange in a cascade formation by clicking the mouse anywhere on the plain gray background. Most of the forms inside the MDI form do not need to be expanded with the exception of forms that display the contents of reports. Most forms can be minimized but none of the browse or data entry forms will need to be maximized. They are designed to be used in their original size as displayed.
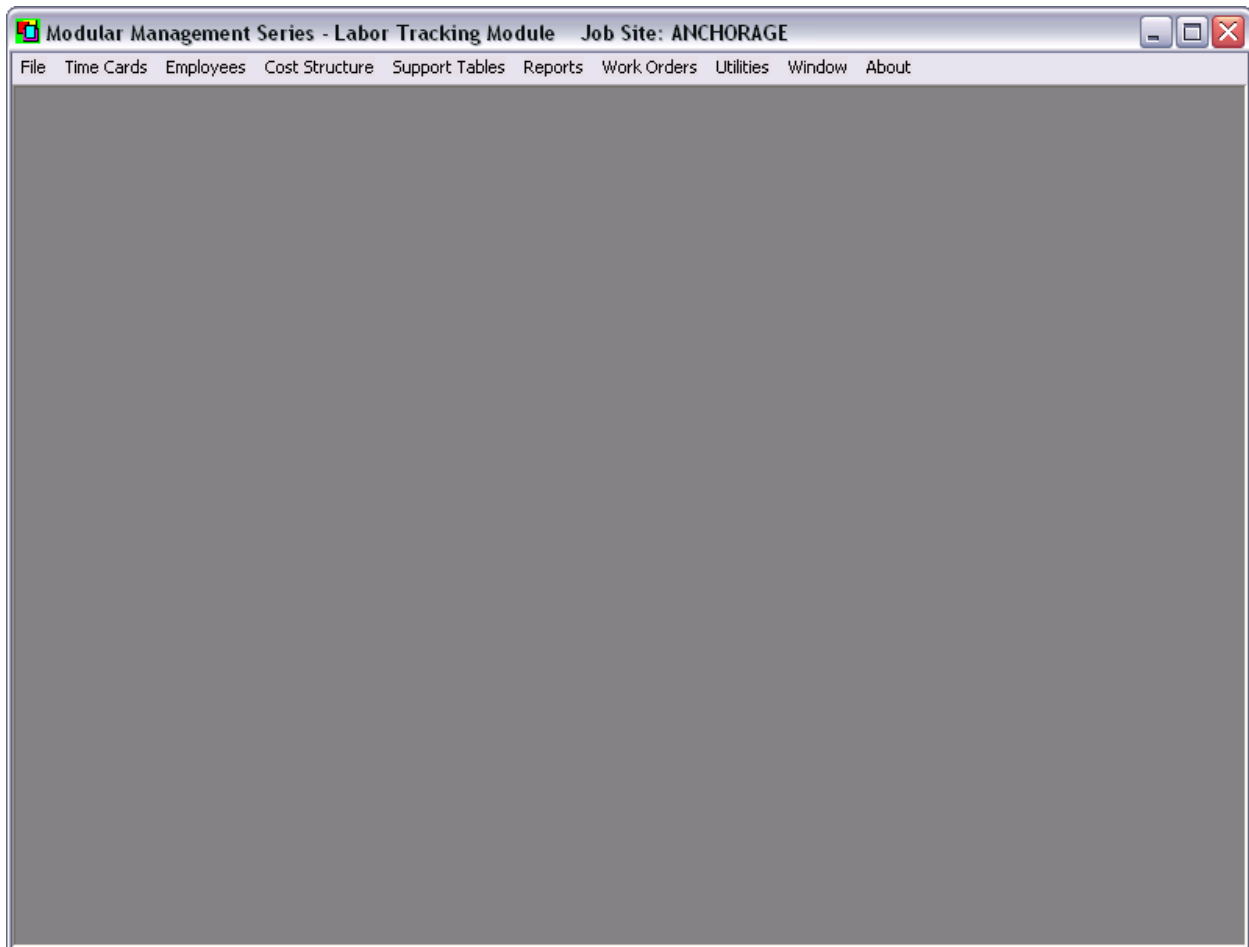

Figure 1.1 The Main MDI Form for the Labor Tracking Module

The caption of this form will display which Job Site is currently in use. The Labor Tracking Module allows you to have multiple Job Sites. For more on this refer to the section on "Multiple Job Sites" in this guide.

The Standard Table Maintenance Form

The Labor Tracking Module uses several Microsoft Access Databases. In the main database there are a group of tables that organize all of the information needed to report project costs. There are interrelationships between these tables which the Labor Tracking Module will maintain. There are a series of standard table maintenance forms that allow you to maintain the contents of these tables. These forms allow you to browse the table contents where you can add, edit and delete items. Many of the forms have options to view, search and print the contents of the table. The table maintenance forms are designed to verify your entries and to generate the appropriate error messages if an invalid item is being entered.

An example of a standard table maintenance form is displayed in Figure 1.2. This is the form for maintaining the list of company numbers:

Figure 1.2 Example of the Table Maintenance Form

The keyboard actions for the table maintenance form are:

and – move up and down the list of items.
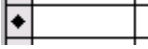
 – move to top of list.

 – move to bottom of list.

and – move up and down the list one page at a time.

– add a new item if at the line with this symbol ▪━━━━┤ (or the words "End of List")
Otherwise, edit the line if data is present on that line.

– delete an item. You will always be asked to confirm a delete. In some cases you will not
be able to delete an item if that item is related to other tables and data.

Space bar – in most cases if there is a separate field entry form the space bar will allow you to
view the entire item. In the case of company numbers all of the fields will be displayed in the
lower level field entry form. Press the space bar again to return to the main browse screen. On
some forms the space bar will bring up another browse screen of items related to the item in the
main browse screen.

– exit the form.

There are a series of command buttons in a row at the bottom of the form that can be clicked on
with the mouse. You can also use the alt key sequence. In fact, the modules are designed for
keyboard use with very little need for the mouse, which you may find more efficient when
working with large amounts of data.

There is a group of buttons on the right side of each display grid designed to let you use the
mouse to move up and down the list of items.

These buttons are:

⬆ Home – move to the top of the list.

⬆ Page Up – move up a page at a time.

⬆ Cursor Up – move up one item at a time.

▯ Action Button – On a line with data, edit. On "End of List", add a new item.

⬇ Cursor Down – move down one item at a time.

⬇ Page Down – move down a page at a time.

⬇ End – move to the end of the list.

Part 2 -The Cost Structure

Your management team probably has a good idea of what a project will cost. If the project was awarded through a formal bid process then there is an estimate submitted by your company that contains the total cost to the client. In addition, there are documents listing the expected internal costs for each phase of a project, amounts for contingency, and overall expected profit. This collection of calculations and the resulting costs is often referred to as the definitive estimate.

The scope of work of a construction project is usually broken down into phases. Each phase in turn has a list of tasks. To track project expenditures and overall progress cost codes will be assigned to each phase. Another sub set of these codes are then assigned to each task. There may also be another list of cost codes for standard expenditures such as travel, consumables, small tools, etc. Or you might be working on a maintenance contract where hours must be posted against a work order number or some other document. Cost codes are then assigned for each maintenance item as needed. This collection of cost codes is referred to as the **cost structure**.

The Labor Tracking Module uses the following arrangement to organize the cost structure:

Company Numbers

Job Numbers

Column A Codes	Column B Codes	Column C Codes
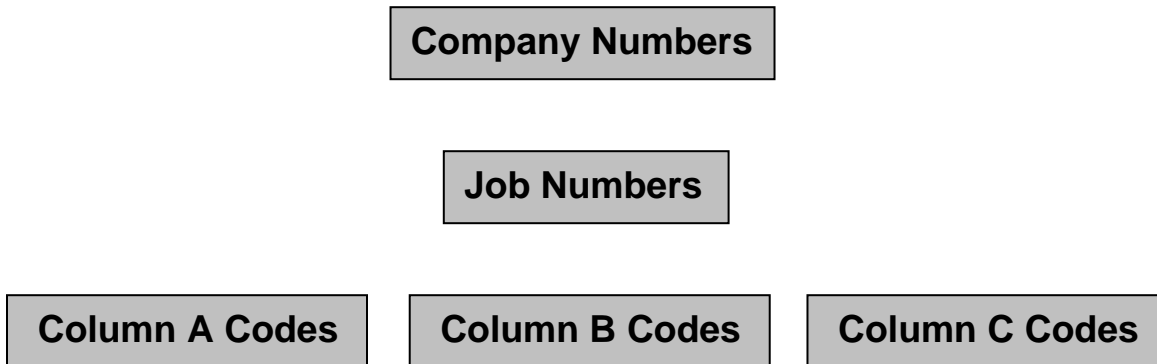
The top element of the cost structure is the company number. All of the modules are designed for multiple company numbers. Under company numbers are the job numbers. Under each job number are three groups of cost codes. The number of cost code groups you are going to use along with the name, type and size of each group must be defined for each job number. Cost reports can be printed for any combination and hierarchical arrangement of these cost code groups.

A simple example of how the independent groups of cost codes work is as follows: Lets say the project is a business park with several buildings containing suites of offices. There are four buildings; Building A, B, C and D. Each building has six office suites. Group A cost codes could be the buildings. Group B could be the office suites. Group C could be each major discipline such as Civil, Electrical, Mechanical, Structural, etc. Labor costs could be posted to Building B, Office 4, Electrical as one combination or to Building D, Office 6, Civil as another combination. Cost code groups B and C are used independent of group A to create the variety of combinations needed to track job costs.

Company Numbers

The menu selection to display the form for company numbers is found under the main menu item "Cost Structure" and then "Company Numbers". The keyboard sequence is **Alt-C1**. The Company Number form is displayed below. Refer to the section "The Standard Table Maintenance Form" for information on how to use the controls on this form.

Figure 2.1 The Company Number Browse Form

You may never need to enter more than one company number. However, the modules are designed to use multiple company numbers as part of the overall design of the cost structure. All cost related data and options for reports require a company number/job number pair to be selected.

To view the entire contents of a company number entry press the space bar. The data entry form for company numbers will appear with all of the fields displayed.

When you Add, Edit, Delete or Display a Company Number the data entry form in Figure 2.2 will appear:

Figure 2.2 The Data Entry Form for Company Numbers

Besides the standard fields for company name, address, etc. you will notice the Default Text for Crew Sheet Signature Lines. These fields allow you to enter abbreviations for the company name and client name. The fields can be changed from job number to job number but you can put the default text in these fields. There is also a text box for entering the file name of the optional company logo bit map file. This file is stored in the MMSMedia folder. This media folder must be placed in the same folder as the application (LTS.exe) file.

Besides the tab key you can move from one field to the next by pressing the enter key.
To save a new item or changes press **Alt-U** or click on the update command button. To exit the form without making any changes press the **Esc** key, **Alt-C** or click on the Cancel button. When viewing press the space bar to exit back to the browse form.

Some documents printed by the modules use the company logo. An example is the Repair Orders in the Equipment Module. The logo should be a bit map image stored in the MMSMedia folder. Click on the ☐ button located within the Logo File Name text box and the File Selection Form in the figure below will appear.
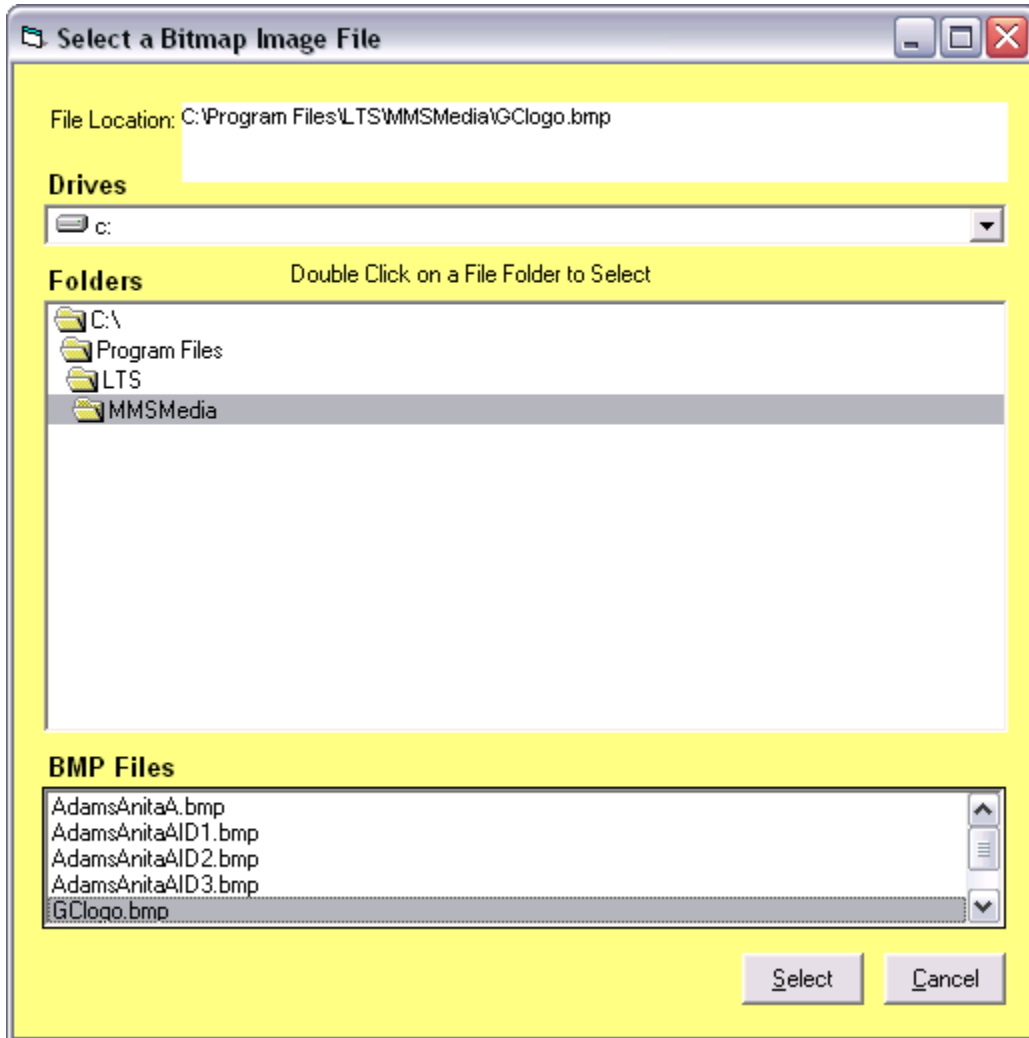

Figure 2.3 Logo File Name Selection Form

The preview window should then display the logo image after you have made your selection.

When you click [Print] or **Alt-P** on the company number browse form the following report form appears:

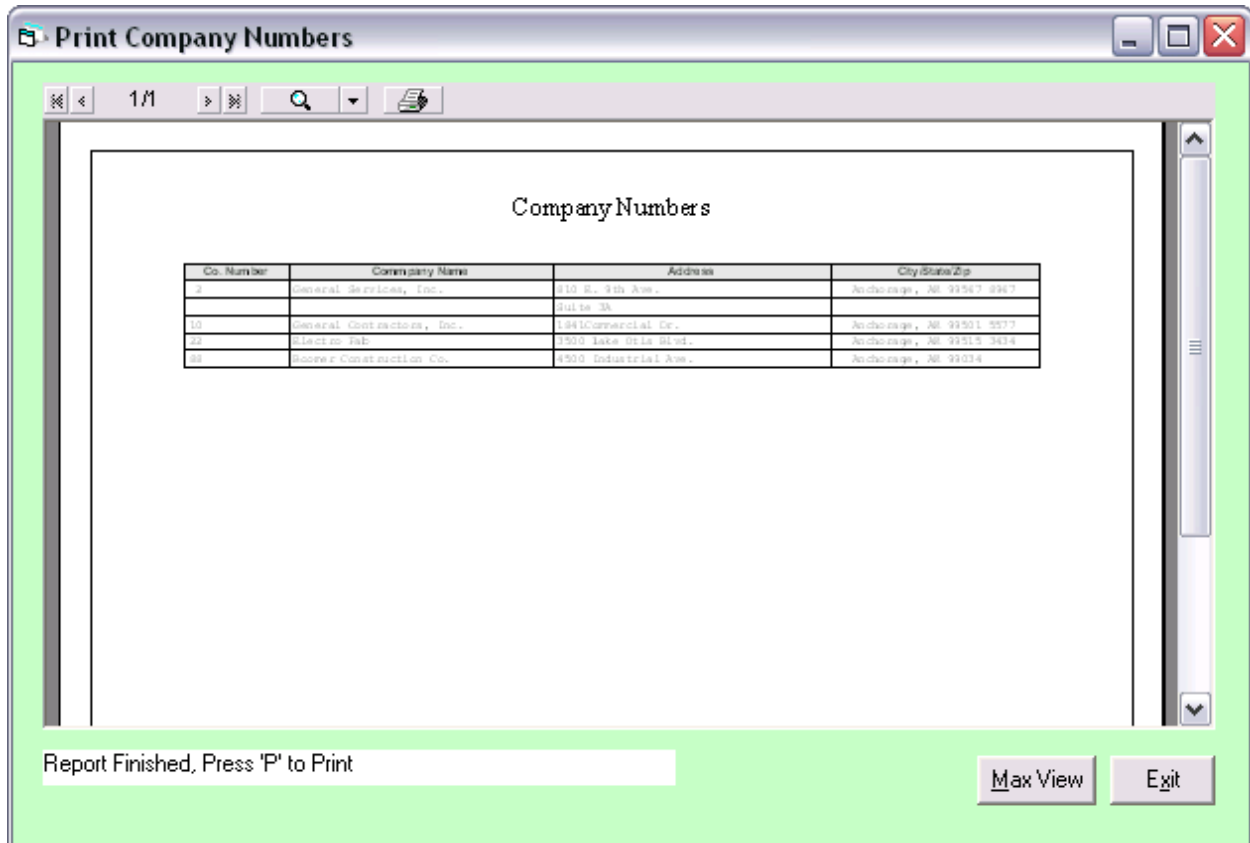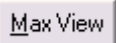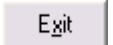Figure 2.4 List of Company Numbers Report Form
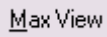
To print the report press <**P**> or click on the printer icon: [🖨] at the top of the report window. Click [Max View] (or **Alt-M)** to fill the screen with the report viewer. Before doing this maximize the module's Main MDI Form first to fill your entire screen with the report viewer. To exit this form you can press [Esc] (or **Alt-X)** or click on [Exit].

If you clicked Max View the report window will expand to the limits of the module MDI form as shown below.
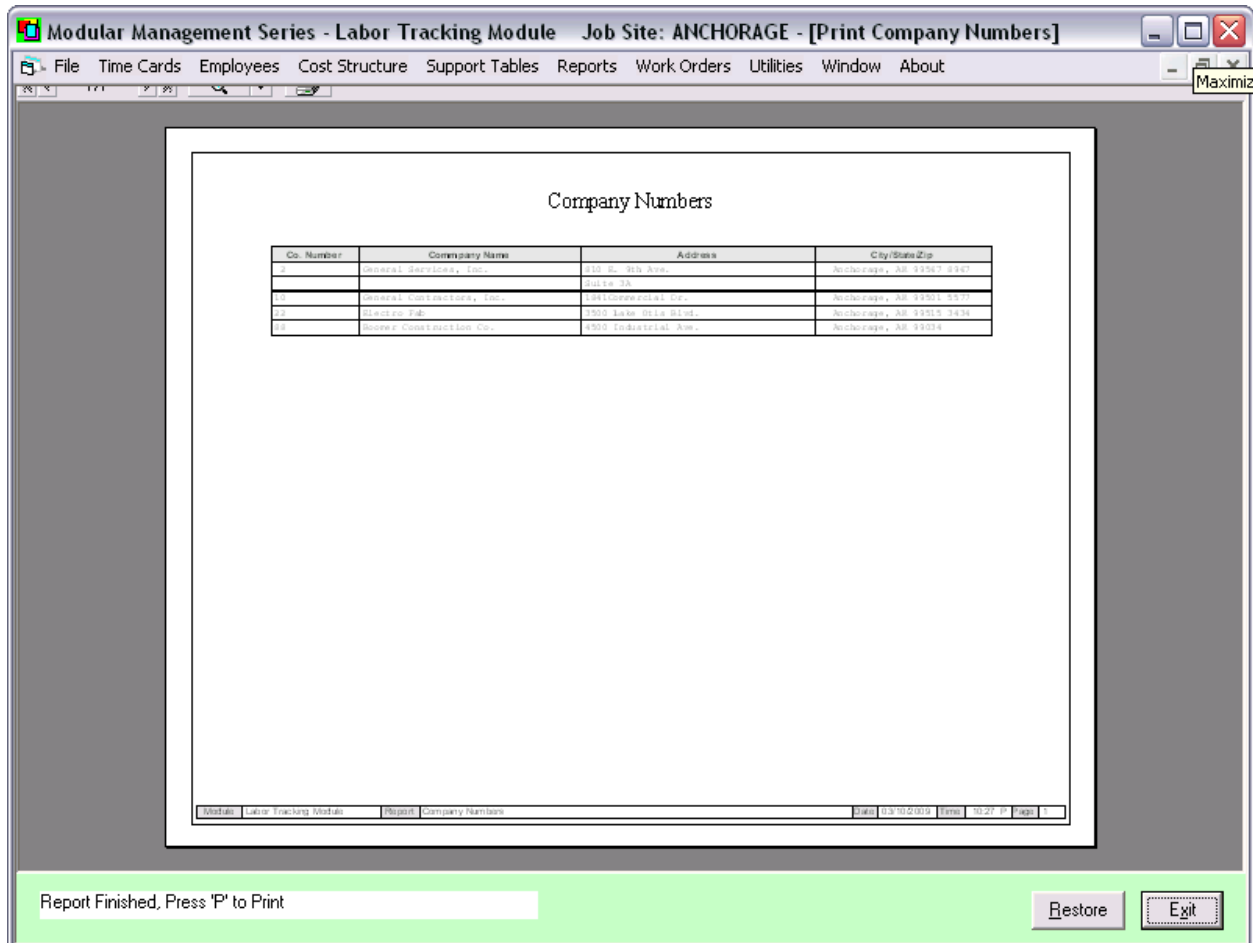
Figure 2.5 Report Viewer Window after Clicking the "Max View" Button

You can click on the left mouse button to zoom in and click on the right mouse button to zoom back out. If you zoom in enough so that the scroll bars appear you can then hold down the left mouse button and move the report around in the window.

Job Numbers

Before entering any job numbers you need to define the job number settings. To do this select Main Menu option "Utilities" and under this click on menu selection "2 – Job Site Settings". The keyboard sequence is **Alt-U2**. The System Setting Form in Figure 2.6 will appear.

Figure 2.6 Job Site Settings – All modules Tab

In the above form the user has selected numeric only job numbers with a maximum length of 4 digits. The job number settings must remain the same for an entire Job Site However, if you are using multiple Job Sites the settings can change from Job Site to Job Site. See more about using multiple Job Site in the chapter "Using Multiple Job Sites".

The menu selection to display the form for job numbers is found under the main menu item "Cost Structure" and then "Job Numbers". The keyboard sequence is **Alt-C2**. The Job Number Browse Form is displayed in Figure 2.7a. Refer to the section "The Standard Table Maintenance Form" for information on how to use the controls on this form.

Figure 2.7a The Job Number Browse Form

The company number and name to which the job numbers are related is displayed at the top of the form. The job number, job name and remarks are entered directly into this data grid.

