

LabMan

Time and Attendance

For MAX™

Users Manual

Version 2016

LabMan: Labor Maintenance

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Purpose: the purpose of this application is to provide the ability to maintain MAX labor tracking entries for payroll purposes, to provide a framework for maintaining and applying rules, and to post labor tracking data to Dynamics GP Payroll

Scope/Functions: this application will include the following functions and capabilities:

1. **Maintain Employee Master** – add, change delete Employees from MAX Employee Master table, complying with edit rules required by MAX Labor Tracking.
2. **Optional Supervisor/Subordinate Relationship** – this option provides a method for organizing supervisors and their subordinates either using Dynamics GP or internal data.
3. **Maintain Rules** – the rules will be used to automatically insert breaks and adjust start and stop times.
4. **Maintain Employee Work** – add change delete entries in the MAX Employee Work Table. Selection can be made by date range, by supervisor, and by employee.
Changes that are made will generate corresponding entries in Transaction History and if applicable, the Job Progress detail.
5. **Apply Rules** - insert and adjust the appropriate rules by employee, by supervisor or for all unapplied.
Changes and insertions made by applying the rules will generate corresponding entries in Transaction History and if applicable, the Job Progress detail.
6. **Post** - create and send a batch of selected Employee Work data to Dynamics GP Payroll, also at this time Employee work records will flagged as posted. Pay codes will be assigned based on the defaults that have been selected. Overtime pay codes will be used when time has exceeded the MAX time period (for example 8 hours per day) and/or based on the overtime entry in Dynamics GP.
7. **Inquiries / Reports**
 - a. Employee Work data selected by status, Employee, Work Center, and by date.
 - b. Summary of hours by employee within a date range from Employee Work table.
 - c. Details of hours by employee with a date range from Employee Work table.

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Installation: Run TimeAtt_MAX5_5.exe and follow the prompts

Requirements:

- 1) The SQL server name has to be the same name used to create the license hash.
- 2) We need to have 2 DLL's copied from MAX client folder into the application folder. The application tries to copy them if missing or old but sometimes is prevented and they will need to be manually copied:
 - a. C:\exact\rmclient\efw\ERMRemCl.dll
 - b. C:\exact\rmclient\efw\ EXACTRMEnc.dll
- 3) Make sure the MAX client runs on same PC. If MAX has an issue the application will also.
- 4) Sometimes 2 MAX DLL's need to be registered:
 - a. C:\exact\rmclient\efw\EXACTRMDEV.DLL
 - b. C:\exact\rmclient\efw\MAXUPDATEXML.DLL
- 5) The user referenced in the Data Settings needs read access to the EXACTMAX database but does not need any further rights to individual company databases.
- 6) DotNet Framework version 4(Full) or newer
- 7) Crystal Runtime for DotNet - (installed with MAX)

Processing;

Data: the data for this application will reside in MAX and optional in Dynamics GP:

1. MAX:
 - a. Employee Master
 - b. Employee Work
 - c. Transaction History
 - d. Job Progress
 - e. Rules:
 - i. Shifts - defines the shifts start time, end time, and start day.
 - ii. Rules –to be applied to collected data:
 1. PAIDBREAK1-5 - automatic paid break times
 2. UNPAIDBREAK1-5 – automatic unpaid breaks time
 3. PAIDLUNCH - automatic paid lunch times
 4. UNPAIDLUNCH - automatic unpaid lunch times
 - iii. Supervisors - employees that are supervisors
 - iv. Organization - supervisor\subordinate relationship for employee grouping.
2. Dynamics GP:
 - a. Payroll Employee Master (Name, Address etc.)
 - b. Payroll Employee Master (Pay Codes)
 - c. Payroll Transactions (Header)
 - d. Payroll Transactions (Detail)

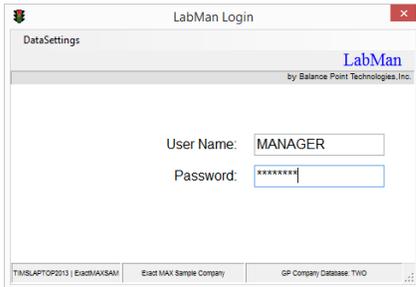
Rules Logic:

1. **Transaction History:** Rules will generate new adjusting entries in Transaction History with +/- values depending on the needed change. A date and time based on the time of the adjustment will be used.

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- 2. **Employee Work Records:** Rules will cause changes to be made to original entries with for example a logout generated, a break inserted and a new login to the original activity to represent the expense of time.

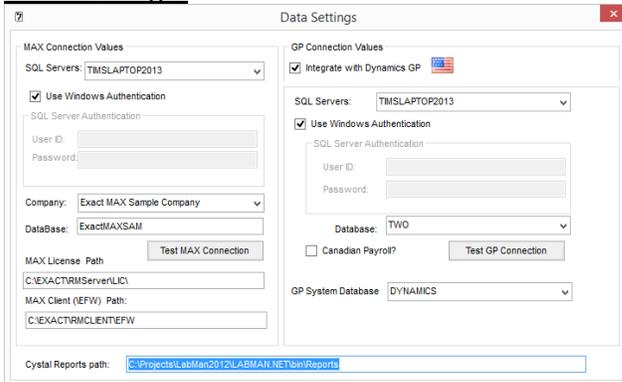
Login: the first time the application is run a default user = "MANAGER" with a Password = "PASSWORD" will be created. Other users can be added as needed.



The accepted user will be a supervisor who can only see and maintain his or her subordinate work records or an administrator who can see and maintain all data.

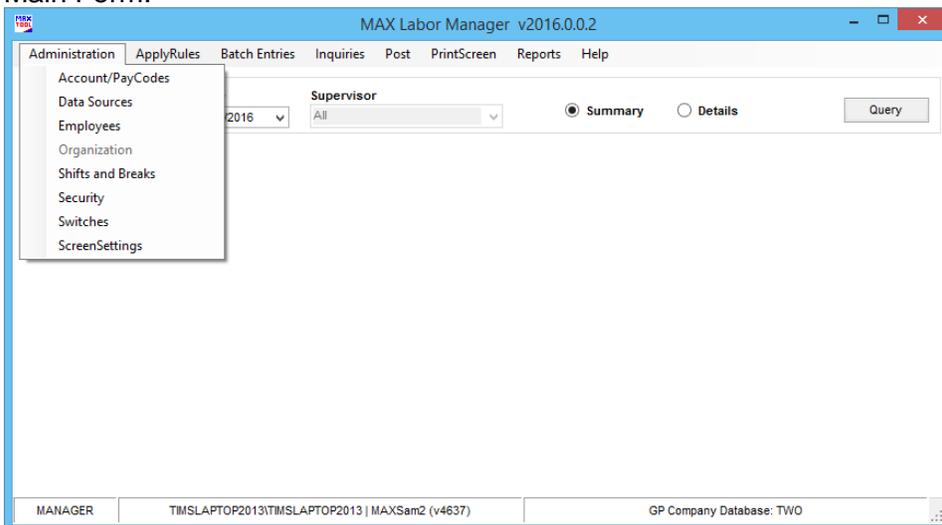
Setup: the first time the application is run it will display a dialog to identify the data settings for MAX and Dynamics GP (optional). The Data Sources can be changed at any time by clicking on "Data Sources" on the main form.

Data Settings:



- MAX and Dynamics settings.
 - Crystal Reports can reside anywhere but will default to ..\Reports folder..
- Choose US or Canadian Payroll.

Main Form:



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Account/Pay Codes: only used if integrated with GP

The default pay records will be used for base time and for time that qualifies as over time.

This form maintains a cross reference between Dynamics GP pay codes with a MAX GL Ref and GP departments and pay codes to MAX work centers.

Employees:

Employees Masters in Dynamics GP can be updated from this screen if the Synch Employees switch is turned on.

Employees can be imported or updated from Dynamics GP.

Note: The MAX EMPID field is 7 characters long and the Dynamics GP EMPLOYID field is 15 characters.

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Organization:

Supervisors
 BARB000 Barbario1, Angela

EmpID: BARB000 Change Password
 Password: PASSWORD

Subordinates

EmpID	LastName	FirstName	MiddleName	WorkCenter	Shift
1100	WILSON	WOODY		IPQA	1
1400	FENDER	FREDDIE		MANIN	1
1500	JONES	TOM		MANIN	1
1600	WOODS	NOTREES	X	EASSY	2

This screen can be used to organize Supervisor / Subordinate grouping as an alternative to Great Plains.

Shifts and Breaks:

Shifts

ShiftID	Description	Start	End	GraceIn
1	1st Shift	06:00	18:30	0
2	2ND SHIFT	18:00	06:30	5
3	3RD	06:00	22:00	0

Breaks

RuleID	Message	Sequence	Start	End
1ST B1	1st Shift Break1	1	09:45	10:00
1ST Lunch	UnPaid 1st Shift ...	1	12:30	13:00
1ST B2	1st Break 2	1	15:00	15:15

Shift Details:
 Shift ID: 1
 Description: 1st Shift
 Start: 06:00
 End: 18:30
 Grace In: 0
 Grace Out: 0
 Before Shift: 45
 After Shift: 45
 Start: 1

Break Details:
 Rule ID: 1ST B1
 Message: 1st Shift Break1
 Sequence: 1
 Start Time: 09:45
 End Time: 10:00
 ACTTYP: A - 400510000
 GLRef: ABT-500-888-000

Maintenance is performed on the right side of the form. Clicking on the Shifts or Rules will display the corresponding details to the right of the respective grids. Enter a new Shift ID or RuleID to add new entries.