In addition to the standard buttons for Add, Edit, etc. you will notice several others located at the bottom of the form. The buttons allow you to search the table for a specific job number, enter cost code settings, enter job number settings and clone a job number. Each of these options will be explained in the next few pages. At the top of the form is a user control to select another company number. To activate this control click anywhere on the control and the text box for company number will turn on so that you can enter a different company number as shown in Figure 2.7b.
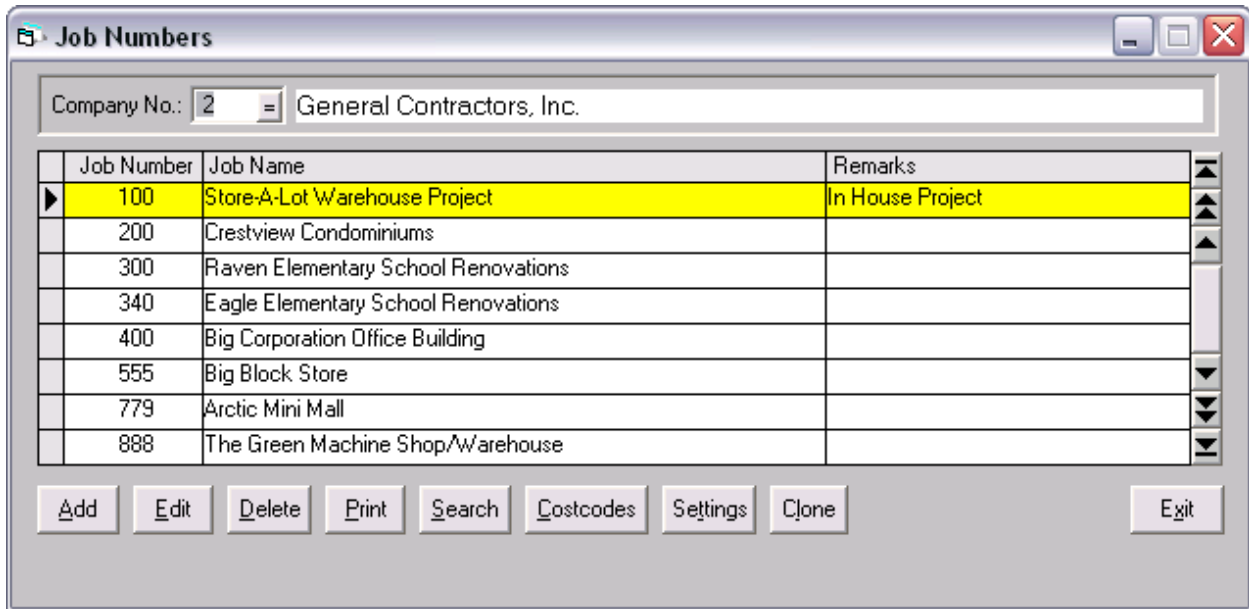
Figure 2.7b A New Company Number has been Entered in User Control at Top of Form

To exit this user control after keying in a new company number press [Enter] and the display will change to show the job numbers related to the new company number you have entered as shown in Figure 2.7c:
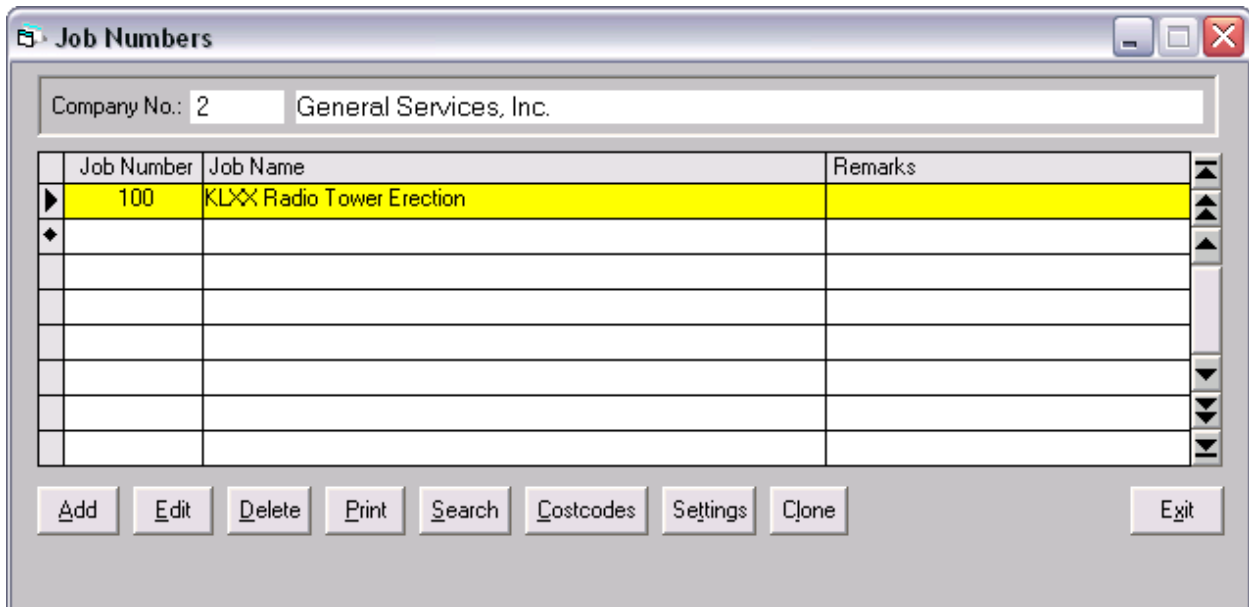
Figure 2.7c After User Control is Exited New List of Related Job Number is Displayed

When you click on the "Search" button or press **Alt-S** the following search form appears:

Figure 2.8 The Job Number Search Form

To search for a job number enter the number in the text box at the top of the form. In this example, the job numbers are set up as 4 spaces long, so if you are looking for a three digit number you must enter the leading space and then the three characters.

If you want to search for a job number by the job name then click on the gray "Description" title bar. The search window will now display the job numbers in order of the job name as illustrated below:

Figure 2.9 The Job Number Search Form – In Order of Job Name

Note that the Description Column heading is now a light grey color.

Now type in the first few characters of the job name and the active bar will move to the first occurrence of those characters. If the characters cannot be found the bar will not move.
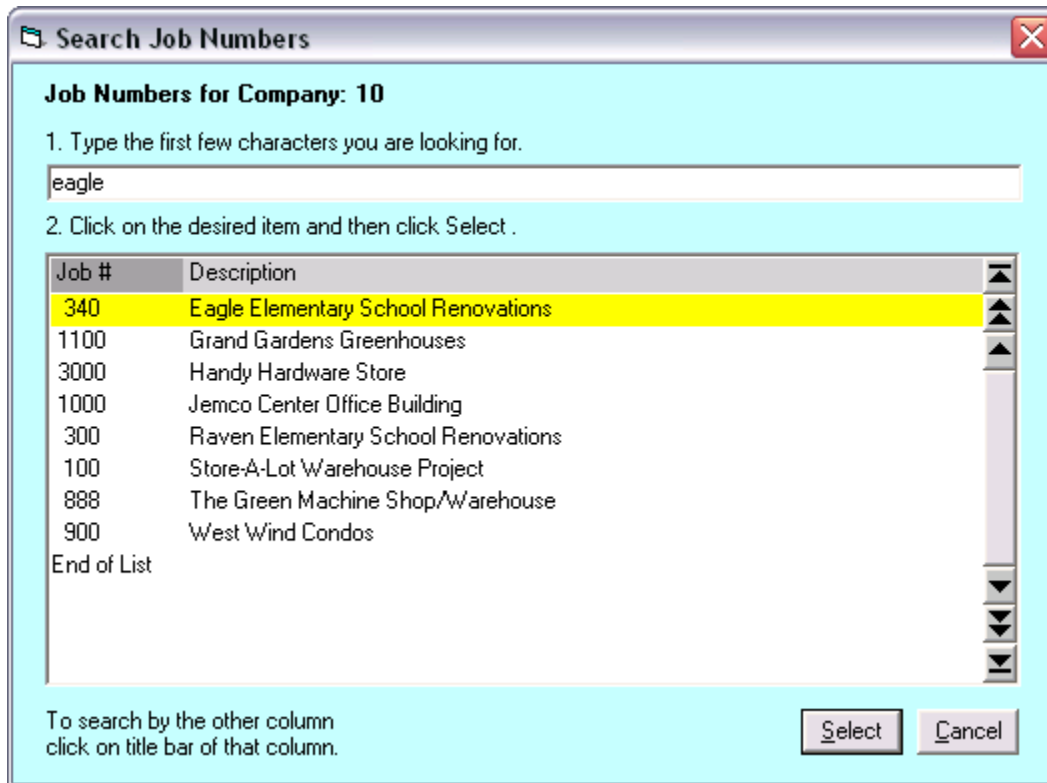
Figure 2.10 Active Bar Has Moved to Job Name with Search String

To make you selection click on [Select] or press the **Enter** key.

To set up the cost codes for your job number click on [Costcodes] or press **Alt-C** to bring up the
Job Number Cost Code Settings sub form as displayed below:

Figure 2.12 The Job Number Cost Code Settings Form

This sub form allows you to enter the name for each cost code group, the type and the size. The
maximum size for a cost code is 15 characters. This form is where you also enter the name of the
Client Code. This code is used in reports that are submitted to the client such as Invoice
Summary Sheets.

If the cost codes are going to be consistent from job number to job number you may want to
store your settings as the cost code defaults. To do this click on the [Set Defaults] button. Later,
when adding another job number you can click on the [Load Defaults] button to load the default cost

code settings for each group. You can use one, two or all three groups depending upon your needs. To save your settings click on the update button or **Alt-U**.
There are a number of job number settings available to you to configure how the Labor Tracking

Module functions when entering time. To select the Job Settings form click on the Settings button or key in **Alt-T** to display the form below:
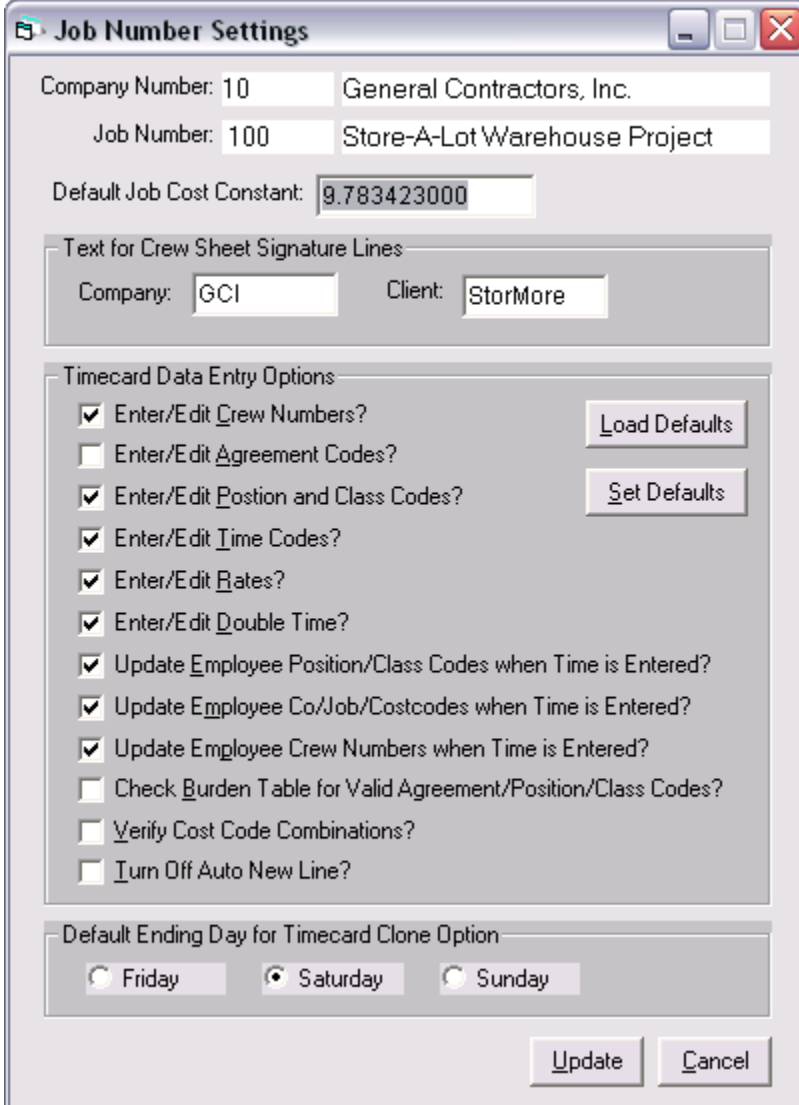
Figure 2.13 The Job Settings Form
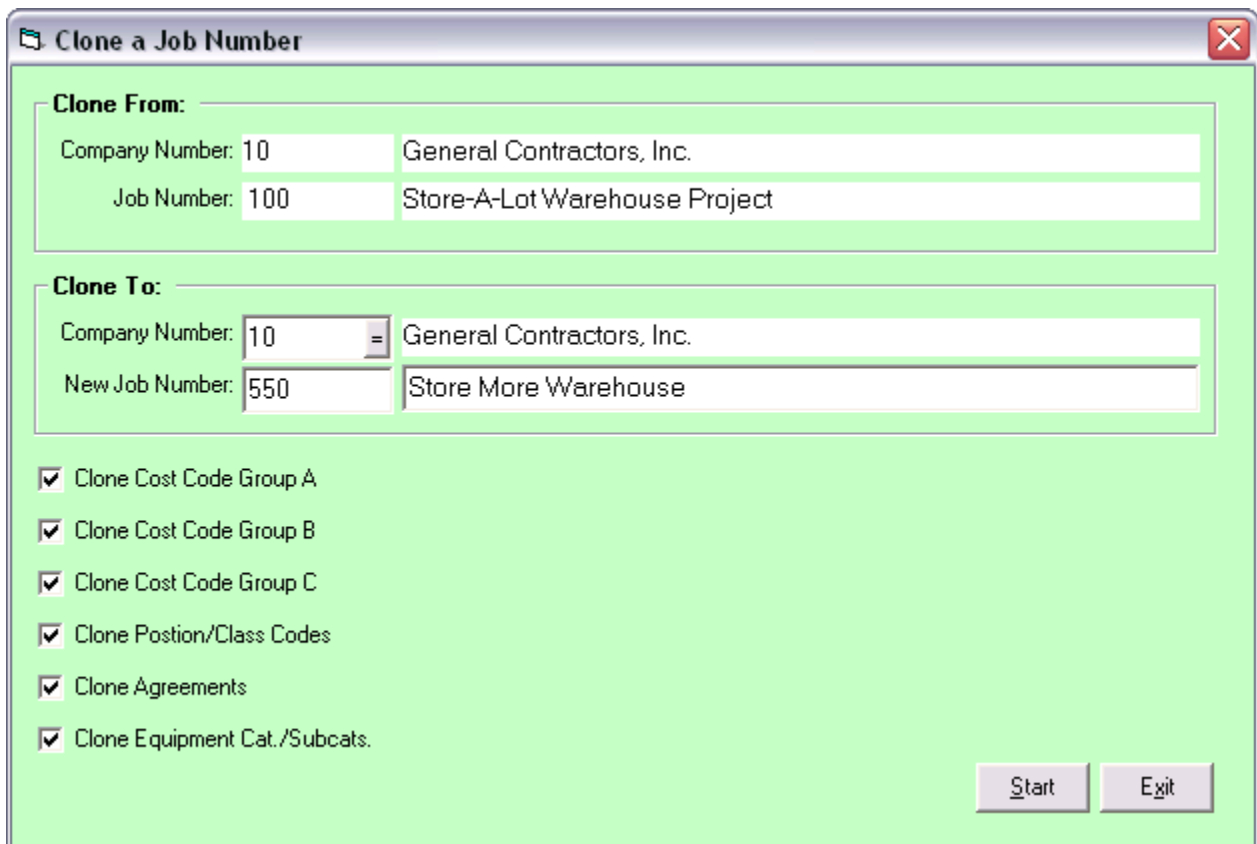
There are two text blocks to enter the abbreviations for the company and client names. There are a series of check boxes to select timecard data entry options. Some are obvious, like the Enter/Edit options which turn on or off various columns in the time data entry form. These options are followed by three options on how you want to update the master employee file with the latest time entered for an employee. If you are using agreement codes there is an option to insure there is a valid combination of agreement/position/class cods in the line of time. Also, on

some jobs, you may want to restrict the combination of cost codes that can be entered. This is used only if you are using an expanded cost code structure such as work orders the can have one to three related cost codes. The auto new line feature will jump down a line in the time entry screen in preparation for a new entry. The default ending day for time card clone basically says that if you are going to clone a weeks of time what day of the week does the clone option stop at. If you have staff or other employees with time posted to a regular group of cost codes the clone option allows you to enter Monday's time and clone the rest of the week.

There are buttons available for setting the defaults and loading the defaults when entering a new job number. To save your settings click on the update button or press **Alt U**.

You may need to create a new job number where the cost code groups, position codes, and class codes are the same or similar to an existing job. Since these items are always related to a company/job number pair the Labor Tracking Module allows you to clone a job number. This means you will not have to reenter cost codes, position codes or class codes again under the new company/job number pair.

To clone a job number click on [Clone] or press **Alt-L.** The Clone a Job Number form will be displayed:

Figure 2.14 Clone a Job Number Form

The form allows you to select a target company and job number pair. There are check boxes to select which of the support tables you wish to clone for the new job number. To begin the process click on the Start button or enter **Alt-S**. After starting the form will display the progress and let you know when you have successfully cloned a job number.

The print options for job numbers are on the Job Number Report form. Click on the print button or press Alt P to display this report form:
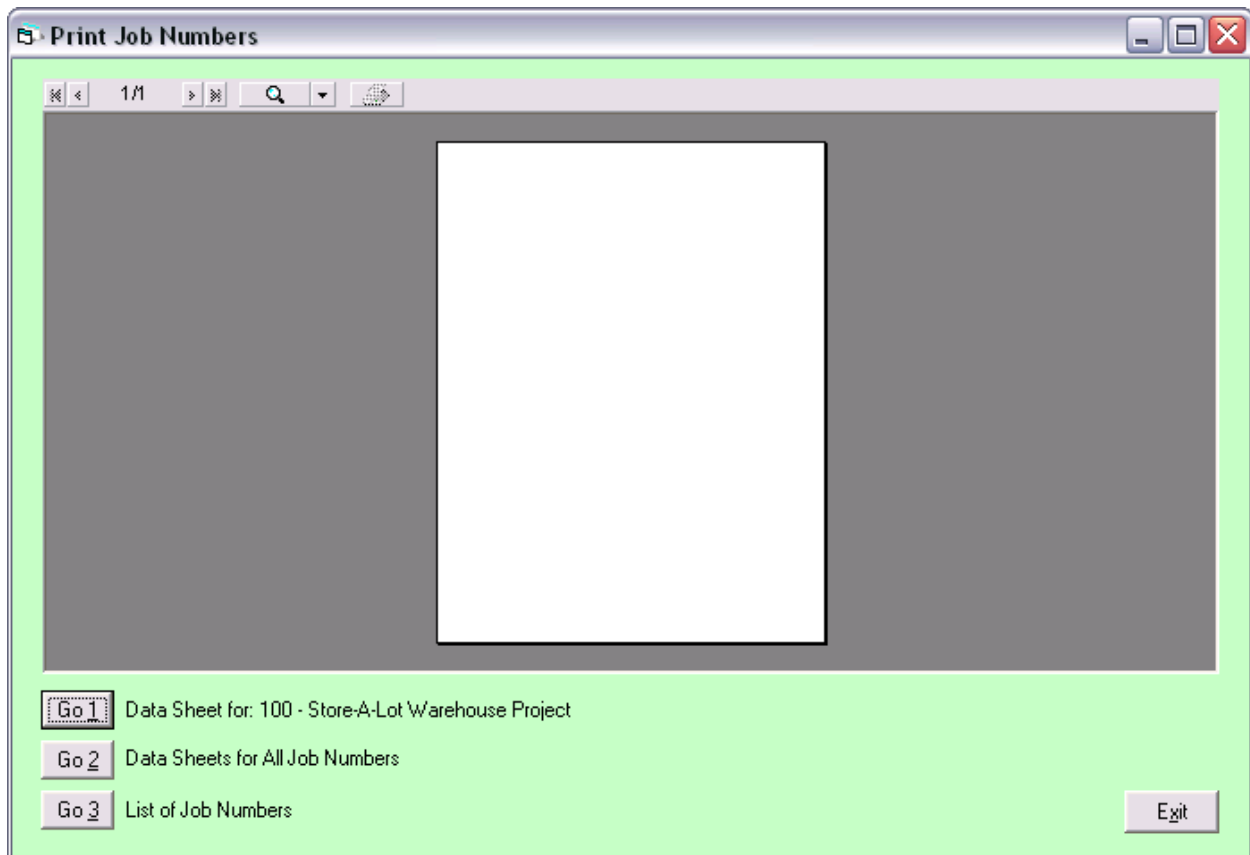
Figure 2.15 The Print Job Numbers Form

You can print a data sheet for the job number you are currently at on the browse form , data sheets for all job numbers, or a list of job numbers for the current company number selected in the browse form.

Cost Code Groups

The menu selection to display the form for Cost Code Groups A, B and C is found under the main menu item "Cost Structure" and then "Cost Code Group A", etc. The keyboard sequence is **Alt-C3, 4,** or **5**. The Cost Code Group form is displayed below. Refer to the section "The Standard Table Maintenance Form" for information on how to use the controls on this form.

Area	Description	N/R	Staff U/C	Craft U/C	Invoicing Code	Approver Code
1000	Site Preparation				4587984	Mwilson
1001	Foundation				4589854	JSmith
1002	Steel Erection				4589887	Mwilson
1004	Exterior				4589712	Jsmith
1005	Roof				5234712	Mwilson
2001	Interior - Shop Space				5239874	Jsmith
2002	Interior - Office Space				2354784	Jsmith
2003	Interior - Mechanical Space				2547841	Jsmith
3032	Interior - Lighting				5478698	Jsmith
4000	Interior - Floors				2545874	JSmith
5000	Surveying				6987452	MWilson
6000	Piping				6587744	Mwilson
8000	Materials Testing				4787444	Mwilson
8500	Landscaping				5569898	Mwilson

Company No.: 10 General Contractors, Inc.
Job Number: 100 Store-A-Lot Warehouse Project

Add   Edit   Delete   Print   Find   Search   Exit

Figure 2.16 The Cost Code Table Maintenance Form

To select another Company/Job Number Pair click on the control at the top of the form. When activated the text boxes will appear as shown in the figuree below:

Company No.: 10 = General Contractors, Inc.
Job Number: 100 = Store-A-Lot Warehouse Project

Figure 2.17 Company/Job Number Selection Control After Activation.

Once it is activated the text boxes will appear along with the item search buttons. You will now be able to enter a different company number and job number. To exit this control press the Enter key.

Cost codes are displayed for a unique company/job number pair. The columns are:

Cost code – 1 –15 characters in length, alpha numeric or numeric only depending upon the job number cost code settings. Notice the heading for this column is the name assigned to this cost code group in the job number settings.

Description – Can be up to 50 characters in length.

N/R – Non-reimbursable designation A Yes/No field. Line items with a Cost Code that has been designated as non-reimbursable will not be included on invoice summary reports used as backup to client invoicing.

Staff ULC – Staff Upload Code – Optional code used by the Labor Tracking Module payroll upload utilities that transfer time to home office accounting systems.

Craft ULC – Same as Staff ULC but for time with a position code designated as craft.
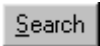
Invoicing Code – This code is used by the Electronic Invoicing Module.

Approver Code –used when creating electronic invoices in the form of text files submitted to the client.

Besides the standard Add, Edit and Delete command buttons the other command buttons on this form are:

Print - Print a list of Cost Codes.

Find - Find a Cost Code. Allows the user to enter a cost code when the complete code is known.

Search - Search for a Cost Code. Allows user to enter first few characters of the cost code to see if there is a match.

Part 3 -The Rate Structure

The Labor Tracking Module has a group of tables designed to allow you to set up the labor rates you will need for project cost reporting. These include employee pay rates and billing rates. The module allows you to enter rate changes by specifying the new rates along with a starting date. There is a table to enter workman's compensation codes and rates. As with pay rates and billing rates you can also add W/C rate changes as they occur over time.

Although the Labor Tracking Module does not calculate payroll or maintain a history of payroll costs there is a way to incorporate indirect labor costs into the database. The module allows you to enter a job cost constant for each pay period. This constant is calculated each pay period from the payroll reports generated by your home office accounting system.

Position Codes

From the main menu select "Employees" then "Position/Class Codes" to display the Position Codes Table Maintenance Form as shown in Figure 3.1. The keyboard sequence is **Alt-E2**. Refer to the section "The Standard Table Maintenance Form" for information on form controls.

Position Code	Description	Staff or Craft	Benefits (Hr.)	Benefits (Gr.)	401K (Hr.)	401K (Gr.)	Dues (Hr.)	Dues (Gr.)
1234	Carpenters	C	.00	1.36	.00	1.30	.67	.00
1547	Electricians	C	.00	2.30	.00	1.30	.00	.20
302	Operators	C	.00	2.40	.00	1.40	.55	.00
341	Laborers	C	.00	1.67	.00	.78	.30	.00
375	Pipefitters	C	.00	1.20	.00	1.10	.90	.00
959	Teamsters	C	.00	1.20	.00	.85	.45	.00
INS	Inspectors	S	.00	.00	.00	3.50	.00	.00
OS	Office Staff	S	.00	.00	.00	3.50	.00	.00
SO	Safety	S	.00	.00	.00	3.50	.00	.00
	End of List.							