Shifts:

- 1) The ID can be any number from 0 to 9.
- 2) StartTime and End Time define the shift's hours.
- 3) GraceIn is used to allow the entered minutes after the formal start of the shift.

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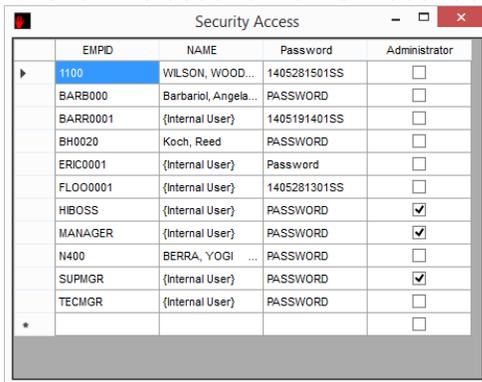
- 4) Graceout is used to allow the entered minutes before the end of a shift.
- 5) Beforeshift is used to incorporate a period of minutes prior to the formal shift start during which time a login is considered to be equal to the shift start.
- 6) Aftershift is used to incorporate a period of minutes after to the formal shift end during which time a login is considered to be equal to the shift end.
- 7) Start Day is a reference only and is intended to designate the day of the week a shift begins.

Rules are organized by Shift.

- 1) Rule ID can be any descriptive code. Rule ID's prefixed with "UNPAID" will not generate payroll hours.
- 2) Message: will be used as a reference on MAX transactions.
- 3) Qtyfield is not used currently.
- 4) Start Time and End Time: define the break interval.
- 5) The "ACTTYP" and "GLREF" fields can be used to specify accounts to be charged and if left blank will defer to the system defaults.

Security:

This form is used to maintain user access.



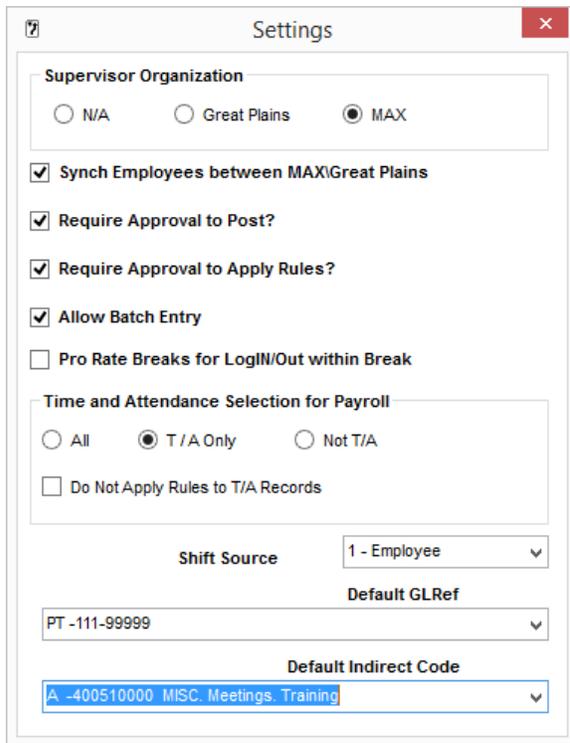
EMPID	NAME	Password	Administrator
1100	WILSON, WOOD...	1405281501SS	<input type="checkbox"/>
BARB000	Barbariot, Angela...	PASSWORD	<input type="checkbox"/>
BARR0001	{Internal User}	1405191401SS	<input type="checkbox"/>
BH0020	Koch, Reed	PASSWORD	<input type="checkbox"/>
ERIC0001	{Internal User}	Password	<input type="checkbox"/>
FLOO0001	{Internal User}	1405281301SS	<input type="checkbox"/>
HIBOSS	{Internal User}	PASSWORD	<input checked="" type="checkbox"/>
MANAGER	{Internal User}	PASSWORD	<input checked="" type="checkbox"/>
N400	BERRA, YOGI ...	PASSWORD	<input type="checkbox"/>
SUPMGR	{Internal User}	PASSWORD	<input checked="" type="checkbox"/>
TECMGR	{Internal User}	PASSWORD	<input type="checkbox"/>
*			<input type="checkbox"/>

If Administrator Access is not checked, this indicates supervisor access which means that the user will only see his/her subordinate work entries and will not be permitted to perform any administration other than correcting time records.

Administrator Access allows access to all employees and functions.

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Switches:



Supervisor Organization

N/A Great Plains MAX

Synch Employees between MAX\Great Plains

Require Approval to Post?

Require Approval to Apply Rules?

Allow Batch Entry

Pro Rate Breaks for Login/Out within Break

Time and Attendance Selection for Payroll

All T/A Only Not T/A

Do Not Apply Rules to T/A Records

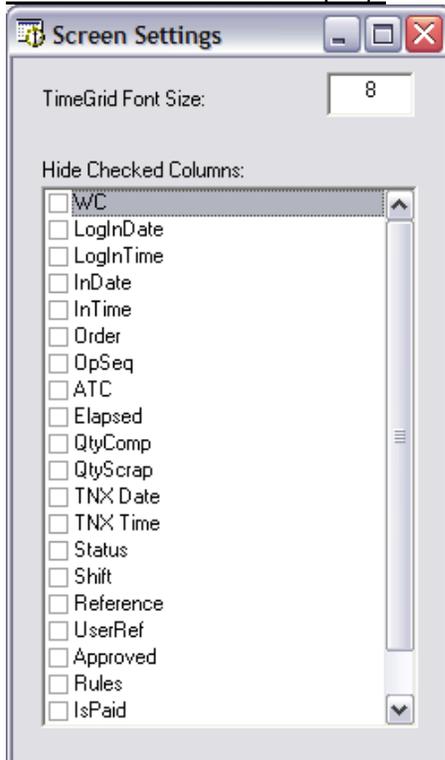
Shift Source: 1 - Employee

Default GLRef: PT -111-99999

Default Indirect Code: A -400510000 MISC. Meetings, Training

1. Supervisor options: n/a will indicate that supervisor/subordinate grouping will not be used.
2. If integrated with Great Plains, the MAX Employee information can be synchronized with Great Plains. (Adds or changes)
3. Require Approval of employee time records before posting.
4. Require Approval to Apply Rules.
5. Allow Batch Entry - If checked this option will be available to everyone, otherwise only administrators.
6. If checked full breaks will not be inserted when a Login/Logout occurs within the break period.
7. Rule for including Time and Attendance transactions coming from MAX Data Collection Monitor for input to Payroll.
8. Do not apply rules to T&A work records.
9. Shift Source – can be either based on the Employee or on the time of the transaction.
10. Default GLRef – will be used as a default GLRef for breaks.
11. Default Indirect Code – will be used as the default for breaks.

Detail Work Records Display:



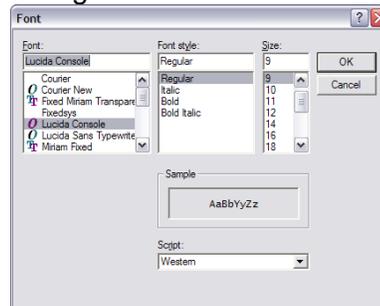
TimeGrid Font Size: 8

Hide Checked Columns:

- W/C
- LogInDate
- LogInTime
- InDate
- InTime
- Order
- OpSeq
- ATC
- Elapsed
- QtyComp
- QtyScrap
- TNX Date
- TNX Time
- Status
- Shift
- Reference
- UserRef
- Approved
- Rules
- IsPaid

This form is used to change the font of the detailed work display and to hide columns. These settings are user specific.

Double click on the font size field to display a font dialogue:



Font: Lucida Console

Font style: Regular

Size: 9

Sample: AaBbYyZz

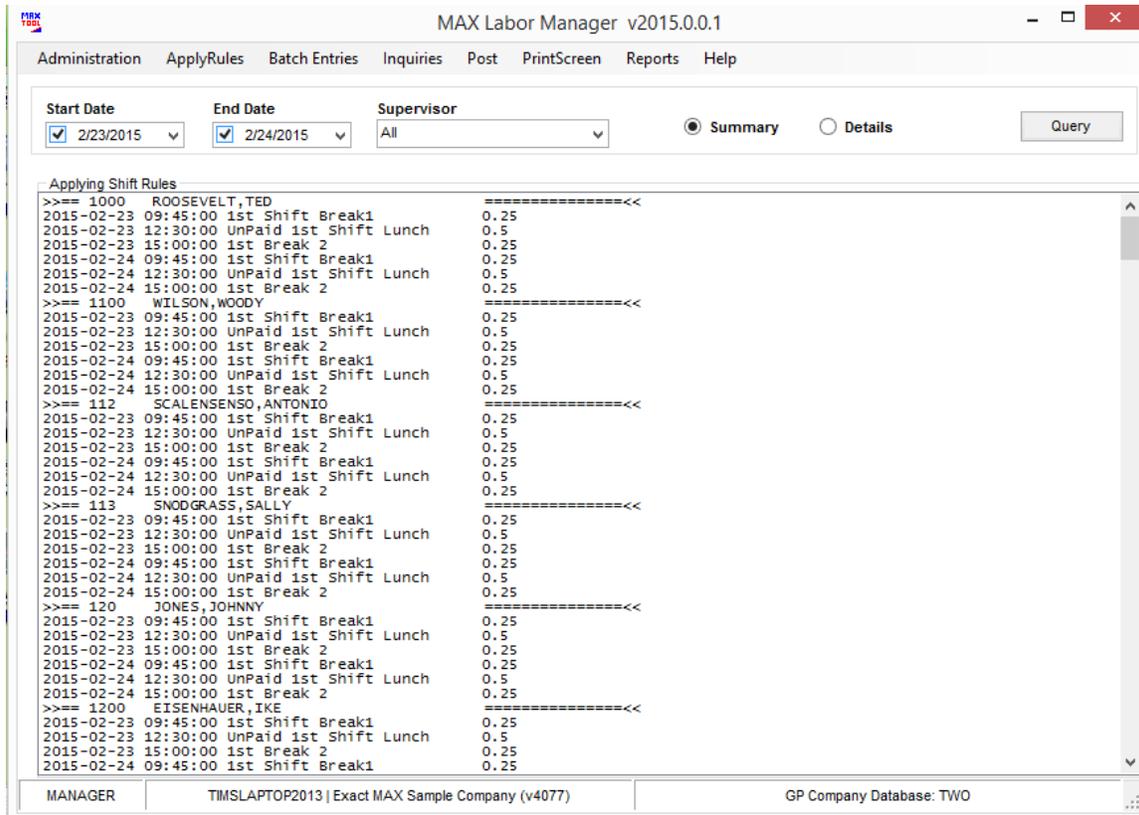
Script: Western

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Apply Rules: Rules will be applied to records with a Login Date within the date range specified on the form. When Rules are applied they will appear in the Employee Work records as adjusted times and breaks.



Checking "Use Employee Work Shift" will override the default setting for shift. This can be used in conjunction with batch entries where the shift to be used is not the default.



Rules can be applied in batch mode by using a command line parameter as follows:

LABMAINTAINANCE APPLYRULES-1 the 1 indicates that the date range will equate to the current date - 1. This value can be varied as needed. If the number is blank, the current date will be used.

A second optional parameter can be used to have the rules applied using the Shift from the Employee Work records:

LABMAINTAINANCE APPLYRULES-1,EWSHIFT

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When the Rules have been applied an audit report will display on the Inquiry form or if called from the command line will be sent to the printer.

2/24/2015		Applied Rules										Page 1 of 36
1:15:16PM		02/23/2015 through 02/24/2015										
EMPID_43	LASTNM_40	Shift	Order	OpSeq	LoginDate	nDate	nTime	LogoutDate	LogoutTime	Allocation	Hours	Message
1000	ROOSEVELT	1		ABT	02/23/2015	02/23/2015	060000	02/23/2015	094500	1.00	3.75	
				ABT	02/23/2015	02/23/2015	094500	02/23/2015	100000	1.00	0.25	1ST B1 1st Shift Bre ISO T
				ABT	02/23/2015	02/23/2015	100000	02/23/2015	123000	1.00	2.50	
				ADT	02/23/2015	02/23/2015	123000	02/23/2015	130000	1.00	0.50	1ST Lunch UnPaid 1st Sh
				ABT	02/23/2015	02/23/2015	130000	02/23/2015	150000	1.00	2.00	
				RDA	02/23/2015	02/23/2015	150000	02/23/2015	151500	1.00	0.25	1ST B2 1st Break 2 ISO T
				ABT	02/23/2015	02/23/2015	151500	02/23/2015	183000	1.00	3.25	WAS:06:00:18:30 ISO TR
				ABT	02/24/2015	02/24/2015	060000	02/24/2015	094500	1.00	3.75	
				ABT	02/24/2015	02/24/2015	094500	02/24/2015	100000	1.00	0.25	1ST B1 1st Shift Bre ISO T
				ABT	02/24/2015	02/24/2015	100000	02/24/2015	123000	1.00	2.50	
				ADT	02/24/2015	02/24/2015	123000	02/24/2015	130000	1.00	0.50	1ST Lunch UnPaid 1st Sh
				ABT	02/24/2015	02/24/2015	130000	02/24/2015	150000	1.00	2.00	
				RDA	02/24/2015	02/24/2015	150000	02/24/2015	151500	1.00	0.25	1ST B2 1st Break 2 ISO T
				ABT	02/24/2015	02/24/2015	151500	02/24/2015	183000	1.00	3.25	WAS:06:00:18:30 ISO TR
25.00												
1100	WILSON	1		ABT	02/23/2015	02/23/2015	060000	02/23/2015	094500	1.00	3.75	
				ABT	02/23/2015	02/23/2015	094500	02/23/2015	100000	1.00	0.25	1ST B1 1st Shift Bre ISO T
				ABT	02/23/2015	02/23/2015	100000	02/23/2015	123000	1.00	2.50	
				ADT	02/23/2015	02/23/2015	123000	02/23/2015	130000	1.00	0.50	1ST Lunch UnPaid 1st Sh
				ABT	02/23/2015	02/23/2015	130000	02/23/2015	150000	1.00	2.00	
				RDA	02/23/2015	02/23/2015	150000	02/23/2015	151500	1.00	0.25	1ST B2 1st Break 2 ISO T
				ABT	02/23/2015	02/23/2015	151500	02/23/2015	183000	1.00	3.25	WAS:06:00:18:30 ISO TR
				ABT	02/24/2015	02/24/2015	060000	02/24/2015	094500	1.00	3.75	
				ABT	02/24/2015	02/24/2015	094500	02/24/2015	100000	1.00	0.25	1ST B1 1st Shift Bre ISO T
				ABT	02/24/2015	02/24/2015	100000	02/24/2015	123000	1.00	2.50	
				ADT	02/24/2015	02/24/2015	123000	02/24/2015	130000	1.00	0.50	1ST Lunch UnPaid 1st Sh
				ABT	02/24/2015	02/24/2015	130000	02/24/2015	150000	1.00	2.00	
				RDA	02/24/2015	02/24/2015	150000	02/24/2015	151500	1.00	0.25	1ST B2 1st Break 2 ISO T
				ABT	02/24/2015	02/24/2015	151500	02/24/2015	183000	1.00	3.25	WAS:06:00:18:30 ISO TR
25.00												
112	SCALENSSEN	1		ABT	02/23/2015	02/23/2015	060000	02/23/2015	094500	1.00	3.75	