Company Number: 10 — General Contractors, Inc.
Job Number: 100 — Store-A-Lot Warehouse Project

Defaults for Related Class Codes

Buttons: Add, Edit, Delete, Print, Search, Select Co./Job, Browse Class Codes, Exit

Figure 3.1 The Position Code Table Maintenance Form

Position codes are displayed for a unique company/job number pair. The columns are:

Position Code – Alphanumeric code up to 6 characters in length.

Description - Up to 30 characters in length.

Staff/Craft – Staff or craft designation. Used to split out work force for daily force report and optional payroll upload codes associated with each cost code.

Benefits (Hr.) – Default rate for benefits calculations based upon hours worked.

Benefits (Gr.) – Default rate for benefits calculations based upon gross wages.

401K (Hr.) – Default rate for dues calculations based upon hours worked.

401K (Gr.) – Default rate for dues calculations based upon gross wages.

Dues (Hr.) – Default rate for dues calculations based upon hours worked.

Dues (Gr.) – Default rate for dues calculations based upon gross wages.

Class Codes

To display the class codes for a position code click on [Browse Class Codes] or press the **space bar**. Figure 3.2 is an example of the Class Codes Table Maintenance Form.

Class Codes

Company Number:	10	General Contractors, Inc.
Job Number:	100	Store-A-Lot Warehouse Project
Position Code:	1234	Carpenters

Class Code	Description	Pay Rate	ST	OT	DT	W/C Code	Trade Code	Day Rate	Ap?	Invoice ST Code	Invoice OT Code
AP	Apprentice	12.340	19.340	27.340	35.670	3490	CARP	N	Y	P100AST	P100BOT
FM	Foreman	21.600	29.800	40.110	58.560	3490	CARP	N	N	P100DST	P100DOT
GF	General Foreman	24.780	32.990	49.220	61.450	3490	CARP	N	N	P100EST	P100EOT
JM1	Journeyman I	15.680	22.560	33.220	44.670	3490	CARP	N	N	P100BST	P100BOT
JM2	Journeyman II	18.340	25.560	37.890	56.640	3490	CARP	N	N	P100CST	P100COT
JM3	Journleyman III	22.780	28.840	39.560	61.030	3490	CARP	N	N	P100DST	P100DOT
	End of List.										

[Add] [Edit] [Delete] [Print] [Search] [Rate Changes] [Benefits/Dues] [Exit]

Rate Changes

Effective as of this Date	Pay Rate	ST	OT	DT
05/12/2001	13.450	19.340	27.340	35.670

Benefits/Dues

Effective as of this Date	Benefits per Hour	Benefits % of Gross	401K per Hour	401K % of Gross	Dues per Hour	Dues % of Gross
05/12/2001	.620	.000	.000	.000	.760	.000

Figure 3.2 The Class Code Table Maintenance Form

The columns are:

Class Code – Alphanumeric code up to 6 characters in length.

Description - Up to 30 characters in length.

Pay Rate – Direct Labor Rate paid to employee.

ST Billing Rate – Default straight time billing rate used for invoice backup reports to client.

OT Billing Rate – Default overtime billing rate.

DT Billing Rate – Default double time billing rate.

W/C Code – Workman's Comp. Code associated with this class code.

Trade Code – This code is used for compiling the Federal Employee Utilization Report.

Day Rate? – A Yes/No field used to designate the rate is for one day.

App? – A Yes/No field used to designate if the class code is an apprentice position.

Invoice ST Code, OT Code – Client Codes to be used with electronic invoicing.

To enter rate changes press <u>Rates by Date</u> or the **space bar**. The Class Code Rates by Starting Date form will be displayed.

Figure 3.3 The Class Code Rates by Starting Date form

During the course of a long project you may encounter rate changes. The above form allows you to enter new rates, either the pay rate or billing rates, as of a starting date. Any time entered on and after this date will use these rates in reports, payroll uploads, etc. The text date is displayed in order to help you confirm which day of the week the new rate comes into effect.

To enter benefit changes over time press [Benefits by Date] or **shift-space bar**.

Figure 3.4 The Dues/Benefits by Starting Date Form

This form allows you to enter in any changes to dues or benefit rates over the course of a project. The rates will be used for any time card items posted with a date on and after the "as of" date entered in the above form.

When you press [Print] or **Alt-P** in the Position Code Table Maintenance Form the Print
Position Codes Form is displayed:
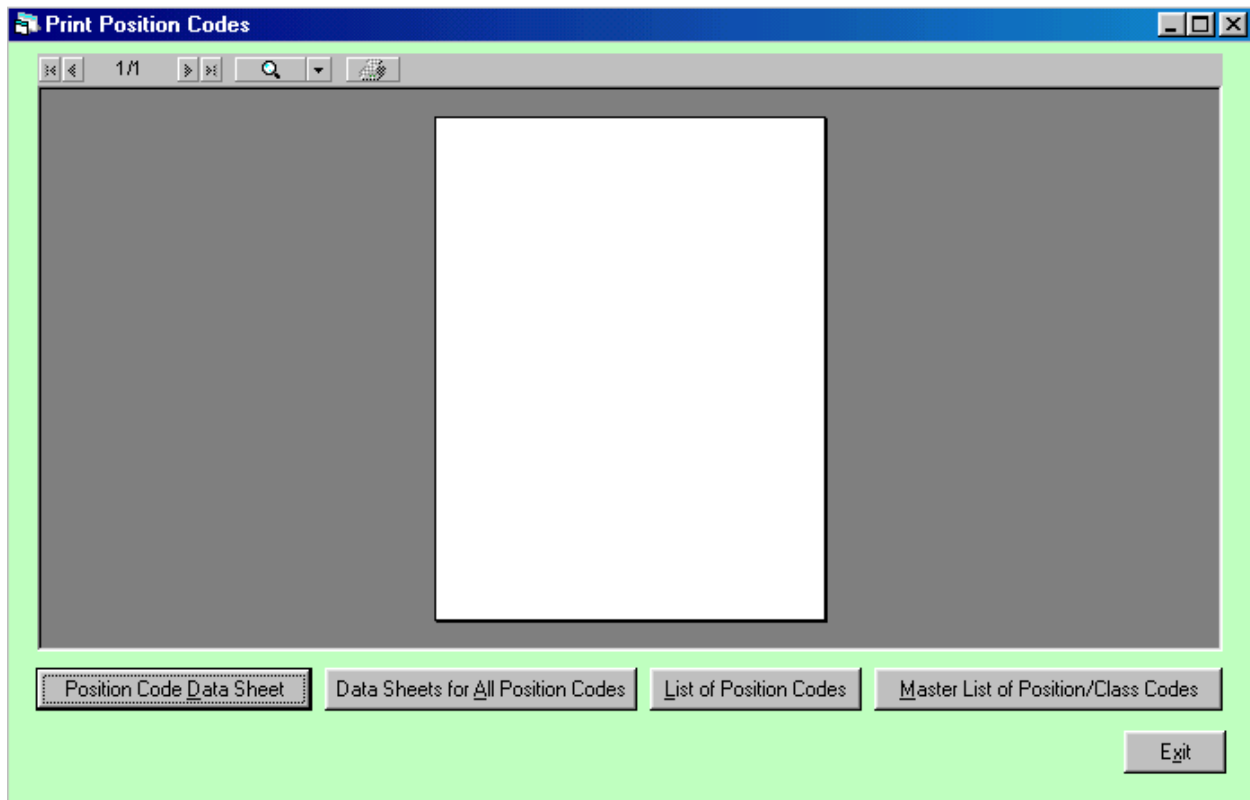
Figure 3.5 The Print Position Codes Form

This form has four selections:

Position Code Data Sheet – will print out a data sheet for the item you are on in the list of
position codes.

Data Sheets for All Position Codes – will print data sheets for every item in the list.

List of Position Codes – Will print a list of the position codes.

Master List of Position/Class Codes – This is the report you will most likely use the most. It is
a way of listing the contents of the position code table along with related class codes. And for
each class code there will be a listing of any additional rates by starting date detail or
dues/benefits by starting date detail. This report is a good way of getting the complete picture of
the contents of the rate structure tables position codes, class codes, rates by staring date and
dues/benefits by starting date.

Here is an image of a sample report showing the detail under the position code "Carpenters":

General Contractors Inc.

Job Number: 100 Store-A-Lot Warehouse Project

Position Codes and Related Class Codes

Position Code: 1234 Carpenters (Craft)

Class	Description	Payrate	ST Billing Rate	OT Billing Rate	DT Billing Rate	W/C Code	I/C - ST	I/C - OT	D/R?	App.?
AP	Apprentice	12.340	19.340	27.340	35.670	3490	P100ASI	P100BOI	N	Y
	Rates Starting with Date: 05/12/2001	13.450	19.340	27.340	35.670					
FM	Foreman	21.600	29.800	40.110	58.560	3490	P1000SI	P100000I	N	N
GF	General Foreman	24.780	32.990	49.220	61.450	3490	P100BSI	P100BOI	N	N
JM1	Journeyman I	15.680	22.560	33.220	44.670	3490	P100BSI	P100BOI	N	N
JM2	Journeyman II	18.340	25.560	37.890	56.640	3490	P100CSI	P100COI	N	N
JM3	Journeyman III	22.780	28.840	39.560	61.030	3490	P1000SI	P100000I	N	N

Position Code: 1547 Electricians (Craft)

Class	Description	Payrate	ST Billing Rate	OT Billing Rate	DT Billing Rate	W/C Code	I/C - ST	I/C - OT	D/R?	App.?
AP	Apprentice	14.340	18.450	22.450	31.950	3490	ELAPSI	ELAROI	N	Y
FM	Foreman	22.340	31.690	44.280	56.020	3490	ELFMSI	ELFMOI	N	N
GF	General Foreman	26.780	34.670	48.450	59.550	3490	ELGFSI	ELGFOI	N	N
JM1	Journeyman 1st Year	18.450	24.760	38.930	49.440	3490	ELJ1SI	ELJ1OI	N	N
JM2	Journeyman 2nd Year	19.450	29.620	40.880	51.830	3490	ELJ2SI	ELJ2OI	N	N

Position Code: 302 Operators (Craft)

Class	Description	Payrate	ST Billing Rate	OT Billing Rate	DT Billing Rate	W/C Code	I/C - ST	I/C - OT	D/R?	App.?
FM	Foreman	29.900	35.550	55.340	77.450	8107	H3433		N	N
GF	General Foreman	31.350	42.560	56.780	89.340	8380	E443F		Y	N
	Rates Starting with Date: 08/15/1999	45.000	56.000	67.000	78.000					
	Rates Starting with Date: 01/10/2000	46.565	56.454	68.452	82.960					
OP1	Operator I	23.450	34.230	52.670	67.890	8380	R1234		N	N
OP2	Operator II	28.760	46.987	68.560	105.340	8380	A1234		N	N
OP3	Operator III	31.450	34.560	45.450	102.450	8380	A2345		N	N
OP4	Operator VI	45.340	56.780	67.890	122.340	8380	A3434		N	N

| Module | Labor Tracking Module | Report | Position Codes and Related Class Codes | Date | 5/27/02 | Time | 5:06 | Page | 1 |

Figure 3.6 The Position Codes and Related Class Codes Report Showing all Detail

Workman's Comp. Codes

The Labor Tracking Module will calculate the insurance costs based upon the W/C codes and rates used when generating the cost reports. It is important to have at least one W/C code in the system even if the rate is zero as the Class codes table maintenance form will demand a related W/C code.

From the main menu select "Support Tables" then "Workman's Comp. Codes" to display the W/C Codes table maintenance form as shown below. The keyboard sequence is **Alt-S4**. Refer to the section "The Standard Table Maintenance Form" for information on how to use the controls on this form.

Figure 3.7 The Workman's Comp. Codes Table Maintenance Form

The W/C codes are entered for a specific company number. The columns are:

W/C Code – 4 digit integer, 1 - 9999.

Description – Up to 50 characters in length.

Per Hour – W/C Rate per hour.

% of Gross – Entered as a whole number, e.g., one and a half percent would be entered as 1.5

Gen./Lib. – General Liability percentage entered as a whole number, e.g., one and a half percent would be entered as 1.5

The above rates are defaults. If you do not have any rates change over time then these rates will be used. If W/C rates change during the course of a project then you can enter new rates as of a start date by clicking on Rates by Begin Date or pressing **Alt-R**. The following form will be displayed.

As of This Date	Text Date	Per Hour	% of Gross	Gen./Lib.
01/01/2000	Saturday, January 1st, 2000	.000	6.150	.000
	End of List.			

Figure 3.8 The W/C Rates by Starting Date Table Maintenance Form

This form allow you to enter the starting date and new rates. Any time with a date on or after this date with this W/C code will use these rates when calculating insurance costs in cost reports.

Part 4 – Employees and Related Tables

The Labor Tracking Module has an extensive array of tables and reports devoted to the management of employees working on a project. There are related tables such as ethnic codes, employee history codes, etc. that need to be populated before entering the first employee.

The main employee information form allows you to enter standard demographics, tax status information, default time card items, notes and even an image if needed.

The Labor Tracking Module allows you to track an employee's history over time. The Employee History detail can record hire dates, departure and return dates for R & R or vacations, and RIF dates. The Employee Status is automatically updated with the last item entered in the Employee History detail form.

Employee deductions can be tracked as they are needed over time.

The Employee Browse Form allows you to tag individual employees and then post a List Code to the tagged employees for printing labels or reports based upon a particular list code.

There are a series of reports available to print a list of employees, an employee data sheet, employee time, etc.

Employees can be grouped into crews. Then crew sheets can be printed for the daily posting of cost codes and hours worked.

Employee Browse Form

From the main menu select "Employees" then "1 - Employees" to display the Employee Browse form as shown below. The keyboard sequence is **Alt-E1**. Refer to the section "The Standard Table Maintenance Form" for information on how to use the controls on this form.

Tag #	Empl. #	Employee Name	P/R Co.	Co. #	Job No.	Crew	Position	Class	Rate	Status	List Code
7	670912	Adams, Anita A.	10	10	100	3	OS	TK	17.890	On R & R	
6	411002	Andersen, Andy E.	10	10	100	4	1234	AP	12.340	Active	
2	656545	Benson, Betty B.	10	10	100	1	OS	SEC	15.670	Active	
8	834601	Burke, Diane C.	10	10	1234	2			.000	Active	
14	4545676	Carlson, David M.	10	10	100	4	1234	JM1	15.680	Active	
3	671209	Dawson, David D.	10	10	9999	6			.000	Active	
24	45343	Jones, Walt M.	10	10	100	88	341	AP	11.000	Active	
22	875665	Keller, David	10	10	100	2	341	AP	11.000	Active	
4	400912	Martin, Mark E.	10	10	100	2	341	G1	12.560	Active	
27	454543	Nelson, Andy C.	10	10	100	2	341	G2	14.350	Active	
20	2343434	Nelson, Fred	10	10	100	5	302	GF	46.565	Active	
12	557644	Nelson, Ian A.	10	10	100	4	1234	JM2	18.340	Active	
9	673092	Nicholson, Mary T.	10	10	100	11	375	JM	12.920	Active	
21	4543545	Olsen, Barbara	10	10	100	5	959	G1	17.450	Active	
26	343991	Richardson, Danial T.	10	10	100	11	341	G2	14.350	On R & R	
16	893434	Smith, James R.	10	10	100	5	959	G1	17.450	Active	

Add | Edit | Delete | View | Print | Find | Search | History | Deductions | Crew | Tag | Exit

Figure 4.1 The Employee Browse Form

The Employee Browse Form allow you to perform the standard table maintenance functions such as add, edit and delete. It also has some additional buttons which are:
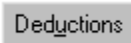
View - Allows you to view the entire contents of an employee record. Keyboard commands are **Alt-V** or **Spacebar**

Print - Clicking on this button will display an Employee Report Form with options to print a variety of reports. Keyboard command is **Alt-P**.

Find - Find an employee by keying in the tag number. Tag numbers are assigned by the program and are used to connect time, employee history, etc. to the employee record. They cannot be changed by the user. They are easier to use than a longer employee number or social security number when time is key punched into the timecard data entry form. Keyboard command is **Alt-F**.

Search - Search for an employee using the standard search form. Keyboard command is **Alt-S**.

History - Click on this button to display the Employee History Detail Form. Keyboard command is **Alt-H**.

Deductions - Employee deductions can be entered in an Employee Deductions Detail Form. You can enter deductions as repetitive with each pay period, one time only, or for a range of dates as specified by the deduction code entered in the detail screen. Keyboard command is **Alt-U**.

Crew - This button allows you to assign crew numbers directly into the crew column in the above browse form. This is faster than using the edit option and moving to the crew text box on the Employee Data Entry Form. The Daily Time Sheets are printed by crew number. On a large job it is common to have employees switch from crew to crew during the course of a project. This button makes this employee update function much more efficient. Keyboard command is **Alt-C**.

Tag - You can tag selected employees and then post a **List Code** to the tagged employees. Once you tag an employee "Post" and "Clear" buttons will appear. The "Post" button allows you to post the desired List Code to the tagged employees. The "Clear" button clears all tags (that is, all tagged employees will be untagged, not deleted!). Later, labels, reports and database tables can be created based upon a specific List Code. The keyboard command is just the key "T" (Not Alt-T). When "T" is pressed the employee is tagged and the active line moves down an entry. If you press "T" or click on the Tag button on an employee that is already tagged you will untag that employee.

To exit this form click on **Exit** or press the **Esc** key.

Employee Information Form

The Employee Information Form displayed below is as it appears in edit mode.

Figure 4.2 The Employee Information Form in Edit Mode

Notice that the top two fields, Payroll Company Number and Employee Number are displayed in edit mode. The text box for the last name is selected, as indicated by the text which is displayed in the standard reverse color scheme. If you need to change the Payroll Company Number or Employee Number in edit mode click on the ◄ button. This will activate the text boxes and the search window command button embedded in the Payroll Company Number text box.

If you are using multiple company numbers you may have a situation where there is an employee with unique employee numbers for each company. If this is the case, click on the ≡ button to

display the employee number grid. This data grid will allow you to enter in multiple Payroll Company/Employee Number pairs.

The Employee Tag Number is assigned by the Labor Tracking Module and cannot be changed.

In the top part of the form there are text boxes for the employee name , address, social security number and badge number.

The employee history is displayed in a frame with three labels, DOH (Date of Hire), DOT (Date of Termination) and Status. In the above form the employee has been laid off and the current status is "Archive". Employee history cannot be changed from this form. You must click on the History button in the Employee Browse Form to bring up the Employee History Form and make an entry to establish employee status. This will be discussed in detail later in the Maintaining Employee History section.

The lower part of the form contains a tab control. Click on the tabs or use the keyboard commands which are: Alt-D for Demographics, Alt-T for Timecard defaults, Alt-P for Phone numbers, Alt-N for notes and Alt-I for Image.

The Demographics Tab contains a combo box for Tax Status. Combo boxes display a short list of selections as displayed below.
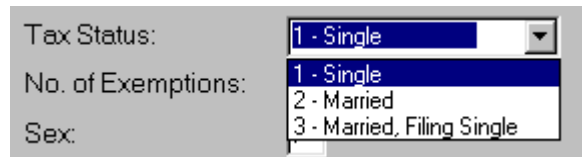

Figure 4.3 Tax Status Combo Box with Three Selections

There are text boxes for Number of Exceptions, Date of Birth and Sex, a combo box for Ethnic Code.

A text box with and embedded search command button for Corporation Number, text boxes for Share Holder, Share Holder Spouse and Residency code are also on this tab. The Labor Tracking Module was developed in the State of Alaska and the Corporation Number, Share Holder and Share Holder Spouse are items required by many contractors to track an employees membership in one of the 13 regional Native Corporations established in the 1971 Alaska Native Claims Settlement Act.

On the right are text boxes for Area, Camp and Location. There is a drop down combo box for the Shift Code. There are text boxes for Per Diem Rate, Per Diem Billing Rate and a Camp Cost Billing Code.

The second tab, Timecard Defaults, is displayed below.

Figure 4.4 Time Card Defaults Tab

Depending upon the selections in the Job Number Settings Form as described earlier these fields can be updated each time a line of time is entered for an employee. Or, as the settings allow, you may decide to enter selections in this tab and use them each time a new line of time is started for the employee.

This tab contains text boxes for Work Company Number, Job Number, Crew, Position Code, related Class Code and Agreement Code. The Workman's Comp. Code that relates to the Class code is displayed. Oracle Job Number is displayed only if you are using the Oracle Payroll Upload utility.

On the right are the three Cost Codes with the names assigned to each group in the Job Number Cost Code Settings Form. In this example, the three groups are called Area, Phase and Opcode. The text boxes allow you to enter in the default cost codes or display the latest cost codes used in time date entry for this employee, depending upon the settings in the Job Number settings form.

Figure 4.5 The Phone Numbers Tab

The third tab, Phone Numbers, allows you to enter the employee's phone number, cell phone, emergency contact information and an optional field for an alternate name. Alternate names are used if you are in an overseas job where the English equivalent of a foreign name is needed.

Figure 4.6 The Notes Tab

The fourth tab, Notes, allows you to enter text in a free form style. This is a memo field and multiple pages of text can be entered if needed.

The final tab, the Image Files tab, is shown below.