C:\Projects\LabMan2012\LABMAN.NET\bin\Reports\AppliedRules.RPT

Batch Entry by Date and Time: Indirect hours

This form is used to enter a batch of similar indirect entries, by selecting by Employee Account Type, Supervisor and Employee ID.

Paid: entries will be marked to be paid.

Skip Rules: entries will be marked with Rule already processed.

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Batch Entry by Employee:

This form is used to enter multiple entries by employee for either direct or indirect activity.

Batch Extract:

EmpID Accts	EmpID	EmpName	TranDate	PostDate	IndirectCode	GLRef	Account	WorkOrder	OprSeq	PrtNum	WrkCtr	Hours
A	1000	ROOSEVELT, TED	2/23/2015	2/24/2015	A	RDA	000520000	I	RDA		EASSY	0.25
B	1000	ROOSEVELT, TED	2/24/2015	2/24/2015	A	RDA	000520000	I	RDA		EASSY	0.25
C	1100	WILSON, WOODY	2/23/2015	2/24/2015	A	RDA	000520000	I	RDA		IPGA	0.25
E	1100	WILSON, WOODY	2/24/2015	2/24/2015	A	RDA	000520000	I	RDA		IPGA	0.25
F	112	SCALENSSENDO, ...	2/23/2015	2/24/2015	A	RDA	000520000	I	RDA		EASSY	0.25
	112	SCALENSSENDO, ...	2/24/2015	2/24/2015	A	RDA	000520000	I	RDA		EASSY	0.25
	113	SNODGRASS, S...	2/23/2015	2/24/2015	A	RDA	000520000	I	RDA		EASSY	0.25
	113	SNODGRASS, S...	2/24/2015	2/24/2015	A	RDA	000520000	I	RDA		EASSY	0.25
	120	JONES, JOHNNY	2/23/2015	2/24/2015	A	RDA	000520000	I	RDA		EASSY	0.25
	120	JONES, JOHNNY	2/24/2015	2/24/2015	A	RDA	000520000	I	RDA		EASSY	0.25

This form is used to extract a batch of Employee Records into a table for easy reporting or integration with other systems.

The extracted data is inserted into CUSTOM_BPT_LABMAN_BATCHPAYTRANS (in the MAX database):

```

dbo.CUSTOM_BPT_LABMAN_BATCHPAYTRANS
Columns
  EmpID (varchar(7), null)
  EmpName (varchar(50), null)
  TranDate (smalldatetime, null)
  PostDate (smalldatetime, null)
  IndirectCode (varchar(3), null)
  GLRef (varchar(3), null)
  Account (varchar(32), null)
  WorkOrder (varchar(8), null)
  OprSeq (varchar(4), null)
  PrtNum (varchar(30), null)
  WrkCtr (varchar(5), null)
  Hours (float, null)
  Dollars (float, null)
    
```

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Employee Work Maintenance:

Time records are maintained on the main form and can be viewed either in summary or detail.

EmpID	First Name	Middle Name	Last Name	Total Hours	Paid Hours	Approved
1000	TED		ROOSEVELT	25	0	Y
1100	WOODY		WILSON	25	0	Y
112	ANTONIO	X	SCALENSO	25	0	Y
113	SALLY	P	SNODGRASS	25	0	Y
120	JOHNNY	G	JONES	25	0	Y
1200	IKE		EISENHAUER	37.42	0	Y
1300	JOAN		D'ARCE	25	0	Y
1400	FREDDIE		FENDER	25	0	Y

This form is used to review MAX Employee Work records.

Record selection can be by Date Range, Supervisor, and Employee.

By double clicking on an employee the details display.

Details:

W/C	LoginDate	LoginTime	InDate	InTime	Order	OpSeq	AT
EASSY	2/23/2015	060001	2/23/2015	060000	I	ABT	A
EASSY	2/23/2015	060001	2/23/2015	094500	I	ABT	A
EASSY	2/23/2015	060001	2/23/2015	100000	I	ABT	A
EASSY	2/23/2015	060001	2/23/2015	123000	I	ADT	A
EASSY	2/23/2015	060001	2/23/2015	130000	I	ABT	A
EASSY	2/23/2015	060001	2/23/2015	150000	I	RDA	A
EASSY	2/23/2015	060000	2/23/2015	151500	I	ABT	A
EASSY	2/24/2015	060001	2/24/2015	060000	I	ABT	A

Click on a line to display the Employee Work maintenance form

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Employee Work Maintenance Form:

MAX Labor Manager v2015.0.0.1

Administration ApplyRules Batch Entries Inquiries Post PrintScreen Reports Help

Start Date: 2/23/2015 End Date: 2/24/2015 Supervisor: All

Employee Work Records

1000 -ROOSEVELT, TED

Record Types: Include Paid Include UnPaid

Employee Work Approve

EmpID	First Name	Middle	Last Name	Wrk Cr
1000	TED		ROOSEVELT	EASS

W/C	LoginDate	LoginTime	InDate
EASSY	2/23/2015	060001	2/23/2015
EASSY	2/23/2015	060001	2/23/2015
EASSY	2/23/2015	060001	2/23/2015
EASSY	2/23/2015	060001	2/23/2015
EASSY	2/23/2015	060001	2/23/2015
EASSY	2/23/2015	060000	2/23/2015
EASSY	2/24/2015	060001	2/24/2015
EASSY	2/24/2015	060001	2/24/2015
EASSY	2/24/2015	060001	2/24/2015
EASSY	2/24/2015	060001	2/24/2015
EASSY	2/24/2015	060001	2/24/2015
EASSY	2/24/2015	060001	2/24/2015
EASSY	2/24/2015	060001	2/24/2015
EASSY	2/24/2015	060000	2/24/2015

MANAGER TIMSLAPTOP2013 | Exact MAX Sample Company (v4077)

Employee Work

Change Delete Add

1000 New Copy

Name: ROOSEVELT, TED

Login Date: 2/23/2015 Login Time: 06:00:01

Record Status: C- Closed Record Type: - Indirect

Work Order: I GLRef: ABT

Labor Type: E - Employee Work Center: EASSY

Shift: 1 - 1st Shift Account Type: A

Start Date: 2/23/2015 Start Time: 06:00:00

End Date: 2/23/2015 End Time: 09:45:00

Hours: Total: 3.75 Setup: 0 Run: 3.75

Tran Reference: ISO TR

User Reference: WAS: 06:00/18:30

Scrapped: 0

Allocated: 1

Quantity Completed: 0

Queue Quantity:

Unit of Measure:

Is Paid
Is Approved
Rule Processed

This form can be used to maintain Employee Work Records. Changes entered will generate transactions with costs where relevant.

“New” - blanks the form for a new entry.

“Copy” – allows you to add from a current record

Allocated is used to allocate time when more than one activity is happening at the same time. This can be any integer greater than 0 and is divided into the calculated elapsed time.

The Approve button flags the employee details records with an approval code and the

LabMan: Labor Maintenance

Inquiries:

Active Employees: displays open employee work records by supervisor.

Supervisor	EmpID	Name	Order	OpSeq	InDate
	1300	D'ARCE, JOAN	500001430000	0010	11/19/2014
	OVEN	, CURING OVENS	500001280000	0010	8/27/2014
	OVEN1	ONE, OVEN	500001280000	0010	8/27/2014
1100	1200	EISENHAUER, IKE	500001260000	0010	9/26/2014
BARB000	1500	JONES, TOM	I		1/9/2015
BARB000	1600	WOODS, NOTRE...	I		11/21/2014
BARB000	1600	WOODS, NOTRE...	500001710000	0010	2/23/2015

Order Information: displays Job Progress and a sequential list of labor transactions by Work Order.