Figure 4.7 The Image Tab

There are a total of five images that can be referenced in the above text boxes. The text boxes contain the location or path and image file name. The first image is the Employee Photo. The next four images are used for identification cards, Commercial Drivers Licenses, Training Certificates, etc. that may be required as part of your employee file record keeping. An example is the Federal Immigration Form (I-99) where proof of legal status needed for employment is required. It is recommended that your images be bitmaps, as they can be adjusted using the Microsoft paint program. Scanned portraits for the employee photo should be sized to 140 x 180 pixels. Scanned ID images should adjusted to 180 by 120 pixels. The employee photo is displayed in the main employee information form shown in Figure 4.2 above. To view the other images click on the View button next to the desired image. You do not need to type in the entire path and file name. By clicking on the = button you can display the file selection screen displayed on the next page in Figure 4.8.
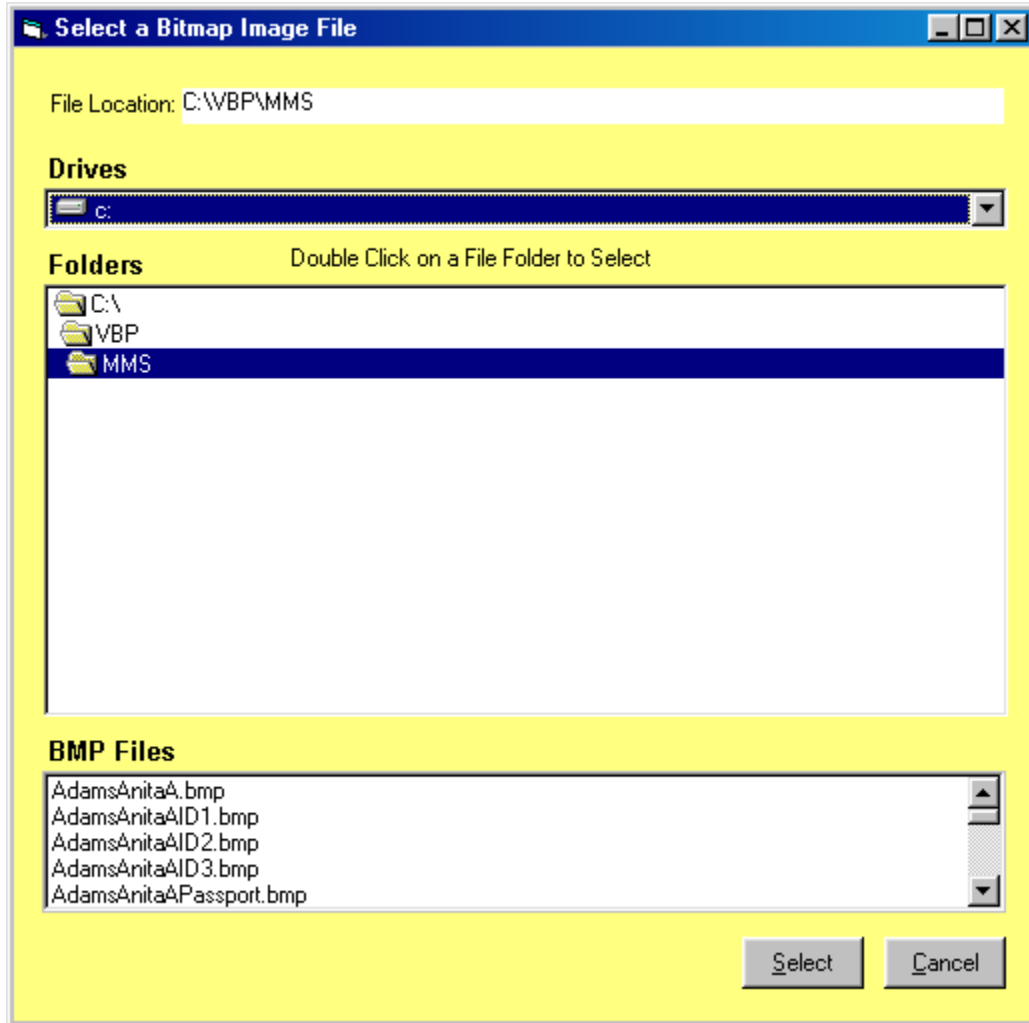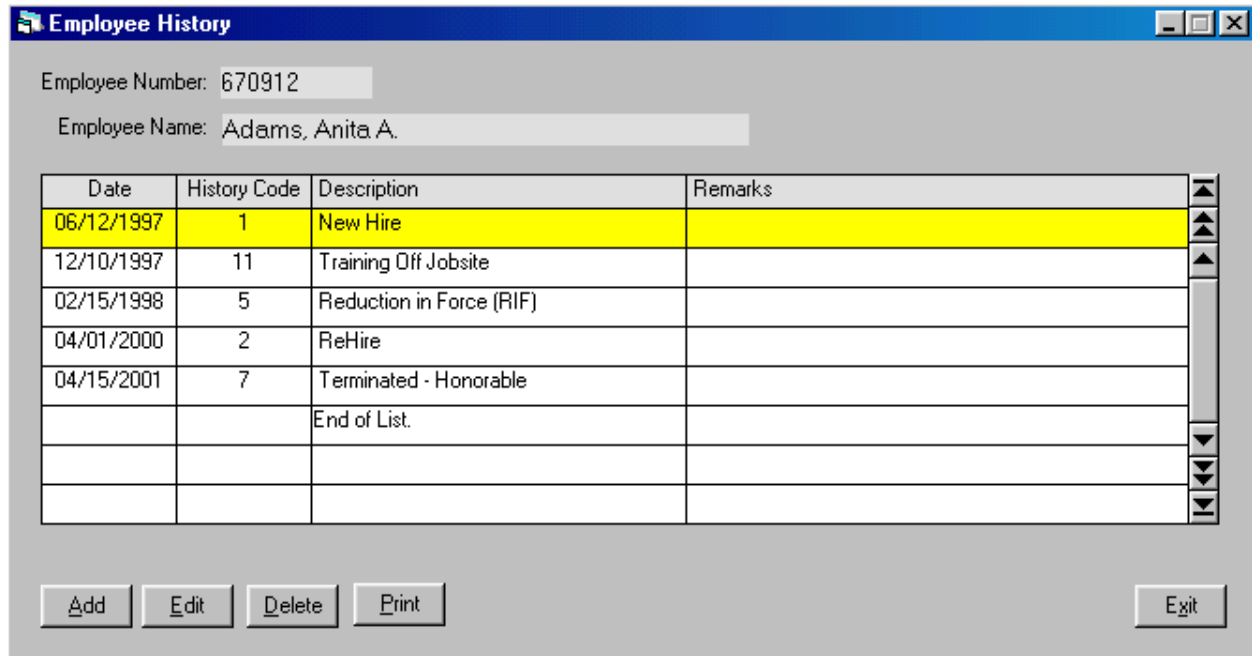
Figure 4.8 Image File Selection Form

This form consists of three areas: the Drive selection box, the Folders selection box and the Bit Map Files selection box. This form allows you to navigate through the folders on your hard drive in order to locate the desired image file. Double click on the desired BMP file and then click on the ____Select____ button. The path and file name will be inserted into the text box on the image files tab displayed in Figure 4.7.

Employee History

When you press the [History] button in the Employee Browse Form the Employee History Form appears as shown in the next figure. Refer to the section "The Standard Table Maintenance Form" for information on how to use the controls on this form.

Figure 4.9 The Employee History Form

When you enter an item you need to supply the Date, History Code and Remarks. The description will be displayed once you select a History Code. Each History Code can update the Date of Hire, Date of Termination and Employee Status depending upon how the code is set up. More about this in the next section, "Employee History Codes". The last item in the list is always the item used to update the employee record.

As with may text boxes in the Labor Tracking System, if you do not know the history code press
[?/] or press the [=] button and the Search History Codes form will appear as displayed below.
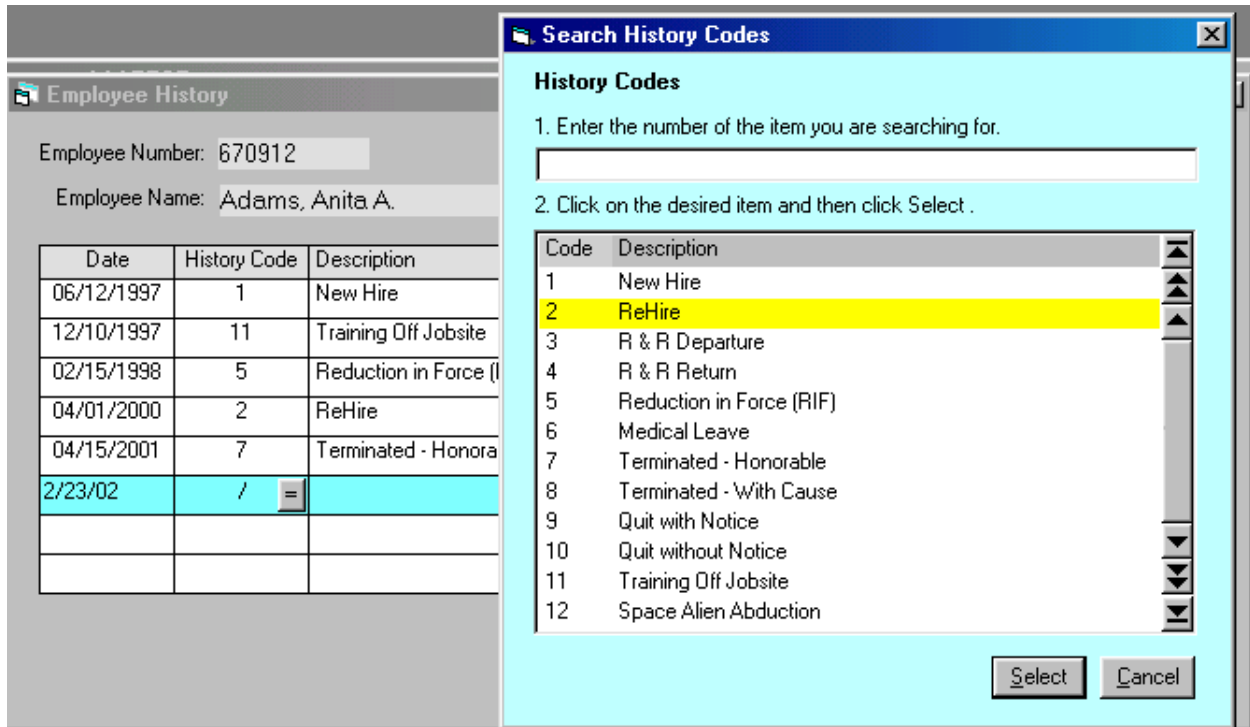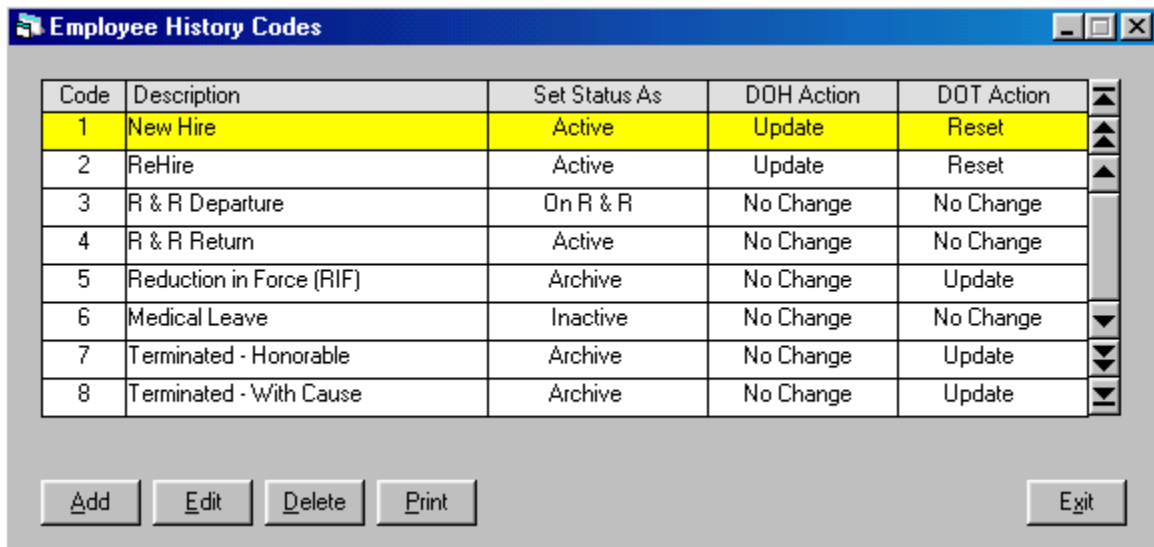
Figure 4.10 Search History Codes Form

The search form for History Codes is displayed by pressing the [?/] key or the [=] button located in History Code text box.

Make your selection and update the list. When you exit the Employee History Form the employee record will be updated with the latest DOH, DOT and Status

.

Employee History Codes

From the main menu select "Employees" then "5 – Employee History Codes" to display the Employee History Codes form as shown below. The keyboard sequence is **Alt-E5**. Refer to the section "The Standard Table Maintenance Form" for information on how to use the controls on this form.

Figure 4.11 The Employee History Codes Form

The columns are:

Code – Two digit number.

Description – Fifty character text field.

Set Status As – Selection made from a combo box.

DOH Action – Date of Hire Action, selection made from a combo box.

DOT Action – Date of Termination Action, selection made from a combo box.

The selections made for Status, DOH and DOT determine how the employee record will be updated by the specific history code.

The selections for Set Employee Status are: "No Change", "Active", "Inactive", "Archive" and "On R & R".

The available actions for Date of Hire are "No Change", "Update" and "Reset". If "Update" is selected then the DOH field in the employee record will be updated with the date entered on the employee history line item in the Employee History form. If the "Reset" option is selected then the DOH field will be blanked out in the employee record. And of course, "No Change" means the DOH date will not be altered by the history code.

The same actions are available for the Date of Termination. In this form you are specifying how the employee history code will affect the employee record when used in the Employee History list.

The figure below shows a new history code being entered:
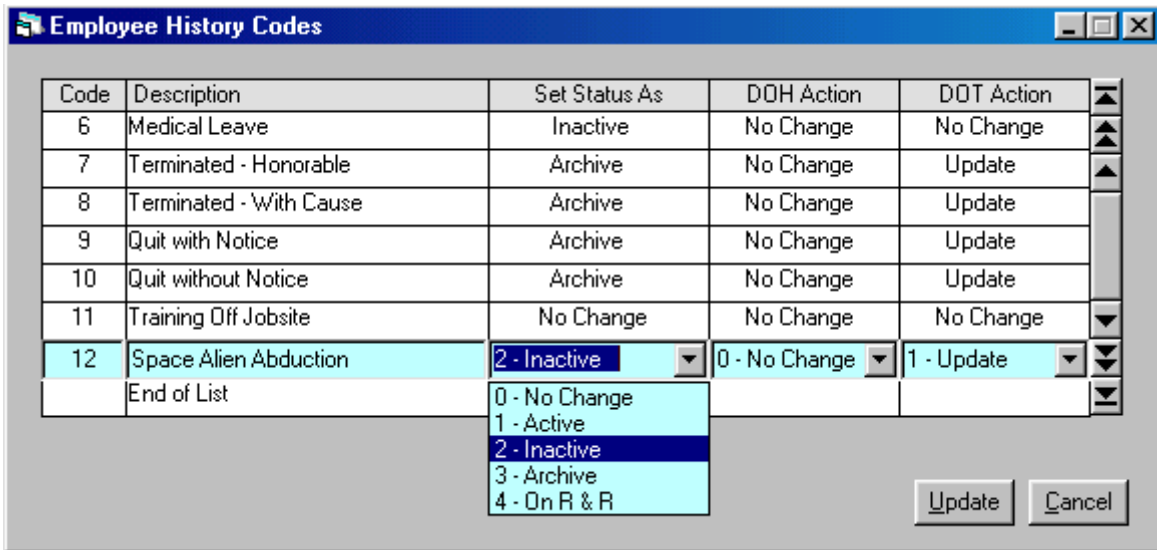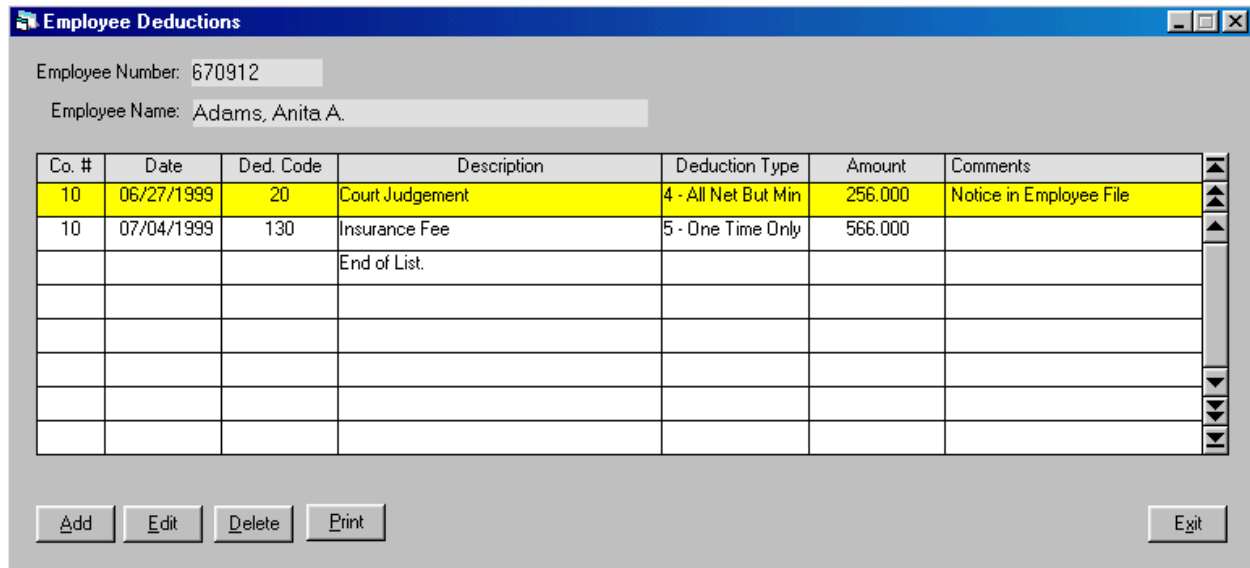
Figure 4.12 Adding An Employee History Code

In this figure the "Set Status As" combo box has been activated with the drop down list of selections. Hopefully this employee history code will never have to be used…

Employee Deductions

When you press the [Deductions] button in the Employee Browse Form the Employee Deductions Form appears as shown in the next figure. Refer to the section "The Standard Table Maintenance Form" for information on how to use the controls on this form.

Figure 4.13 The Employee Deductions Form

This form allows you to enter Employee Deductions that you may need to track over time. The columns are:

Company Number – This is the payroll company number.

Date – The date when the deduction becomes active.

Deduction Code – A three digit numerical code selected from the list of Deduction Codes available for the payroll company number.

Description – Displayed once a Deduction Code has been selected.

Deduction Type – Displayed once a Deduction Code has been selected.

Amount – Amount of deduction.

Comments – Text string up to 40 characters long.

Deduction Codes

From the main menu select "Support Tables" then "3 – Deduction Codes" to display the Deduction Codes Table Maintenance Form in Figure 4.14. The keyboard sequence is **Alt-S3**. Refer to the section "The Standard Table Maintenance Form" for information on how to use the controls on this form.

Figure 4.14 Deduction Codes Table Maintenance Form

Deductions can be entered in the Time Sheet Items Table Maintenance Form as a line item along with regular time entries. A history of Employee Deductions can also be kept in the Employee Deductions Table Maintenance Form under the main Employee Browse Form.

Codes are entered for a Payroll Company Number.

The columns in this form are:

Code – A three digit number.

Description – A string of text up to 50 characters long.

Deduction Type – Selected from a drop down combo box. The selections are: % of Gross, % of Net, Lump Sum, All Net But Minimum and One Time Only.

Adjustment Codes

From the main menu select "Support Tables" then "2 –Adjustment Codes" to display the Adjustment Codes Table Maintenance Form as shown in Figure 4.15. The keyboard sequence is **Alt-S2**. Refer to the section "The Standard Table Maintenance Form" for information on how to use the controls on this form.

Figure 4.15 – Adjustment Codes Table Maintenance Form

Adjustments can be entered in the Time Sheet Items Table Maintenance Form as a line item along with regular time entries.

Codes are entered for a Payroll Company Number.

The columns in this form are:

Code – A three digit number.

Description – A string of text up to 40 characters long.

Calc Dues? – A Yes/No option for dues calculation.

Calc MkUp? – A Yes/No option for calculation of Mark Up.

Calc W/C? – A Yes/No option for calculation of Workman's Comp. on the adjustment.

Adjustment Type – Selected from a drop down combo box. The selections are: 5 – Taxable and 6 - Nontaxable.

Report Viewer - Employees

When you press the Print button in the Employee Browse form the Report Viewer – Employees form is displayed:
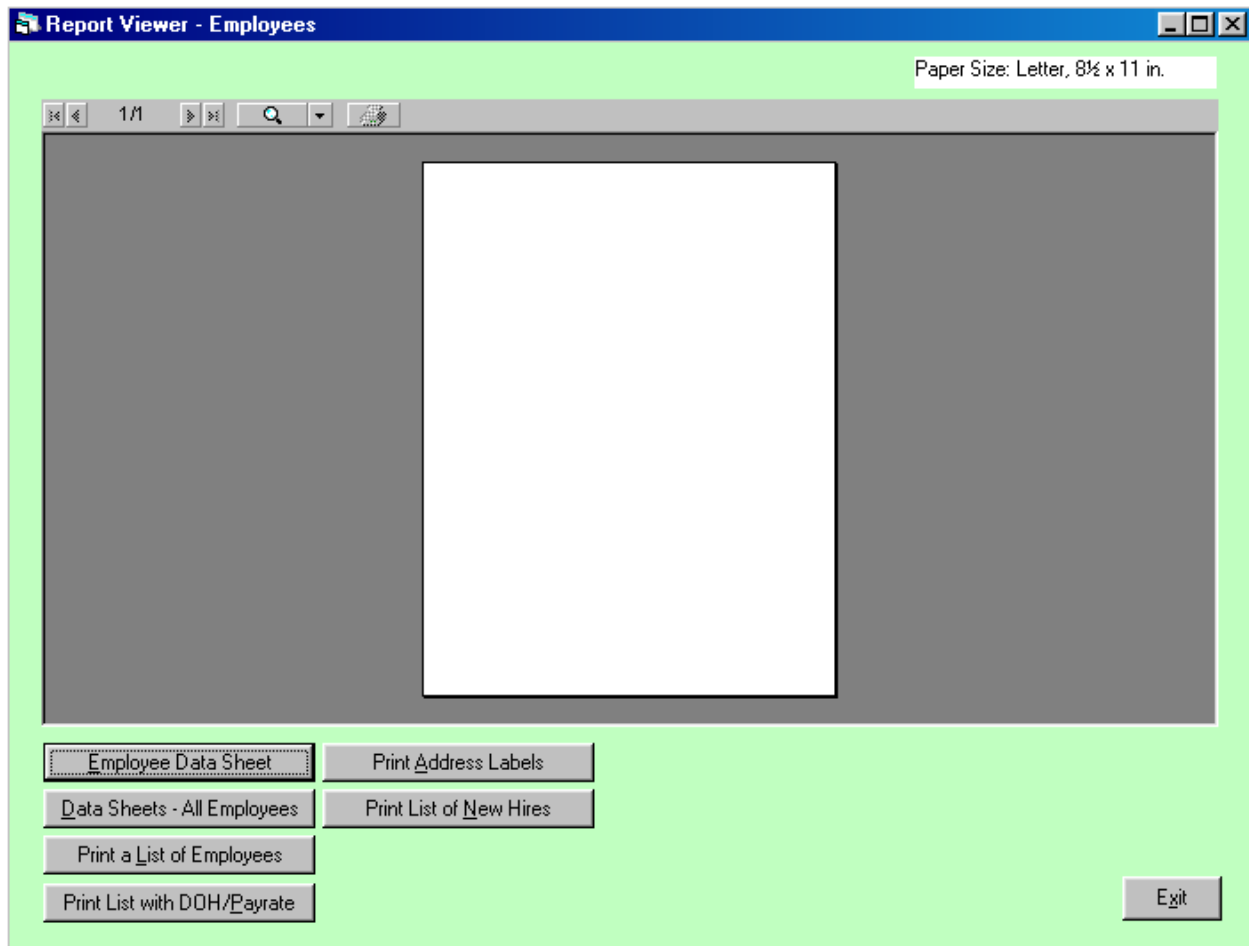
Figure 4.16 The Report Viewer – Employees Form

The Command Keys on this form are:

Employee Data Sheet – Print a data sheet for the employee currently selected in browse screen.

Data Sheets - All Employees – Prints data sheets for all employees in the employee table.

Print a List of Employees – Print a list of employees based upon options you select.

[Print List with DOH/Payrate] – Includes the Date of Hire and Pay Rate columns in the list.

[Print Address Labels] – Print labels in a 3 x 10, 2 x 10 or 2 x 7 format.

[Print List of New Hires] – Print a list of Employees by DOH or by Employee Name.

Printing a List of Employees

When you click on the [Print a List of Employees] button or key press **Alt-L** the dialog box in Figure 4.17 will appear:
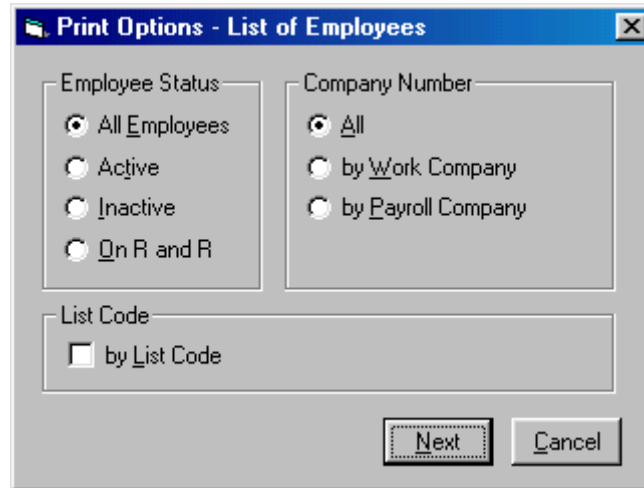
Figure 4.17 Print Options - List of Employees Dialog Box

This dialog box allows you to narrow down the list of employees that will be printed. You can select the Employee Status and/or the Company Number. If you select "by Work Company" or "by Payroll Company" a text box with an embedded search command button will appear for you to select the target company number. You can also check the by List Code check box. If this option is checked the form will prompt you for the 1 to 10 character list code. All other options will be disabled and the program will search the entire list of employees for those with the target list code.

Figure 4.18 Dialog Box with Text Box to Select Target Company

In this example all Active Employees for Work Company Number 10 will be included. Click on the [Next] button. Press the button in the Report Viewer form to [Begin] begin printing the report.

When the list is finished printing the form will appear as shown below:
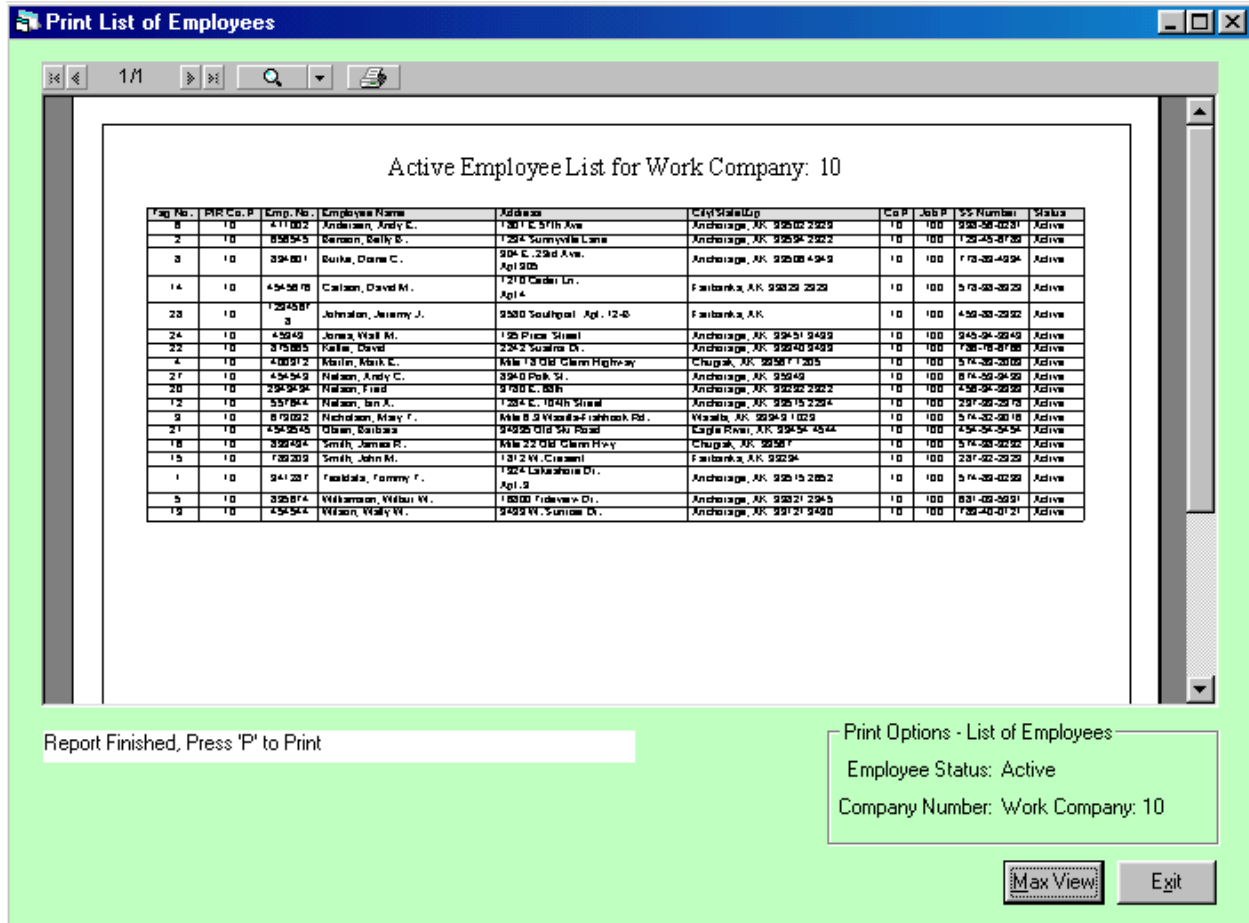
Figure 4.19 List of Employees Ready to be Printed

Notice that the form shows the finished report, ready to be printed, and the Print Options selected for this report. In this example only active employees with a work company of 10 have been printed.

To view the report using all of the available space on your monitor click on the maximize button of the main LTS Multi-Document Form and then click on the Max View button or key press **Alt-M**. You can also zoom in on part of the report by placing the mouse pointer in the report viewing window and left clicking to zoom in or right click to zoom out. Hold down the left button and move the report page around in the window to view enlarged sections of the page.

Assigning List Codes

Employees can be tagged and then a list code assigned to the tagged employees. In the figure below several employees have been tagged and are highlighted in green to show their tagged status.

Tag #	Empl. #	Employee Name	P/R Co.	Co. #	Job No.	Crew	Position	Class	Rate	Status	List Code
7	670912	Adams, Anita A.	10	10	100	3	OS	TK	17.890	Archive	
6	411002	Andersen, Andy E.	10	10	100	4	1234	AP	12.340	Active	
2	656545	Benson, Betty B.	10	10	100	1	OS	SEC	15.670	Active	
8	834601	Burke, Diane C.	10	10	100	2	341	G1	12.560	Active	
14	4545676	Carlson, David M.	10	10	100	4	1234	JM1	15.680	Active	
3	671209	Dawson, David D.	10	10	200	6	1002	BK01	13.450	On R & R	
28	12345678	Johnston, Jeremy J.	10	10	100	0	959	G1	17.450	Active	
24	45343	Jones, Walt M.	10	10	100	88	341	AP	11.000	Active	
22	875665	Keller, David	10	10	100	2	341	AP	11.000	Active	
4	400912	Martin, Mark E.	10	10	100	2	341	G1	12.560	Active	
27	454543	Nelson, Andy C.	10	10	100	2	341	G2	14.350	Active	
20	2343434	Nelson, Fred	10	10	100	5	341	GF	29.560	Active	
12	557644	Nelson, Ian A.	10	10	100	4	1234	JM2	18.340	Active	
9	673092	Nicholson, Mary T.	10	10	100	11	375	JM	12.920	Active	
21	4543545	Olsen, Barbara	10	10	100	5	959	G1	17.450	Active	
26	343991	Richardson, Danial T.	10	10	100	11	341	G2	14.350	On R & R	

Add   Edit   Delete   View   Print   Find   Search   History   Deductions   Crew   Tag   Post   Clear   Exit

Figure 4.20 Employee Browse Form with Tagged Employees

After tagging one or more employees the [Post] and [Clear] buttons appear. The post button allows you to post a string of text to the List Codes of all tagged employees. The clear button will clear out the list codes of all tagged employees. List codes can be used for printing a selected list of employees, labels or copying the employees to a separate database.

When you click on the post button the following dialog box appears allowing you to enter in the List Code text string:
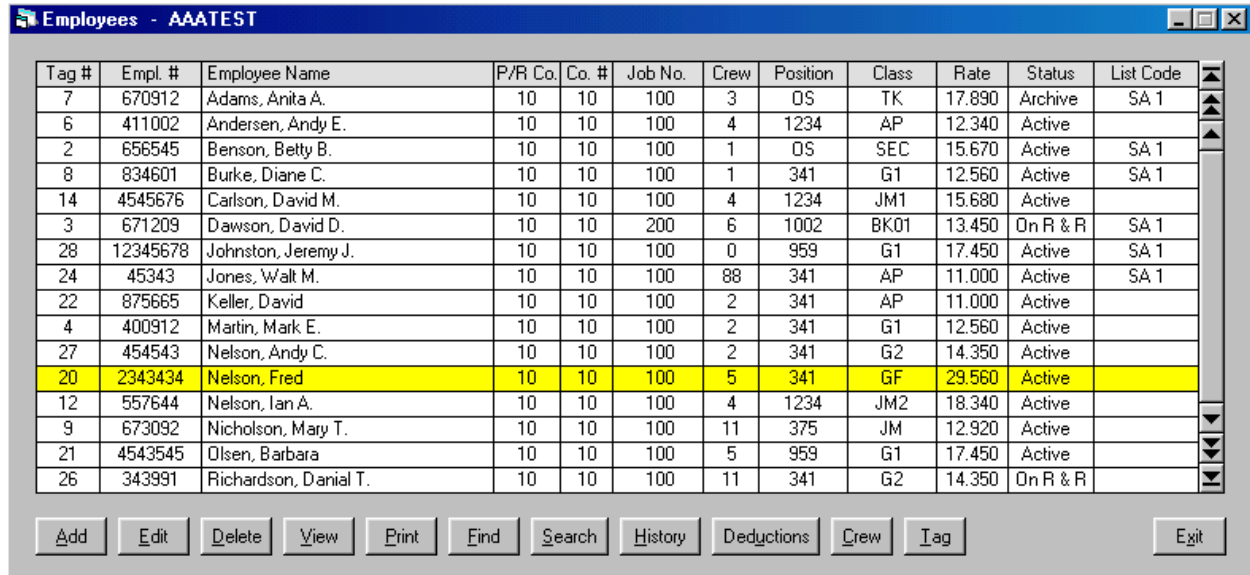
Figure 4.21 Dialog Box to Enter and Post List Code Text

After posting the List Code appears in the List Code column for the tagged employees. You can clear the green bars from the display by clicking on the [Clear] button. In this example the code "SA 1" for "Safety Award 1" is posted as shown in Figure 4.22 below:

Tag #	Empl. #	Employee Name	P/R Co.	Co. #	Job No.	Crew	Position	Class	Rate	Status	List Code
7	670912	Adams, Anita A.	10	10	100	3	OS	TK	17.890	Archive	SA 1
6	411002	Andersen, Andy E.	10	10	100	4	1234	AP	12.340	Active	
2	656545	Benson, Betty B.	10	10	100	1	OS	SEC	15.670	Active	SA 1
8	834601	Burke, Diane C.	10	10	100	1	341	G1	12.560	Active	SA 1
14	4545676	Carlson, David M.	10	10	100	4	1234	JM1	15.680	Active	
3	671209	Dawson, David D.	10	10	200	6	1002	BK01	13.450	On R & R	SA 1
28	12345678	Johnston, Jeremy J.	10	10	100	0	959	G1	17.450	Active	SA 1
24	45343	Jones, Walt M.	10	10	100	88	341	AP	11.000	Active	SA 1
22	875665	Keller, David	10	10	100	2	341	AP	11.000	Active	
4	400912	Martin, Mark E.	10	10	100	2	341	G1	12.560	Active	
27	454543	Nelson, Andy C.	10	10	100	2	341	G2	14.350	Active	
20	2343434	Nelson, Fred	10	10	100	5	341	GF	29.560	Active	
12	557644	Nelson, Ian A.	10	10	100	4	1234	JM2	18.340	Active	
9	673092	Nicholson, Mary T.	10	10	100	11	375	JM	12.920	Active	
21	4543545	Olsen, Barbara	10	10	100	5	959	G1	17.450	Active	
26	343991	Richardson, Danial T.	10	10	100	11	341	G2	14.350	On R & R	

[Add] [Edit] [Delete] [View] [Print] [Find] [Search] [History] [Deductions] [Crew] [Tag] [Exit]

Figure 4.22 – New List Code Posted for Tagged Employees

Now that a List Code has been posted you can print labels or a list of employees by entering the same list code in the Print Options – Print a List of Employees dialog box (Figure 4.17).

Printing Address Labels

When you press the [Print Address Labels] button in the Report Viewer – Employees form the Print Options dialog box is displayed. To print labels for a target List Code check the List Code check box. The dialog box will display a text box for the 1 to 10 character List Code:
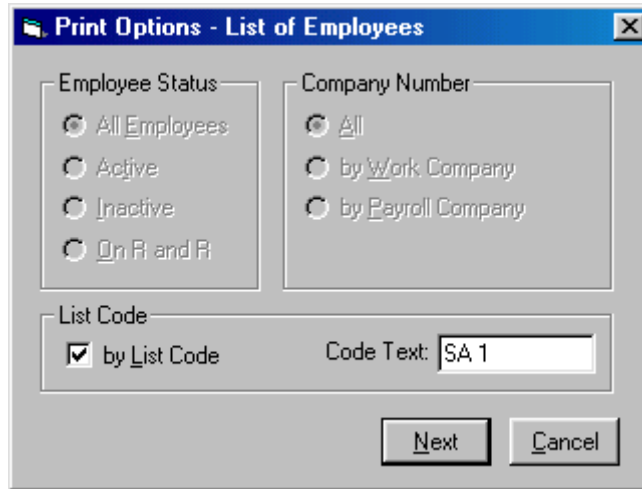

Figure 4.23 Entering a Target List Code in the Print Options Dialog Box

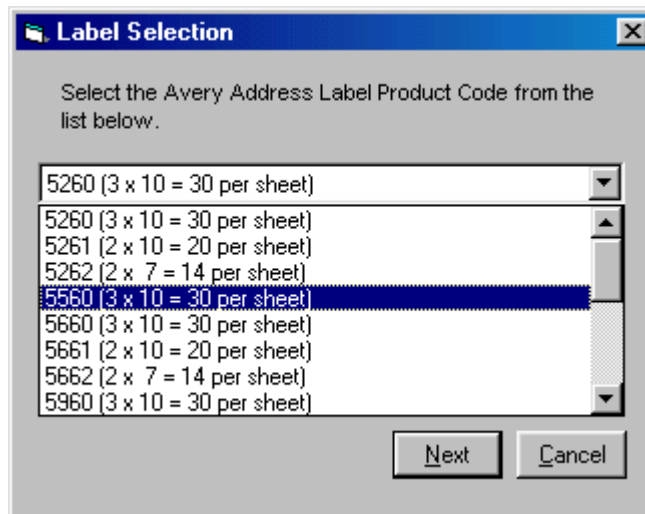After clicking on [Next] the Label Selection Dialog Box will appear:

Figure 4.23 Selecting a Label in the Label Selection Dialog Box
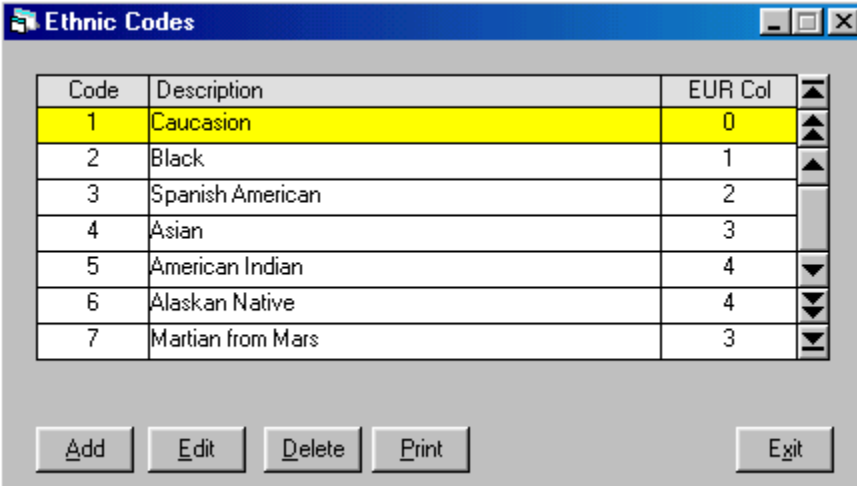
Select an Address Label Product Code from the drop down combo box and click on [Next].
Click on [Begin] to start the label printing process for the target List Code.

Ethnic Codes

From the main menu select "Support Tables" then "5 –Ethnic Codes" to display the Ethnic Codes Table Maintenance Form as shown in Figure 4.24. The keyboard sequence is **Alt-S5**. Refer to the section "The Standard Table Maintenance Form" for information on how to use the controls on this form.

Figure 4.24 Ethnic Codes Table Maintenance Form

Ethnic Codes are selected for each employee in the Employee Data Entry Form. The columns are:
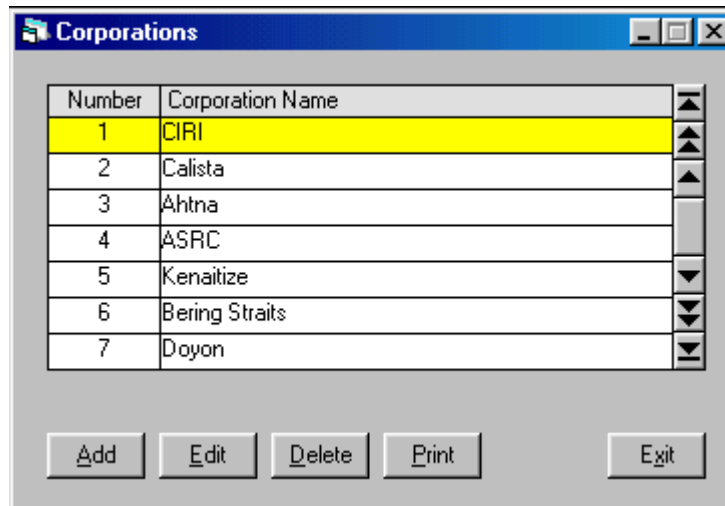
Code – A two digit number.

Description – A text string up to 30 characters long.

EUR Col – Which column in the Federal Employee Utilization Report is the code under?.

Corporation Numbers

From the main menu select "Support Tables" then "6 – Corporation Numbers" to display the Corporation Numbers Table Maintenance Form as shown in Figure 4.25. The keyboard sequence is **Alt-S6**. Refer to the section "The Standard Table Maintenance Form" for information on how to use the controls on this form.

Figure 4.25 Corporation Numbers Table Maintenance Form

Corporation Numbers are selected for each employee in the Employee Data Entry Form. Corporation Numbers are used for Section 29 reporting requirements in the State of Alaska. The columns are:

Number – Numeric field, a two digit integer (99 is reserved for N/A).

Corporation Name – Text field, 50 characters in length.

Part 5 – Period Ending Dates

Labor costs are often reported by a period ending date. For this reason there is a table of Period Ending Dates which gives you a convenient method for selecting a specific period ending or a range of period endings when printing reports. Many of these reports seek out information by the period ending tag assigned to each entry in the table of time card items.

When a new entry is added to the table of Time Card Items the date is verified against the existing list of Period Ending Dates. When the proper period ending is located, a PE Tag is assigned to the new time card item.

Period Endings have a start and stop date, which may be weekly, bi-weekly or some other block of days. Before entering in any time card information the Period Ending Dates table must be filled using the Auto Fill Utility as explained in the next few pages.

Period Ending Dates Browse Form

From the main menu select "Support Tables" then "A – Period Ending Dates" to display the Period Ending Dates Browse form as shown in Figure 5.1. The keyboard sequence is **Alt-SA**. Refer to the section "The Standard Table Maintenance Form" for information on how to use the controls on this form.

Beginning Date	Ending Date	Period Ending Day	PE Tag
12/21/1998	12/27/1998	Sunday, December 27th, 1998	1
12/28/1998	01/03/1999	Sunday, January 3rd, 1999	2
01/04/1999	01/10/1999	Sunday, January 10th, 1999	3
01/11/1999	01/17/1999	Sunday, January 17th, 1999	4
01/18/1999	01/24/1999	Sunday, January 24th, 1999	5
1/25/99	01/31/1999	Sunday, January 31st, 1999	6
02/01/1999	02/07/1999	Sunday, February 7th, 1999	7
2/8/99	02/14/1999	Sunday, February 14th, 1999	8
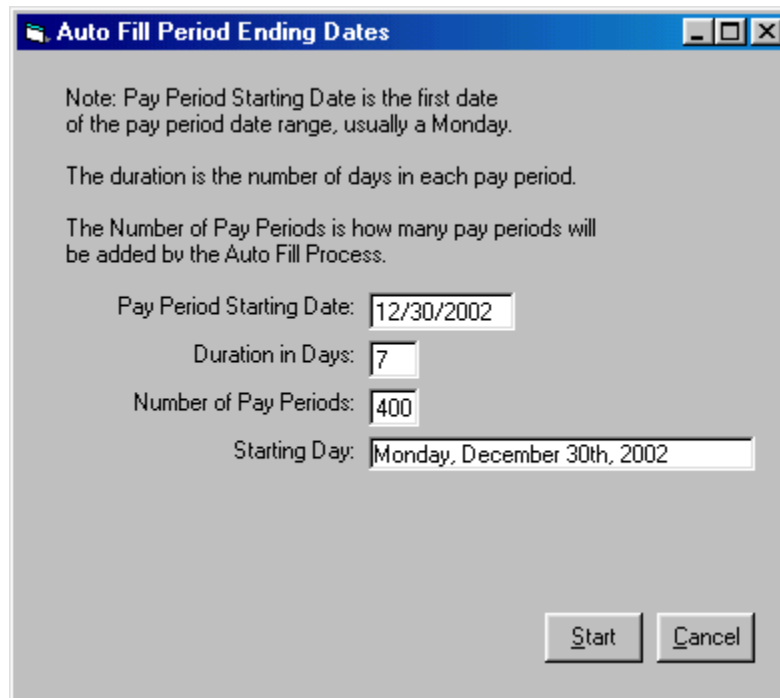
Figure 5.1 Period Ending Dates Table Maintenance Form

This form allows you to enter the beginning and ending dates of each pay period and the PE Tag will be automatically assigned. However, it is recommended you use the AutoFill button (**Alt-F**) so that several years of period ending dates can be entered very quickly.

Period Ending Auto Fill Form

When you click on [AutoFill] or key press **Alt-F** the Period Ending Dates Table Maintenance Form in Figure 5.2 is displayed.

Figure 5.2 Period Ending Dates Auto fill Form

The Period Ending Dates Auto fill Form has been filled out in the above figure for a pay period with a duration of one week (seven days) and the first day of the first pay period is Monday, December 30th, 2002. The Starting day is automatically filled out when you key in the Pay Period Starting Date so that you can verify the day of week.

To start the auto fill process click on [Start] or key press **Alt-S**. The Confirm Auto Fill Dialog Box in Figure 5.3 will appear so that you can clearly see what the starting date is and the last day of the last pay period to be created.

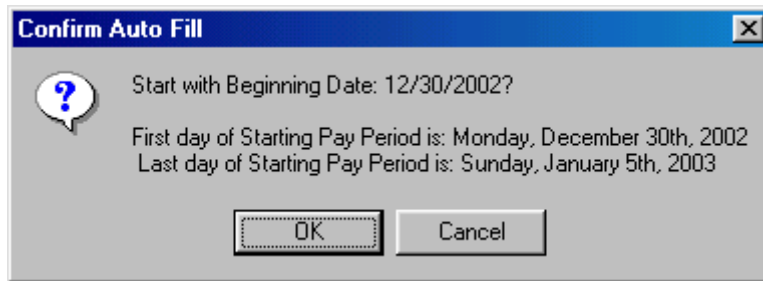Figure 5.3 Confirm Auto Fill Dialog Box

If the dates look OK then click the OK button or click Cancel to return to the Auto Fill form.

When the process is complete the dialog box in Figure 5.4 will appear to confirm that new period ending dates have been added.
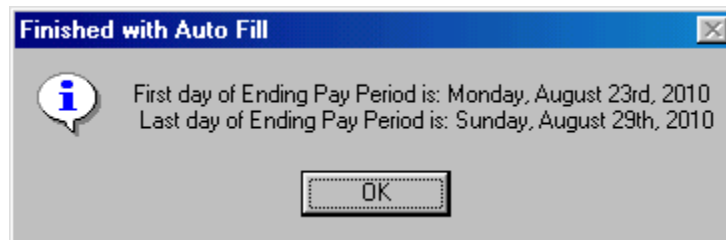

Figure 5.4 Finished with Auto Fill Dialog Box

When the Period Ending Dates table is populated you will be ready to begin entering time.

Part 6 – Tracking Labor Costs

The Labor Tracking Module has two methods for posting labor costs encountered during the course of a project. The first is by posting time and the occasional adjustments and deductions into the Time Sheet Items table using the Time Sheet Items Table Maintenance form. The second is to post miscellaneous labor related expenses into the Miscellaneous Expenses Table Maintenance form.

Once labor costs are entered into the database there are several reports available to cross check your work for accuracy. From the database of labor costs you will then be able to generate Internal Cost Reports, Labor Billing Summaries, Daily Force Reports and a number of other reports available in the Labor Tracking Module.

Depending upon the home office accounting system you use there may be a way to "front end" your payroll system with this labor data by generating text files or other database files as needed by your system for batch uploads. This is already being done for several systems on a regular basis.

The Time Sheet Items Table Maintenance Form

The Time Sheet Items Table Maintenance Form is illustrated in Figure 6.1 on the next page. This is one of the most complex forms in the Labor Tracking System with many options and tools to help you maintain the accuracy of time posted to your cost structure.

There are several main features on this form. The first is the Data Display Grid that displays the contents of the Time Sheet Items table. Above that and to the left are six labels for Employee Name, Company Name, Job Description, Position Code Description, Class Code Description and the Workman's Comp. Code related to the Class Code. The values in these labels change as you move from line to line. That is, they correspond to the **active line** (the line highlighted in yellow).

In the top right of the form is the Weekly Time Totals Grid. This grid is filled whenever you add, edit or prepare to delete an item. You can also fill the grid at any time by clicking on the View button or by pressing the **Space Bar**.

Just above the Weekly Time Totals Grid is the Period Ending Date of the time sheet item on the active line.

The Labor Tracking Module assigns a unique number to each time sheet item as it is added to the table. The Time Sheet Item Number for the active line is displayed at the bottom right of the form.

Below the Data Display Grid are a series of command buttons that give you a variety of options and tools for maintaining the Time Sheet Items table. All of these command buttons have corresponding key strokes to make accessing them more efficient. Also, since this form is designed for entering time sheet items via the num pad the Employee Tag Number is used as opposed to the Employee Number, which can be longer and contain characters, making the entering of time more cumbersome. If you select to use the pre printed Daily Time Sheets you will see that the employee tag number is printed next to each employee name on the time sheet. Your project staff is also encouraged to keep cost codes strictly numeric to speed the process of posting time.

Figure 6.1 The Time Sheet Items Table Maintenance Form

The columns on this form are:

Tag # - The employee tag number assigned by the Labor tracking Module.

Co. – Company number, two digit number.

Job # – Job Number, up to eight characters, alphanumeric.

Crew – Crew Number, three digit number.

Group A Cost Code – In Figure 6.1 the cost code name is "Area". 1 –10 character code.

Group B Cost Code – In Figure 6.1 the cost code name is "Phase". 1 –10 character code.

Group C Cost Code – In Figure 6.1 the cost code name is "Opcode". 1 –10 character code.

AC – Agreement Code, a two digit number (optional).

Position – Position code, up to six characters.

Class – Class Code, up to six characters.

Rate – The Pay rate for the Class Code.

ST – Straight time hours (with two decimal places).

OT – Overtime hours (with two decimal places).

DT – Double time hours (with two decimal places).

Date – Time Sheet date.

T/C – Time Code, two characters (optional).

L – If time card item is **Linked**, a lower case "L" will appear in this column.

When entering time you can press the key at the Tag Number, Company, Job Number, Cost Code Groups, Agreement Code, Position Code and Class Code to display a search window for each of these items.

Besides the standard command buttons for Add, Edit, and Delete there are a number of other command buttons on the Time Sheet Items Table Maintenance Form. The underlined character is the keyboard equivalent. The command buttons are:

 - Find time for an employee by entering in tag number first, then select from a search window filled with the employee's time.

 - Clone time. This command allows you to duplicate or "clone" a line of time for the rest of the week. Useful for staff positions where the cost codes and time do not change throughout the pay period.

 - Filter time. First click displays only time for the employee/pay period. The second click switches to show all time entered for the employee. The third click returns to normal time display.

 - View a weeks worth of time in the Weekly Time Totals Grid for the active line. (keyboard shortcuts are **Alt V** or **Spacebar**).

 - For multi-user environments there is the option to enter time into a temporary table and then later upload that data into the main Time Sheet Items Table. This command button toggles between "Main" (the default) and "Temp" modes.

Adjustment - Click this button to add an adjustment. The keystroke is the numeric keypad "+" sign.

Deduction - Click this button to add a deduction. The keystroke is the numeric keypad "-" sign.

Search by Employee - This button allow you to search the employee list by name. Once an employee is selected a search window with the time sheet items for that employee appears. From this window you can find and select the desired time sheet item.

Search by Costcodes - Allows you to search for all time sheet items that have a unique combination of cost codes.

Jump - Click on this button to jump to a desired time sheet item. A window will appear asking you to enter the Time Sheet Item Number.

Crew - To display the totals for the crew of the active line click on this button. Useful for cross checking a daily time sheet filled out for a crew.

Totals - To display the totals for the job number of the active line click on this button.

Rate	ST	OT	DT	Da
15.670	7.00	8.00		09/14
15.670	8.00	2.00		09/15

Figure 6.2 Column Heading Buttons for Switching Columns on/off.

The figure above shows a group of buttons for ST, OT and DT columns. These buttons allow you to turn on or off each column. If you are entering time for an overtime day you can turn off the straight time column by clicking on the ST button.

Searching for Time by Employee

There are two ways to search for a time card items for a particular employee. If you know the tag number of employee you want to search the time card items for then click on the `Find` button (**Alt-F**). A dialog box asking for the tag number will appear:
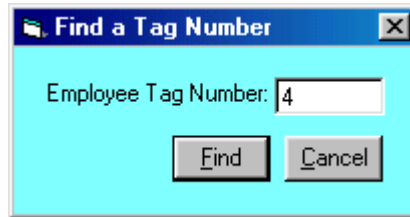
Figure 6.4 Dialog Box Asking for Tag Number

The second way is to click on the second way is to click on the `Search by Employee` button (**Alt-S**) and then search the employee table by employee name. In both cases, once an employee has been selected, the following window with the time card items for the selected employee appears:
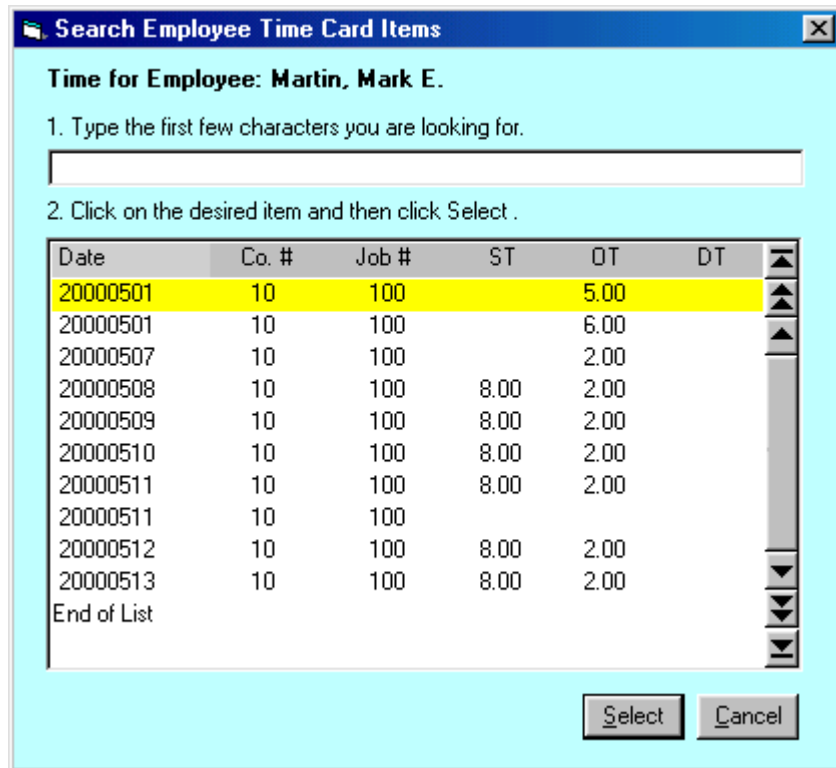
Figure 6.5 Search Window With Employee's Time

If you want to go to the end of the list (which may be long after months of time has been entered) just press the end key and you will go to the bottom of the list. Click on Select to choose a line of time and the Table Maintenance Form will adjust the display to make your selection the active line.

To search for a specific date enter the date in the "YYYYMMDD" format.

Searching for Time by Cost Codes

Sometimes you may find that you need to find all of the time sheet items with a unique combination of cost codes. Perhaps one of the cost codes needs to be changed for all or part of the items. Or the Cost Scheduler has changed the cost codes to be used on part of the project. Never the less, this feature has been added to make the chore of chasing down all the items with specific cost codes easier.

First, click on [Search by Costcodes] or key press **Alt-O**. The form in Figure 6.6 will appear:

Form 6.6 The Search by Cost Codes Form

This form has text boxes for you to specify the Company Number, Job Number, Period Ending Date, Group A Cost Code, Group A Cost Code and Group A Cost Code.

In the above form three cost codes have been entered for a company/job pair and a period ending. Click on [Begin Search] or key press **Alt-B** to start the search.

Once time sheet items have been located the form will display the results as shown in Figure 6.7 below:

Figure 6.7 Results from Search Displayed in the Search by Cost Codes Form

Once the search is complete you can print out the results or start a new search.   Click on Select to choose a line of time and the Table Maintenance Form will adjust the display to make your selection the active line.

Notice how the Time Card Item Number is displayed in the first column. You can use the Jump command button to jump to any item on the list. However, once you have completed a search and you are back in the table maintenance form you can press the F3 function key to jump to each item in sequence. This sequence of items will remain in place until you perform another search.

Entering Adjustments & Deductions

When you need to add an adjustment press or key press the numeric keypad "+" sign. The new line will appear as illustrated in Figure 6.8

| 20 | 10 | 100 | 99 | 2001 | 200 | 4500 | | 341 | GF | DED | 130 | 454.00 | | 05/16/2000 | |
| 4 | 10 | 100 | 99 | 2002 | 200 | 4500 | 0 | 341 | G1 | ADJ | 0 | .00 | | 05/16/2000 | |

Update Cancel

Figure 6.8 A New Line Waiting for the Adjustment Code

Notice that the column for Class Code now says "ADJ" to indicate the line is an adjustment. The Adjustment Code is placed in the ST column. The OT and DT columns have been merged so that you can enter in the adjustment amount out to two decimal places.

If you do not know the Adjustment Code then press the [?] key and a search window for the adjustment code will appear:

Search Adjustment Codes

Adjustment Codes for Company: 10

1. Enter the number of the item you are searching for.

2. Click on the desired item and then click Select .

Code	Description
1	Tool Allowance
2	Safety Award
3	Truck Fee
	End of List

To search by the other column
click on title bar of that column.

Select Cancel
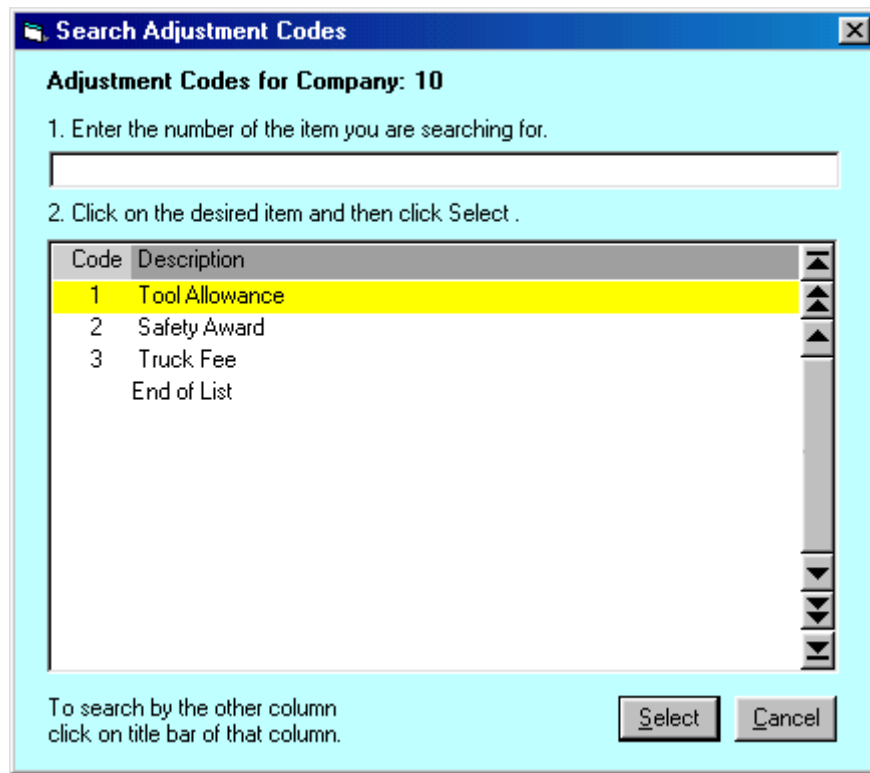
Figure 6.9 Adjustment Code Search Window

Figure 6.10 shows a completed Adjustment ready to be added to the Time Sheet Items Table.

20	10	100	99	2001	200	4500		341	GF	DED	130	454.00		05/16/2000	
4	10	100	99	2002	200	4500	0	341	G1	ADJ	1	46.23		05/16/2000	

<div align="right">Update Cancel</div>

Figure 6.10 Adjustment Entry Ready to Be Added to Time Sheet Items Table

Deductions are entered the same way. To enter a deduction click on Deduction or key press the numeric keypad "-" sign.

Cloning Time Sheet Items

When entering time you may find some items that are redundant, that is, they have the same cost codes and hours through out the week. This often occurs for staff positions, warehousemen, etc. whose job on a project is of a consistent nature.

After entering a line of time or moving to the item you wish to clone click on [Clone] or key press **Alt-C**. In Figure 6.11 the user is at a line of time that is to be cloned:

27	10	100	99	2001		200		6000			341	G2	14.350	1.00	1.00		05/20/2000		
20	10	100	99	2001		200		4500			341	GF	29.560	8.00	2.00		05/16/2000		
20	10	100	99	2001		200		4500			341	GF	DED	130	454.00		05/16/2000		
4	10	100	99	2002		200		4500			341	G1	ADJ	1	46.23		05/15/2000		
2	10	100	99	1004		400		8000			OS	SEC	15.670	8.00	2.00		05/15/2000		
				End of List.															

Figure 6.11 A Time Sheet Item Ready to be Cloned

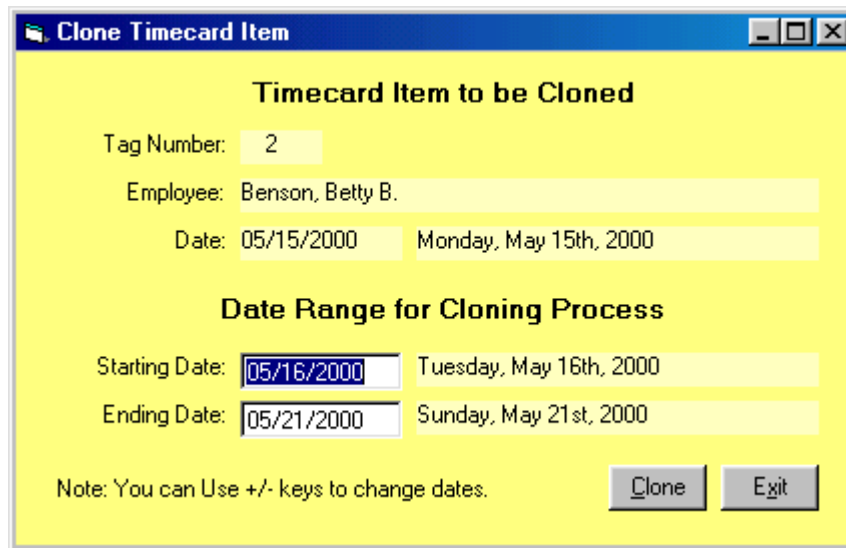After clicking the clone command button the following Clone Form is displayed:

Figure 6.12 The Time Sheet Item Clone Form Ready to Clone

The form shows the employee, date of item to be cloned and the date range of the items to be added to the Time Sheet Items table. Two text boxes allow you to modify the dates if needed. The ending date is determined in the Job Number Settings Form where you can specify the last working day of the pay period. To execute the clone process click on [Clone] or key press **Alt-C**.

Tag #	Co.	Job #	Crew	Area	Phase	Opcode	AC	Position	Class	Rate	ST	OT	DT	Date	T/C	L
16	10	1100	8	9001	400	1006		602	MM	28.450	8.00	4.00		09/30/2005	s	
16	10	100	1	9001	400	1006		602	MM	28.450	8.00	2.00		09/30/2005	s	
17	10	1100	10	9001	400	1006		602	AP	22.500	8.00	2.00		10/01/2005	s	
16	10	1100	10					602	MM	28.450	8.00	2.00		10/04/2005	s	
17	10	1100	10	8000	200	6000		602	AP	22.500	8.00	2.00		10/04/2005	s	
16	10	1100	10					602	MM	28.450	8.00	2.00		10/04/2005	s	
16	10	100	1	9001	400	7000		602	AP	22.500	8.00	2.00		09/28/2005	s	
16	10	100	8					602	MM	28.450	8.00	4.00		10/02/2005	s	
17	10	100	8	9001	400	1006		602	AP	22.500	8.00	2.00		10/03/2005	s	
17	10	100	8	9001	400	1006		602	AP	22.500	8.00	2.00		10/04/2005	s	
17	10	100	8	8000	200	6000		602	AP	22.500	8.00	2.00		10/05/2005	s	
16	10	100	2					602	MM	28.450	8.00	2.00		11/02/2005	s	
17	10	100	2	8000	200	6000		602	AP	22.500	8.00	2.00		11/02/2005	s	
15	10	100		1004	200	6000		341	G2	14.350	5.00			10/28/2005	s	
17	10	1100		8000	200	6000		602	AP	22.500	6.00			10/11/2005		
17	10	1100		8000	200	6000		602	AP	22.500	3.00			10/12/2005		

Figure 6.13 Newly Cloned Time Sheet Items Have Been Added to the Table

Figure 6.13 shows the newly added time sheet items. Time has been automatically added up to the end of the working week, in this case Sunday. All fields except the date have been duplicated.

Useful Keyboard Shortcuts

The time sheet data entry form has a feature called **Auto Add** that you may be able to use to speed up the keypunching of time. The information of the last item that you added or edited is stored in the Auto Add buffer. You can also "paste" a line of time into the buffer by pressing the

[+ =] key. When you are at a new line of time and the next entry is the same except for

employee, Position and Class codes you can duplicate that line of time by pressing the [*] or

the [→] key. The form will open up a new text box for the Employee Tag Number. Enter the

tag number and press [Enter] twice. The line will be duplicated except for the new tag number you entered and the Position/Class codes which were retrieved from the new employees record. The Auto Add feature is useful when several employees work under the same cost codes

If you need to duplicate a line but with a new employee and different hours then press the [Del]

key on the numeric keypad. The line will be duplicated with text boxes appearing for the tag

number,

ST, OT and DT fields.

When you are at the date you can use the "+" or "–" keys to increase or decrease the date.

Daily Time Sheets

The Labor Tracking Module allows you to group employees by crew and then use the preprinted time sheets for the manual posting of hours and cost codes each day. These time sheets are specifically designed for the accurate recording and posting of labor activity on your project.

There is also an option to print out a version of the time sheets after time has been posted. These time sheets print the employees grouped by crew (same as the blank time sheets) but include the time and cost codes for internal or client signatures and/or as invoice backup.

Figure 6.14 Report Form for Daily Time Sheets

The form used for printing the Daily Time Sheets will list the crew numbers encountered in the Employee Table. The time sheets are printed based upon the Company, Job Number and Crew fields in the Employee Table. Depending upon the Job Number Settings these fields are updated

as time is entered or have to be manually updated in the Employee Information Form. There is an option to print rates and another option to include all jobs.

General Contractors Inc
DAILY TIME SHEETS
Monday, May 22nd, 2000

Crew: 2   Warehouse   Job: 100

Cost codes: 1004 400 2000 2000 2000 4500

Employee Name	ID No.			Total Hours
Burke, Diane C. / Laborers 341 / Group 1 G1 12.56	8	8 ²		10
Keller, David / Laborers 341 / Apprentice AP 11.00	22	4 ¹	4 ¹	10
Martin, Mark E. / Laborers 341 / Group 1 G1 12.56	4	8 ²		10
Nelson, Andy C. / Laborers 341 / Group 2 G2 14.35	27	4 ¹	4 ¹	10
Smith, John M. / Laborers 341 / Group 1 G1 12.56	15		8 ²	10
Testdata, Tommy T. / Laborers 341 / Group 1 G1 12.56	1	8 ²		10
OT / ST		32 ⁸	16 ⁴	60

Remarks: _____   GCI _____

                                    BP _____

Figure 6.15 A Sample Daily Time Sheet

Figure 6.15 shows a sample time sheet, in this case it is for crew number 2, a group of laborers. The time sheet prints the Employee Name, Position Code (Laborers) and Class Codes (Group 1, Group 2, etc.). The descriptions are printed first, followed by the codes. The ID Number (Employee Tag Number) is printed to the right with the rate under it if the option to print rates is checked. The cost codes go along the top (12 columns per time sheet). At the bottom there is a place for remarks and signatures.

The time sheet is designed so that the regular time is written in the lower section of the time box and the overtime placed above and to the right for clarity. There is a total line at the bottom for each column and a place for employee totals on the far right side. You can then cross foot the totals to double check for accuracy.

The initials for the signature lines are entered in the Job Settings Form.

Manpower Summary Sheets

A useful report for checking your data entry of time sheets are the Manpower Summary Sheets. They are printed for a specific date and will list the employees and hours for each crew along with crew subtotals.

General Contractors Inc.

Man Power Summary Sheets

Job Number: 100 Store-A-Lot Warehouse Project

Date : 04/25/2000

Crew: 1

Employee Name	Class	Description	ST Hrs.	OT Hrs.	DT Hrs.	Total Hrs.
Adams, Anita A.	TO	Time Keeper	8.00	2.00	.00	10.00
Benton, Betty B.	SEC	Secretary	8.00	2.00	.00	10.00
Burke, Diana C.	SL	Safety Officer 1st Year	8.00	2.00	.00	10.00
Dawson, David D.	PM	Project Manager	.00	10.00	.00	10.00
Crew Subtotals:			24.00	16.00	.00	40.00

Crew: 2

Employee Name	Class	Description	ST Hrs.	OT Hrs.	DT Hrs.	Total Hrs.
Dallas, David	G1	Group 1	8.00	2.00	.00	10.00
Melton, Andy C.	G2	Group 2	8.00	2.00	.00	10.00
Tardata, Tommy T.	G1	Group 1	8.00	2.00	.00	10.00
Crew Subtotals:			24.00	6.00	.00	30.00

Crew: 3

Employee Name	Class	Description	ST Hrs.	OT Hrs.	DT Hrs.	Total Hrs.
Williamson, Wilbur W.	OP1	Operator 1	.00	10.00	.00	10.00
Wilson, Wally W.	OP2	Operator 2	.00	10.00	.00	10.00
Crew Subtotals:			.00	20.00	.00	20.00

Crew: 4

Employee Name	Class	Description	ST Hrs.	OT Hrs.	DT Hrs.	Total Hrs.
Anderson, Andy E.	JM1	Journeyman 1	.00	10.00	.00	10.00
Carlton, David M.	JM1	Journeyman 1	8.00	2.00	.00	10.00
Crew Subtotals:			8.00	12.00	.00	20.00

| Report Totals: | | | 56.00 | 54.00 | .00 | 110.00 |

Figure 6.16 Sample Manpower Summary Sheet

You can also print Daily Time sheets with Time and match the printed output with the hand written time sheets from the field.

Input Edit Report

The Input Edit Report allows you to print out a summary of time sheet items entered for each employee throughout the week.

General Contractors Inc.
Input Edit Report by Crew for Period Ending: Sunday, April 30th, 2000
Job Number: 100 Store-A-Lot Warehouse Project

Employee Name: Benson, Betty B. Tag Number: 2

Crew	Area	Phase	Opcode	Position	Description	Class	Description	ST Hrs.	OT Hrs.	DT Hrs.	Total	Date
1	900	400	8000	OS	Office Staff	SEC	Secretary	8.00	2.00		10.00	04/24/2000
1	900	400	8000	OS	Office Staff	SEC	Secretary	8.00	2.00		10.00	04/25/2000
1	900	400	8000	OS	Office Staff	SEC	Secretary	8.00	2.00		10.00	04/26/2000
1	900	400	8000	OS	Office Staff	SEC	Secretary	8.00	2.00		10.00	04/27/2000
1	900	400	8000	OS	Office Staff	SEC	Secretary	8.00	2.00		10.00	04/28/2000
1	900	400	8000	OS	Office Staff	SEC	Secretary		10.00		10.00	04/29/2000
					Employee Totals:			40.00	20.00		60.00	

Employee Name: Burke, Diane C. Tag Number: 8

Crew	Area	Phase	Opcode	Position	Description	Class	Description	ST Hrs.	OT Hrs.	DT Hrs.	Total	Date
1	900	400	8000	SO	Safety	S1	Safety Officer 1st Ye	8.00	2.00		10.00	04/24/2000
1	900	400	8000	SO	Safety	S1	Safety Officer 1st Ye	8.00	2.00		10.00	04/25/2000
1	900	400	8000	SO	Safety	S1	Safety Officer 1st Ye		10.00		10.00	04/26/2000
1	900	400	8000	SO	Safety	S1	Safety Officer 1st Ye		10.00		10.00	04/27/2000
1	900	400	8000	SO	Safety	S1	Safety Officer 1st Ye	8.00	2.00		10.00	04/28/2000
1	900	400	8000	SO	Safety	S1	Safety Officer 1st Ye	8.00	2.00		10.00	04/29/2000
					Employee Totals:			32.00	28.00		60.00	
					Crew Totals:			72.00	48.00		120.00	

Employee Name: Keller, David Tag Number: 22

Crew	Area	Phase	Opcode	Position	Description	Class	Description	ST Hrs.	OT Hrs.	DT Hrs.	Total	Date
2	900	200	6000	341	Laborers	G1	Group 1	8.00	2.00		10.00	04/24/2000
2	900	200	6000	341	Laborers	G1	Group 1	8.00	2.00		10.00	04/25/2000
2	900	200	6000	341	Laborers	G1	Group 1	8.00	2.00		10.00	04/26/2000
2	900	200	6000	341	Laborers	G1	Group 1	8.00	2.00		10.00	04/27/2000
2	900	200	6000	341	Laborers	G1	Group 1		10.00		10.00	04/28/2000
2	900	200	6000	341	Laborers	G1	Group 1		10.00		10.00	04/29/2000
					Employee Totals:			32.00	28.00		60.00	

Employee Name: Nelson, Andy C. Tag Number: 27

Crew	Area	Phase	Opcode	Position	Description	Class	Description	ST Hrs.	OT Hrs.	DT Hrs.	Total	Date
2	900	200	6000	341	Laborers	G2	Group 2	8.00	2.00		10.00	04/24/2000
2	900	200	6000	341	Laborers	G2	Group 2	8.00	2.00		10.00	04/25/2000
2	900	200	6000	341	Laborers	G2	Group 2		10.00		10.00	04/26/2000

Module	Labor Tracking Module	Report	Input Edit Report by Crew	Date	4/3/02	Time	2:44	Page	1

Figure 6.17 Weekly Input Edit Report by Crew

This report can be printed by Crew/Employee or by Employee.

Miscellaneous Expenses

The Labor Tracking Module allows you to enter labor related miscellaneous expenses encountered during a project. This is an alternative to using the Material Tracking Module which is a more structured process with requisitions, purchase orders, vendors, etc.

To display the Miscellaneous Expenses form from the main menu select "Time Sheets" then "D –Misc. Expenses" as shown in Figure 6.18. The keyboard sequence is **Alt-TD**. Refer to the section "The Standard Table Maintenance Form" for information on how to use the controls on this form.

Expenses

Period Ending:	Sunday, May 9th, 1999										
Company Name:	General Contractors Inc.										
Job Name:	Store-A-Lot Warehouse Project										
Expenditure Type:	Consumables										
Description:	Work Gloves, Leather										

Date	Qty	Unit	Description	Unit Price	Amount	Co.	Job #	Area	Phase	Opcode	E/T
05/07/1999	5.0	Pair	Work Gloves, Leather	8.78	43.90	10	100	1001	200	4500	C
06/02/1999	10.0	pair	Safety Goggles	14.22	142.20	10	100	1001	200	4500	C
			End of List.								

Add Edit Delete   Exit

Figure 6.18 Labor Related Expenses Table Maintenance Form

As you can see, this form allows you to post each item to the cost structure in the same manner you enter time. At the far right is an additional column to enter an Expenditure Type.

Expenditure Types

When entering labor related Miscellaneous Expenses you can tie them to an Expenditure Type. To display the Expenditure Types form from the main menu select "Support Tables" then "9 – Expenditure Types" as shown in Figure 6.19. The keyboard sequence is **Alt-S9**. Refer to the section "The Standard Table Maintenance Form" for information on how to use the controls on this form.

Figure 6.19 – Expenditure Types Table Maintenance Form

The Expenditure Type is a one character code with a 50 character description. The table maintenance form converts all codes to upper case.

Job Cost Constants

Before running any cost reports there is one last step to preparing the Labor Tracking Module database to accurately report ongoing job costs. Because the Labor Tracking Module is designed for use in the field office which may be a remote location it does not link directly with the home office accounting system. The module was not designed to do payroll and for this reason the database does not contain any historical tables that contain the taxes paid by the employer over the course of a project. Instead, the module allows you to enter a job cost constant for each pay period. The job cost constant is calculated from the payroll reports created by the home office payroll system. The job cost constant is a percentage calculated as follows: total employer taxes (ESC, FICA and FUTA) divided by total wages (including taxable adjustments). It is then entered into the Job Cost Constants Table as a percentage (above result times 100) for each pay period. It is carried out nine decimal places for accuracy. The cost report tax cost will be very close to the payroll run, but because the taxes are subtotaled by the various combinations of cost codes instead by each employee the total may vary slightly.

To display the Job Cost Constants Form from the main menu select "Support Tables" then "1 – Job Cost Constants" as shown in Figure 6.20. The keyboard sequence is **Alt-S1**. Refer to the section "The Standard Table Maintenance Form" for information on how to use the controls on this form.

Figure 6.20 The Job Cost Constants Table Maintenance Form

Part 7 – Labor Reports

The Labor Tracking Module has a variety of reports. There are Internal Cost Reports, Invoice Summary Sheets, Daily Force Report, etc. These reports were developed over time as users determined the various reporting requirements encountered during their projects.

Daily Force Report

The Daily Force Report is useful to the Project Manager that wants to review the previous days labor activity. The report is run for a specific day of the week. The report lists the man count for each day of the week along with the hours for the target day and entire week. To run this report select the main menu item "Timesheets" and then "5 – Daily Force Report" (**Alt T5**). The form in Figure 7.1 will be displayed:

Figure 7.1 Daily Force Report Form

Click on Select Company/Job Pair or Alt C to select the Company Number/Job Number pair. Next enter the Period Ending Date for click on = to display a search window. Select the target Day of Week and then click on Begin (**Alt B**) to display the report.

Figure 7.2 A Sample Daily Force Report

In this sample report Friday was the target Day of Week. The report is divided into two sections, Craft and Staff. The Position Codes are grouped according the Staff/Craft designation in the Position Code Table Maintenance form. Each column shows the man count for that day along with hours for the target day and the week. There are subtotals for each day of the week and for each section. This report is useful to track manpower on a project on a daily basis.

Input Sheets

Input Sheets show an entire weeks worth of time sorted by Company/Job Number/Cost Codes for an Employee. The report also will list adjustments and deductions at the bottom of the page. This report can be used to submit time to the home office via fax machine or pouch as an alternative to sending a download file via email.

To run this report select the main menu item "Timesheets" and then "6 – Input Sheets" and then one of three choices: "1 - by Payroll Company", "2 – by Employee" and "3 – by RIF List" The Report Setup form in Figure 7.3 will be displayed:

Figure 7.3 Input Sheet Report Setup Form

This form has text boxes for the Input Sheet Counter, Payroll Company Number, Work Company Number, Beginning Job Number, Beginning Crew Number, Beginning Tag Number and the Period Ending Date.

When running a batch of Input Sheets for a Payroll Company the above form is designed to allows you to restart the report mid stream if for some reason the printing process was interrupted. The report uses the Employee Table along with an index that is keyed on Payroll Company/Work Company/Job Number/Crew/Employee Name. Only employees with time for the target period ending date will be included in the report run.

Each page is assigned a number starting with the Input Sheet Counter you specify. This is useful in communicating with the home office when there are questions regarding a particular sheet.

To run the report click on ![Begin] (**Alt B**).

Figure 7.4 shows a typical input sheet for an employee:

Figure 7.4 A Sample Input Sheet

The Input Sheet has a section for each unique group of Company/Job/Cost Codes on the right and to the left is a grid with the time for each day of the week. Any adjustments or deductions will be listed at the bottom. The top of the report has the basic employee information and the PE Date.

Input Summary Sheets

Input Summary Sheets are like the Input Sheets in that they show an entire weeks worth of time sorted by Company/Job Number/Cost Codes for each Employee. However, this report consolidates the information into a landscape report with more than one employee per page.

To run this report select the main menu item "Timesheets" and then "8 – Input Summary Sheets" The Report Setup form in Figure 7.5 will be displayed:

Figure 7.5 Input Summary Sheets Report Form

This form allows you to select the Payroll Company Number and the Period Ending Date of the target pay period. If needed, you can also select the range of employees to print. To run the report click on ⬚Begin⬚ (**Alt B**).

General Contractors Inc.
Input Summary Sheet
Payroll Company No.: 10
Period Ending: Sunday, May 7th, 2000

Employee Name	Emp.#	Co.#	Job#	Group A	Group B	Group C	Pay Rate		Total	MON	TUE	WED	THR	FRI	SAT	SUN
Dawson, David D.	67128	1h	1hh	1hh	4hh	2hh5	28.56h	ST	4h.hh	h.hh			h.hh	h.hh	h.hh	h.hh
								OT	18.hh		h.hh	h.hh				2.hh
Employee Totals:									58.00	8.00	8.00	8.00	8.00	8.00	10.00
Jones, Walt M.	45343	1h	1hh	5h	2hh	6hh	12.56h	ST	4.hh	4.hh						
								OT	3.hh	3.hh						
		1h	1hh	1hhh	2hh	6hh	12.56h	ST	4.hh	4.hh						
								OT								
		1h	1hh	1hhl	2hh	6hh	.hhh	ST								
								OT								
		1h	1hh	1hhl	2hh	8hhh	11.hhh	ST	8.hh							8.hh
								OT	2.hh							2.hh
Employee Totals:									21.00	11.00						10.00
Dallas, David	875665	1h	1hh	5h	2hh	6hh	12.56h	ST	8.hh	8.hh						
								OT	2.hh	2.hh						
Employee Totals:									10.00	10.00						
Martin, Mark K.	488812	1h	1hh	5h	2hh	6hh	12.56h	ST								
								OT	5.hh	5.hh						
		1h	1hh	1hhh	2hh	6hh	12.56h	ST								
								OT	8.hh	6.hh						2.hh
Employee Totals:									13.00	11.00						2.00
Walton, Andy C.	454543	1h	1hh	1hhh	2hh	6hh	14.35h	ST	24.hh	h.hh		h.hh			h.hh	
								OT	31.hh	3.hh		3.hh	11.hh	11.hh	3.hh	
		1h	1hh	4hhh	15h	2hh5	14.35h	ST	8.hh		8.hh					
								OT	3.hh		3.hh					
Employee Totals:									66.00	11.00	11.00	11.00	11.00	11.00	11.00	
Williamson, Wilbur M.	885674	1h	1hh	1hhh	2hh	6hh	23.45h	ST	52.hh	h.hh			h.hh	h.hh	h.hh	

Figure 7.6 Sample Input Summary Sheet

The Input Summary Sheet will list time for each unique group of Company/Job/Cost Codes encounter for the week for each employee. Remember, the Labor Tracking Module makes a distinction between the Payroll Company and the Work Company. Therefore, an employee could work for several different companies and yet shows up only on the Input Sheets for the employee's Payroll Company. The Job Numbers and Cost Codes are always related to the Work Company.

Internal Cost Report by Cost Codes

There are two versions of the Internal Cost Report by Cost Codes. The first version allows you to select the beginning and ending pay periods. The other version allows you to enter in the beginning and ending dates. Some folks prefer to think in terms of period ending dates when reporting the progress of a project. Others may want to see the cost on a month to month basis or some other period of time not based upon pay periods.

To open the Internal Cost Report by Cost Codes Report form select main menu item "Reports", then "1 – Internal Cost Reports" and then one of the following: "1 – by Cost Codes (Period Endings)", "2 – by Cost Codes (Date Range)", "3 – by Employees". Figure 7.7 displays the Internal Cost Report by Cost Codes Report form by Period Endings.

Figure 7.7 Internal Cost Report by Cost Codes Report form by Period Endings.

There is a command button for selecting the Company/Job Pair. Another command button allows you to select the Range of Period Ending Dates. There is a check box to activate the User Defined Structure Filter if desired (see the section on User Defined Structures). Finally, there are three drop down combo boxes to select which groups of cost codes you want the report to

process. You can also select the hierarchy of cost codes by selecting which group of cost codes gets placed at which level. For example, you can select cost code Group C as the level 1 cost code and then Group A as the second level. The report will then print out in the order of the Group C cost codes with the detail consisting of a line for each Group A cost code found that was paired with the Group C cost code being processed. That is, the report would have this format:

Group C cost code 1

       Group A cost code 1 total
       Group A cost code 2 total
       Etc…

Group C cost code1 subtotal

Group C cost code 2
       Group A cost code 1 total
       Group A cost code 2 total
       Group A cost code 3 total

Group C cost code 2 subtotal
Etc

Notice in this example only two levels of detail will be printed since only two groups of cost codes are selected. Figure 7.8 illustrates a sample cost report with all three levels selected. For a three level report there is a new page started for each level 1 cost code.

To run the report click on [Begin] (**Alt B**).

General Contractors Inc.

Job Cost by Area/Phase/Opcode

Job Number: 100 Store-A-Lot Warehouse Project

From 04/24/2000 to 05/14/2000 (PE 04/30/2000 to PE 05/14/2000)

Area: 900 - Materials Testing

Phase: 200 - Civil

Opcode	Description	Hours	Directs	Benefits	WC/GL	Taxes	Total
2005	Logistics	60.00	879.20	39.00	46.32	79.42	1,043.94
6000	Direct Labor	428.00	10,708.39	311.02	221.55	969.13	12,210.09
	Phase: 200 Subtotals	488.00	11,587.59	350.02	267.87	1,048.55	13,254.03

Phase: 400 - Construction Support

Opcode	Description	Hours	Directs	Benefits	WC/GL	Taxes	Total
2005	Logistics	68.00	2,227.68	59.84	4.84	202.51	2,494.87
6000	Direct Labor	4.00	69.80	2.92	4.29	6.31	83.32
8000	Administrative	230.00	6,070.04	196.40	12.25	548.35	6,827.04
	Phase: 400 Subtotals	302.00	8,367.52	259.16	21.38	757.17	9,405.23
	Area: 900 Subtotals	790.00	19,955.11	609.18	289.25	1,805.72	22,659.26

| Module | Labor Tracking Module | Report | Job Cost by Area/Phase/Opcode | | Date | 5/8/02 | Time | 6:00 | Page | 2 |

Figure 7.8 Sample Page From the Internal Cost Report by Cost Codes Report

The report lists the man hours, direct wages, benefits, insurance (WC/GL), employer taxes (from the job cost constant) and the total.

Internal Cost Report by Employee

The third version of the Internal Cost Report details the project costs by employee.

To open the Internal Cost Report by Employees Report form select main menu item "Reports", then "1 – Internal Cost Reports" and then "3 – by Employee". Figure 7.9 displays the Internal Cost Report by Employee Report form.

Figure 7.9 Internal Cost Report by Employee Form

Since this report is generally used to verify the data in the Labor Tracking Module against the home office payroll run it is for a single Period Ending Date. Figure 7.10 is a sample of this report.

<div style="border: 1px solid black; padding: 10px;">

General Contractors Inc.
Internal Cost Report by Employee
Job Number: 100 Store-A-Lot Warehouse Project

From 05/01/2000 to 05/07/2000

Emp.#	Employee Name	Hours	Directs	Benefits	WC/GL	Taxes	Total
671209	Dawson, David D.	58.00	1,913.52	51.04	4.13	174.13	2,142.82
45343	Jones, Walt M.	21.00	323.68	13.65	10.10	29.46	376.89
875665	Keller, David	10.00	138.16	6.50	7.72	12.57	164.95
400912	Martin, Mack E.	13.00	244.92	8.45	10.03	22.29	285.69
454543	Nelson, Andy C.	66.00	1,191.08	42.90	43.50	108.38	1,385.86
895674	Williamson, Wilbur W.	72.00	2,157.40	62.64	59.10	196.34	2,475.48
454544	Wilson, Wally W.	72.00	2,645.92	62.64	30.00	240.78	2,979.34
	Report Totals:	312.00	8,614.68	247.82	164.58	783.95	9,811.03

Module: Labor Tracking Module | Report: Internal Cost Report by Employee | Date: 5/9/02 | Time: 2:59 | Page: 1

</div>

Figure 7.10 Internal Cost Report by Employee

The report lists the hours, direct wages including adjustments, benefits, insurance (WC/GL) and total for each employee for the target Company/Job Number pair/Period Ending.

Part 8 – Multiple Job Sites

The Labor Tracking Module allows you to use multiple job sites. Multiple job sites are typically found on the home office computer, where copies of the databases from several remote sites are placed. This section will describe how to add a new job site, create a download database in the field and upload updates into the home office computer when downloads are received.

In the following example there are three databases: FAIRBANKS, PRUDHOE and VALDEZ. The databases have been named after the locations where the projects are taking place. The databases have been placed in folders under the folder called MMSDATA (Modular Management Series Data) as shown in Figure 8.1
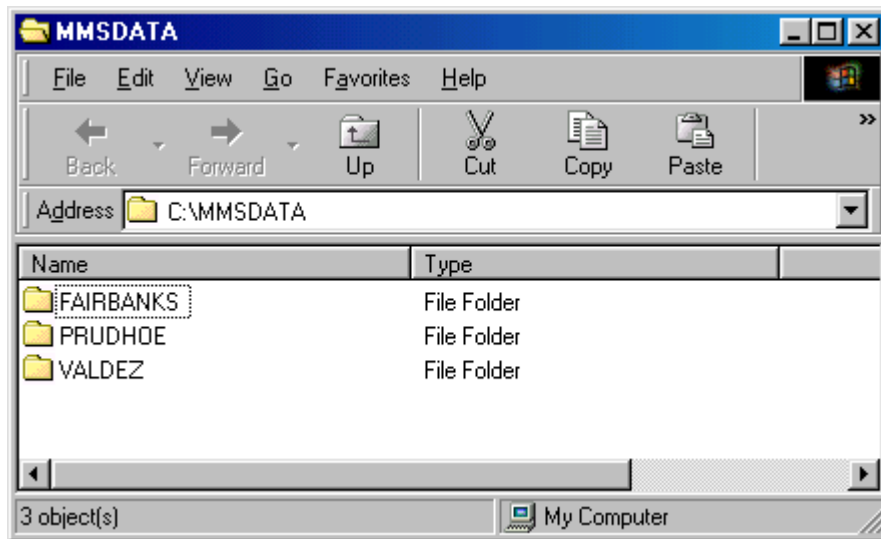
Figure 8.1 Separate Folders for Each Job Site Under the Folder: MMSDATA

The Labor Tracking Module allows you to update the list of Job Sites. To display the Job Sites Table Maintenance form select main menu option "Files" and the "2 – Job Sites" (Alt F2).
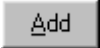
Adding a Job Site
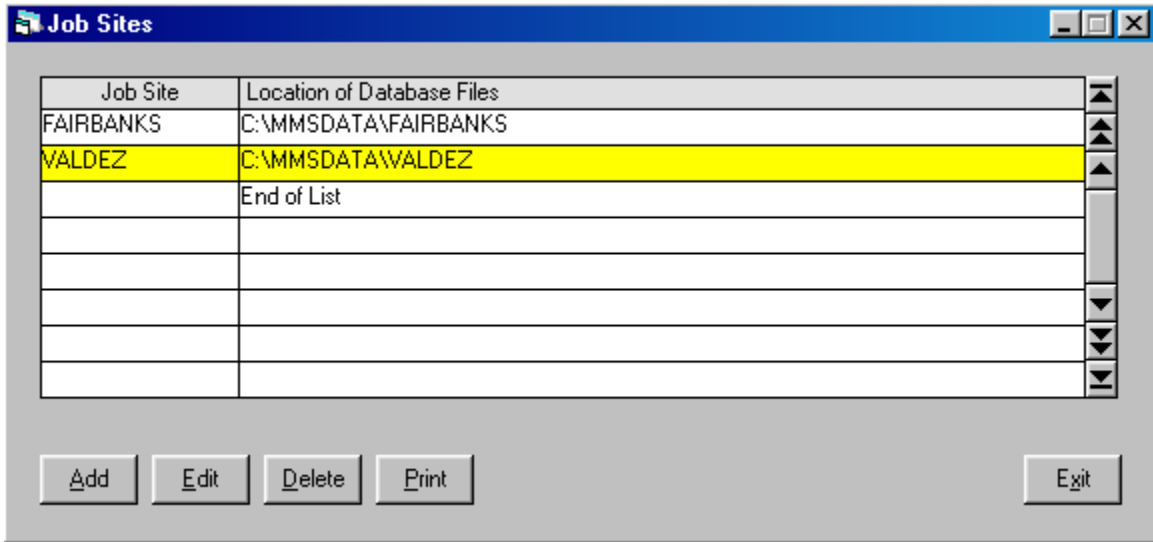
Figure 8.2 Job Sites Table Maintenance Form

In this example the job site PRUDHOE will be added to the list. To add a job site click on
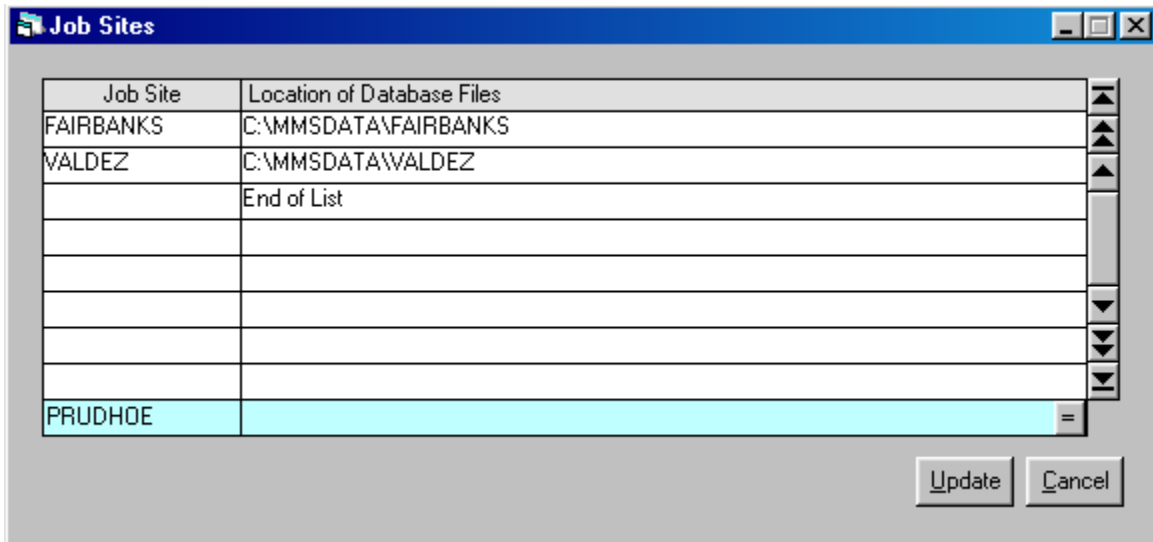
[Add] (Alt A) and enter the job site name:

Figure 8.3 Adding the New Job Site

The next step is to define the path or location of the folder. You can type in the path directly or click on the ▬ command button to display the path selection form as shown in Figure 8.4:
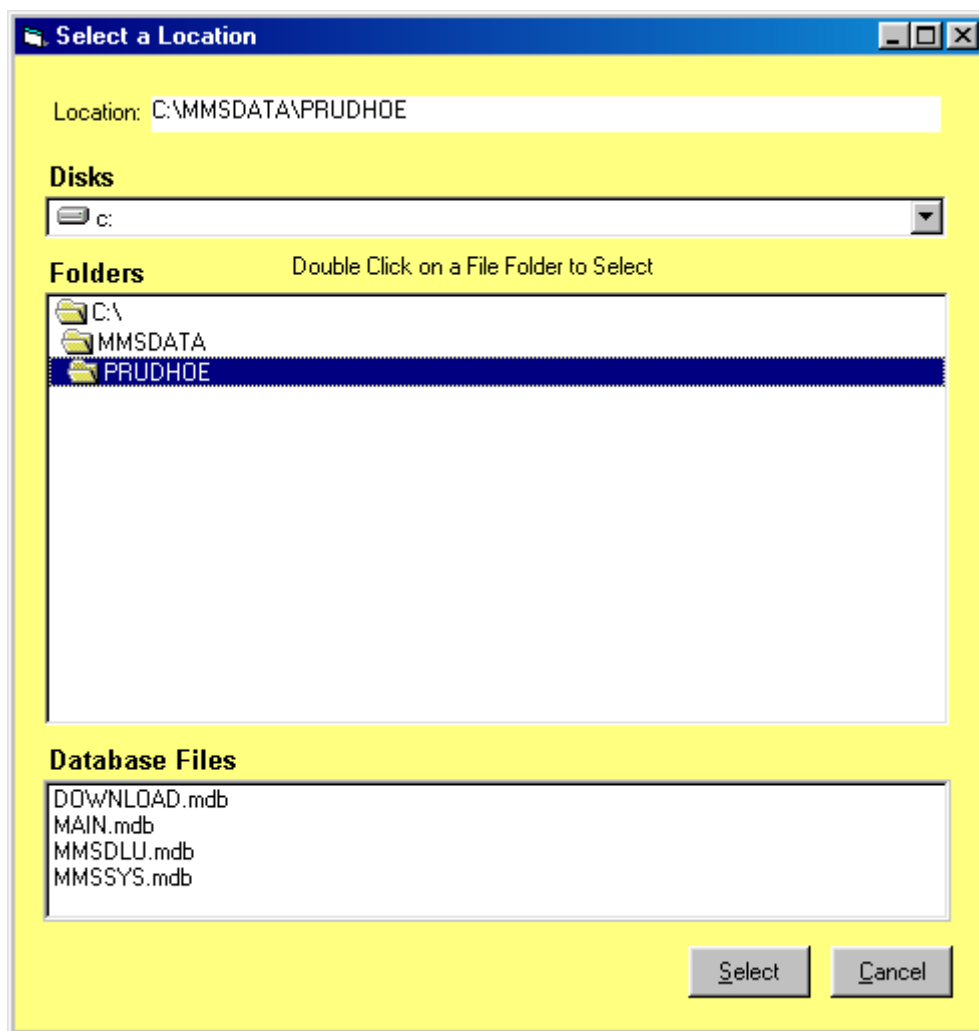
Figure 8.4 The Location has been Selected by Clicking on the Folder PRUDHOE

To select your location first click on the "C:\" folder. Then find the next target folder (in this example it is "MMSDATA". Finally, to finish selecting the location click on the folder containing the databases for the job site you are adding (in this example the PRUDHOE folder was clicked to complete the full path as "C:\MMSDATA\PRUDOHE").

Click Select (**ALT S**) to select the location and return to the Job Sites Table Maintenance form.
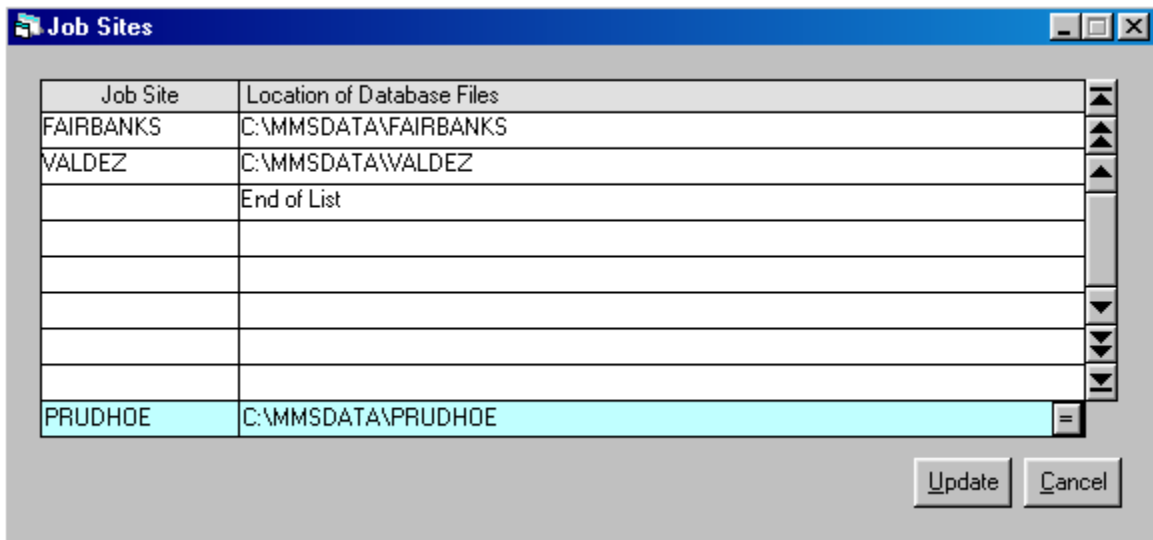
Figure 8.5 Path for New Job Site Location has been Inserted

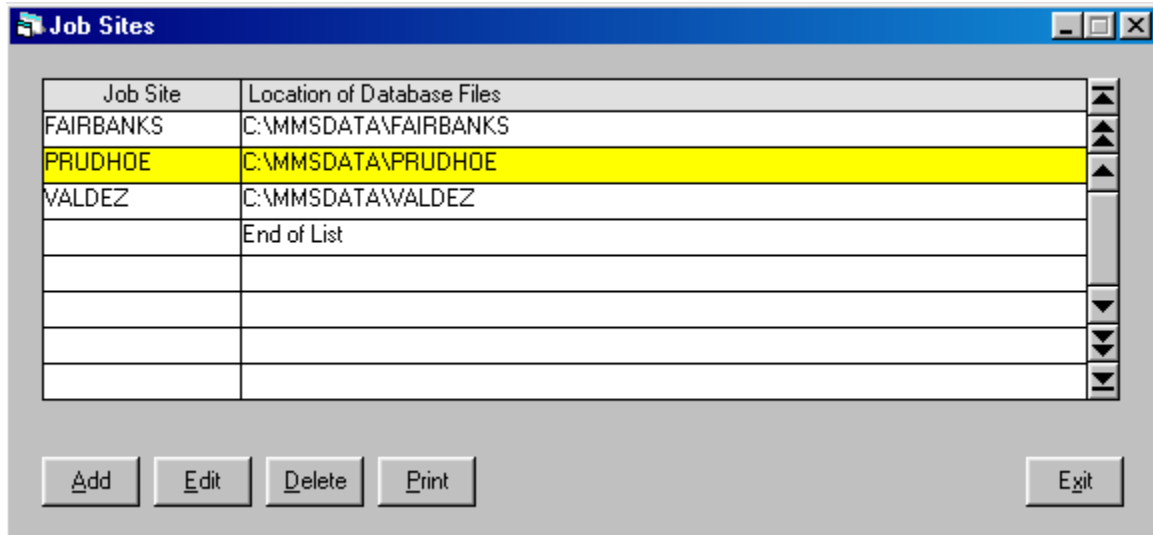Click on [Update] (ALT U) to add the new job site to the Job Sites Table.

Figure 8.6 The New Job Site PRUDHOE Has Been Added to the List

Selecting a Job Site

To select the new database as the active database click on main menu item "File" and then "1 – Select Database". A small selection form will appear:
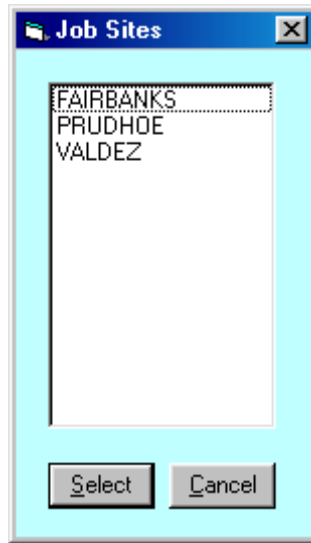

Figure 8.7 Job Site Selection Form

Click on PRUDHOE and then click on [Select] or press [Enter] to select the Job Site.
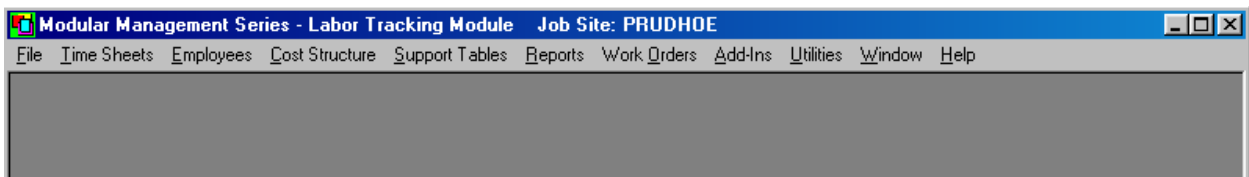

Figure 8.8 Main Labor Tracking Form Caption Contains the Active Job Site Name

After making you selection the database becomes the active database with the name appearing in the caption of the main Labor Tracking Module form.

Creating a Direct Download

The Labor Tracking Module allows you to make a download file for a target period ending date. This download file will contain all of the time card items for the pay period and duplicates of all other tables so that any changes made to the list of Employees, Cost Codes, etc. will be included. This download process is called a direct download because it is a direct copy of the working database, not a payroll download file. The purpose of the direct downloads is to create a database that can be zipped and emailed to the home office or placed on another computer. This database will be smaller than the working database because there is only one pay period of time included. Each remote database should have a unique **Location Number** assigned to it. The direct download will contain that location number and can only be uploaded into a database with the same number. The location number is installed when the database folder is set up. To see what the location number is select main menu item "Help" and then select "About Labor Tracking Module". The location number is displayed at the bottom of the "About" form.

To create the download file select main menu option "File" and then "3 – Direct Downloads". Figure 8.9 shows a new download being added. In this example the user has clicked on the Add command button and the new item is automatically set to the next period ending date.
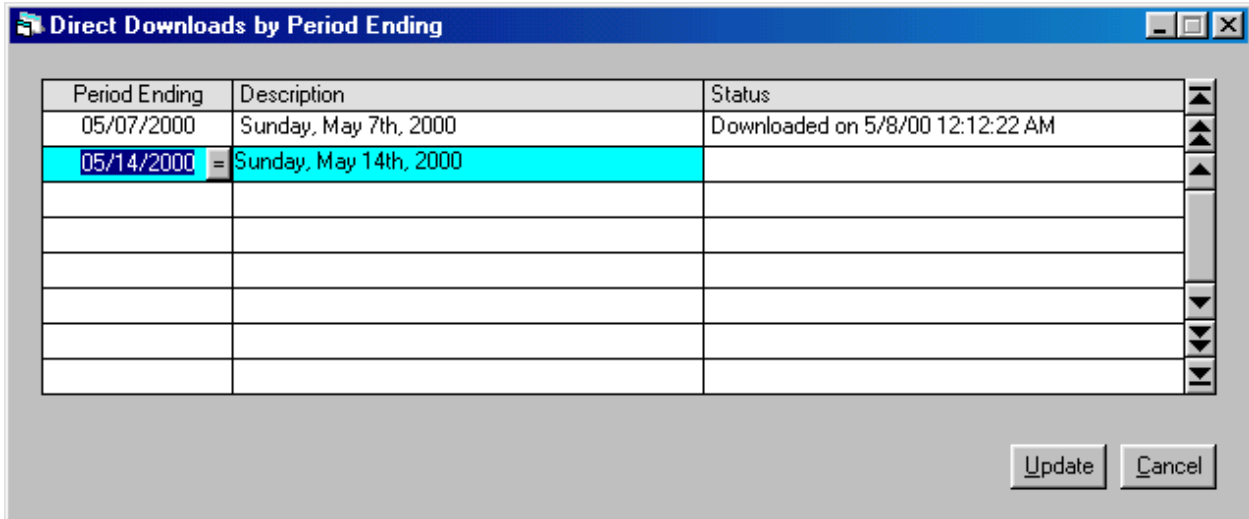

Figure 8.9 Adding a New Direct Download Item

To finish the user only needs to click on the Update command button and the new entry is added to the list as shown in Figure 8.10.
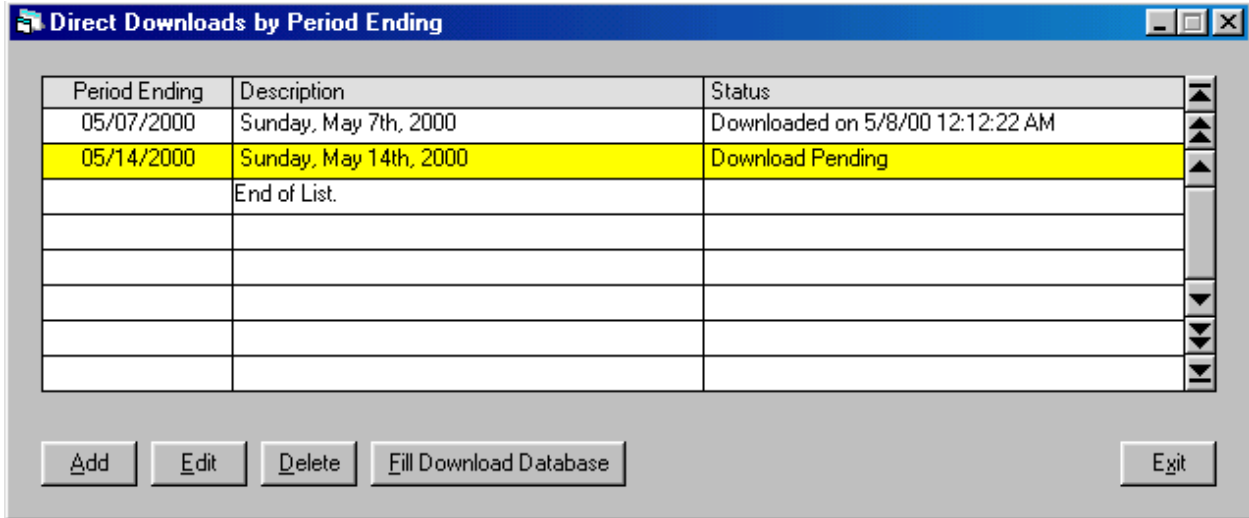
Figure 8.10 New Download Item Added – Status is "Download Pending"

Notice the status of the newly added item is "Download Pending". Now that the Direct Download Item for the target period ending date has been added the download database can be created. To do this click on the Fill Download Database command button. The process window in Figure 8.11 appears:
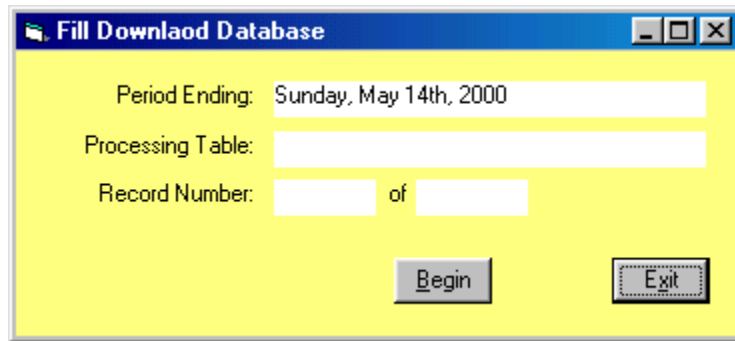

Figure 8.11 Fill Download Database Process Window

To start filling the direct download database click on Begin or key press **Alt B**. The process window will list each table as the download database is filled. When this process is complete the window will indicate "Download Finished". Exit back to the list of direct downloads and the status will be updated as shown in Figure 8.12.
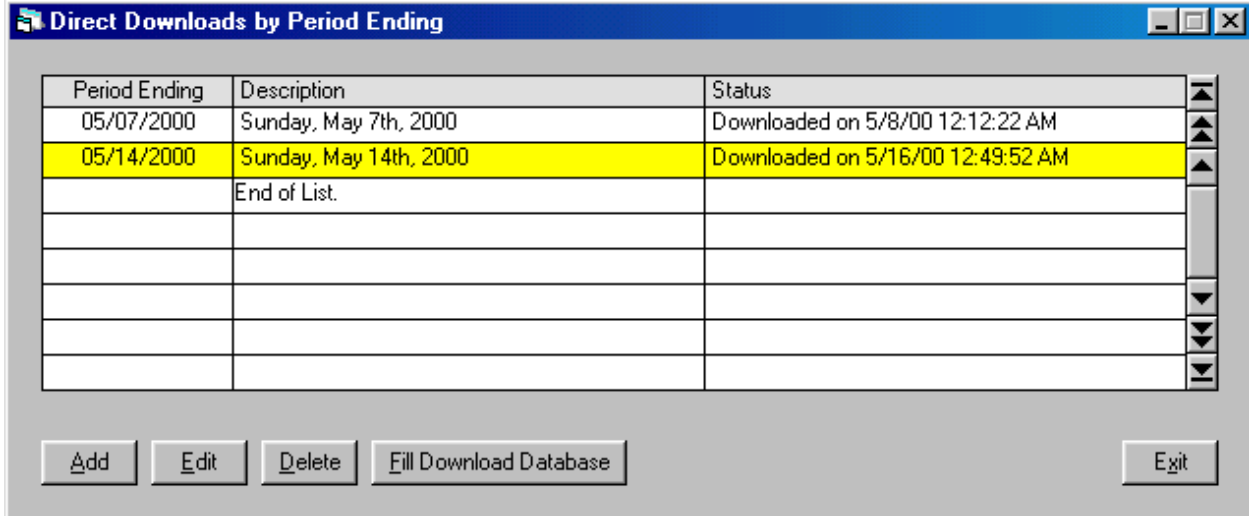
Figure 8.12 Status Updated After Direct Download Database Has Been Filled

After sending the data to the home office you may be asked to make some changes. Or you may need to edit some time or other changes before closing out the pay period. If this happens, you can create an update of the download database by moving to the direct download item and clicking on ⬚Fill Download Database. You will then refill the download database with the changes made.
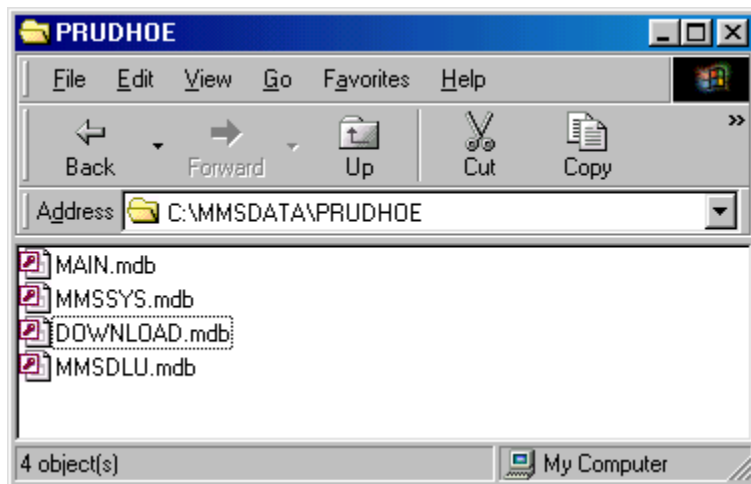

Figure 8.13 Contents of File Folder PRUDHOE

The download database is called **DOWNLOAD.mdb** as shown in Figure 8.13. It is strongly recommended that you zip this file before emailing it as an attachment.

Uploading a Direct Download Database

When an update is received place the new copy of DOWNLOAD.mdb into the working database folder. Add an item to the list of direct downloads with the same period ending date that was used to create the download. Once the item has been added press the F10 key. The "Load" command button will appear as shown in Figure 8.14:
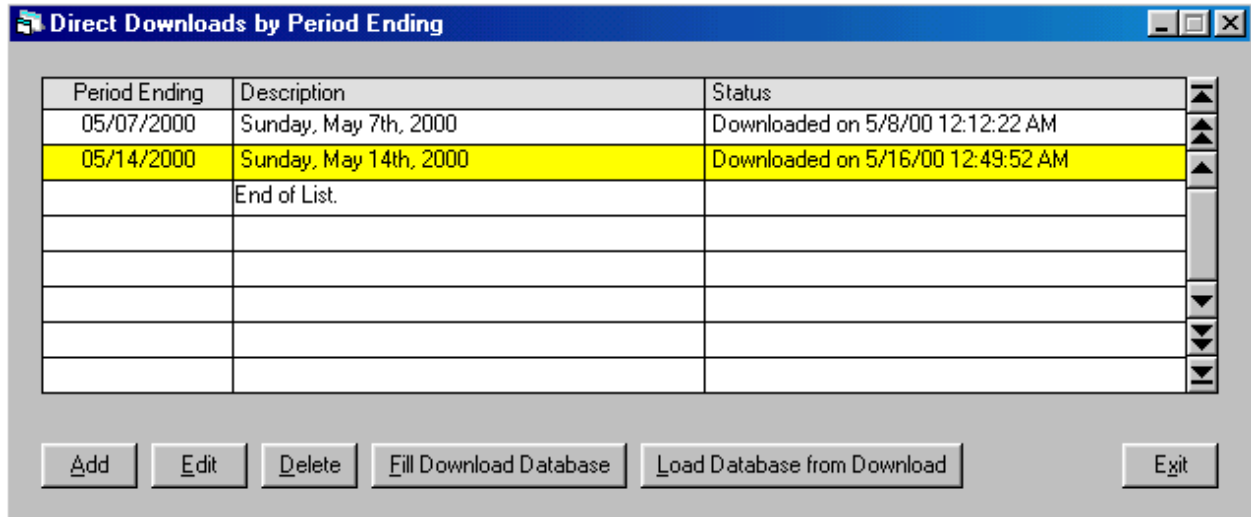
Figure 8.14 Load Command Button Appears After Pressing F10

To update the working database with new time and other changes made to the database click on Load Database from Download (**Alt L**) and a process window will appear.

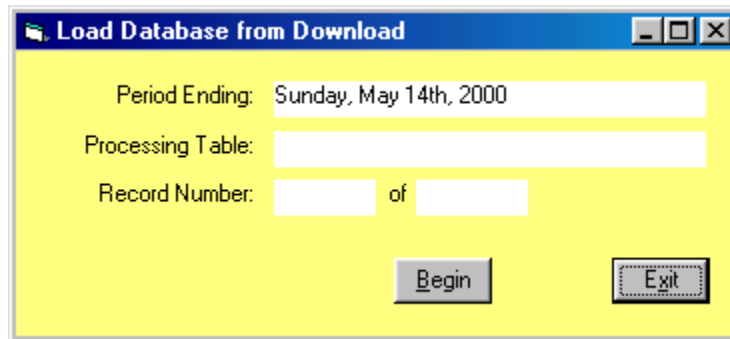Figure 8.15 Process Window for Uploading the Working Database with a Direct Download

Click on Begin to start the upload process. When finished the status of the direct download item will be updated as shown in Figure 8.16.
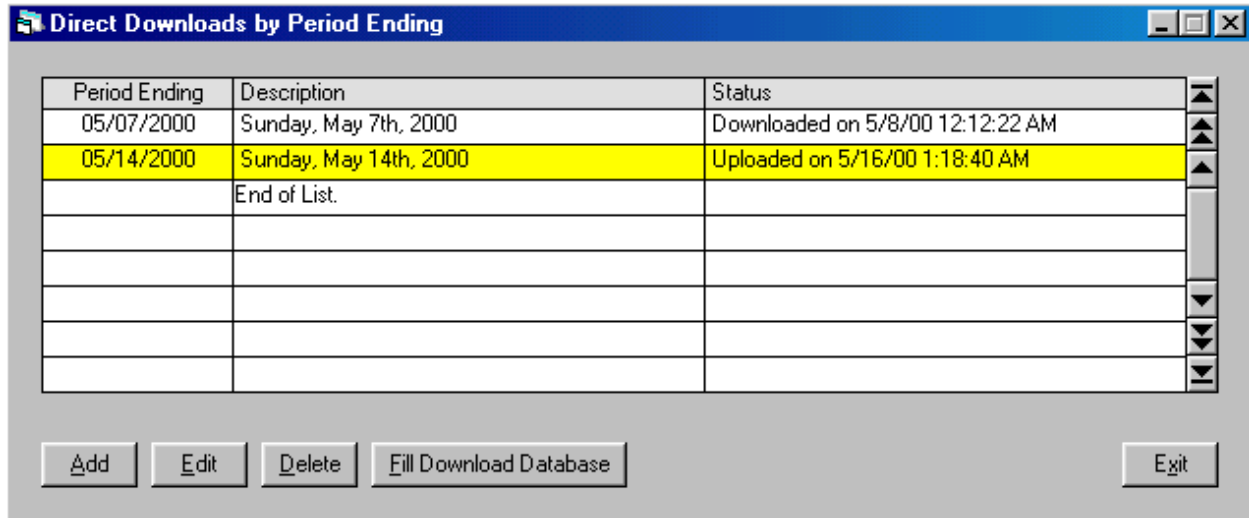
Figure 8.16 Status Updated for the Direct Download Item

The status will indicate the time and date of the last upload.