Work Order: 50000172 L1 LOT TESTER
 Status: 3 Due Date: 12/31/2030

Job Progress:

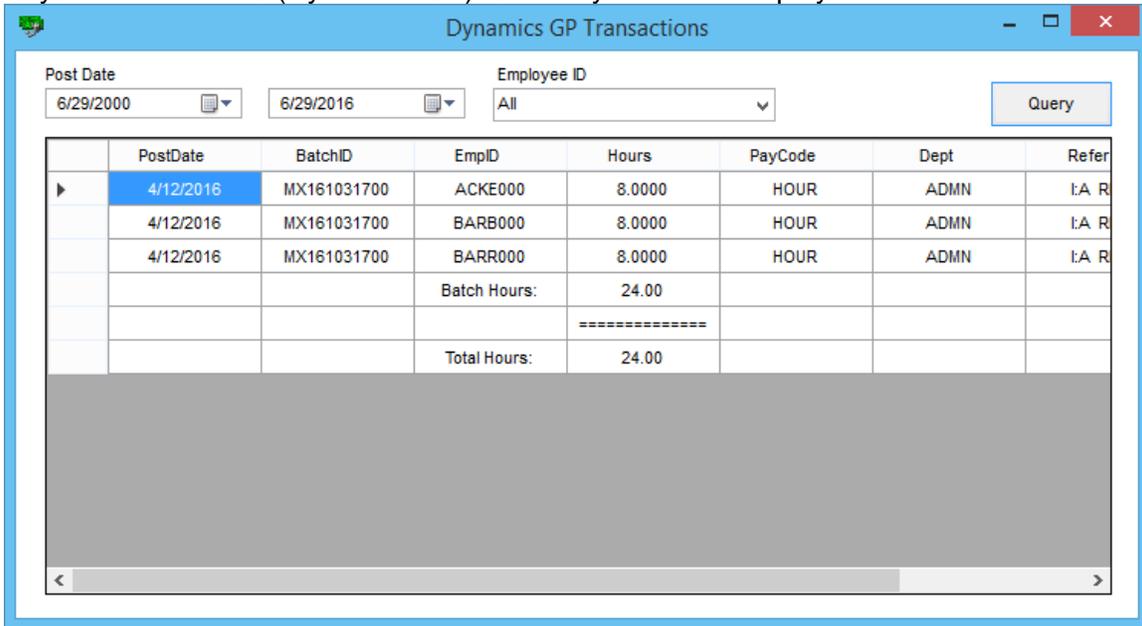
OpSeq	Status	W/C	QtyRem	QtyComp	StdRunHrs	ActRunHrs	StdSetHrs	ActSetHrs
0010	Y	EASSY	93	6	0	5.8333	0	0
0020	Y	BURN	5	1	0	0	0	0

Labor Transactions:

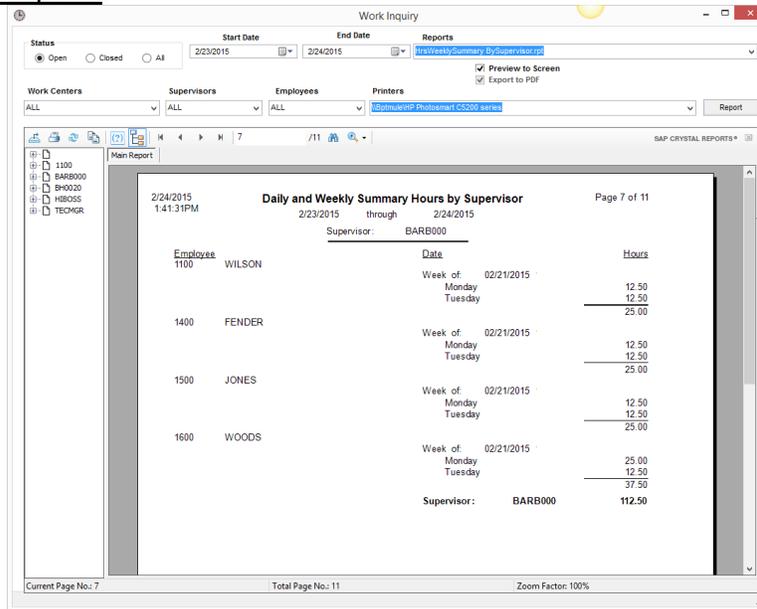
TCode	OpSeq	W/C	RefDes	Dates	Time	Qty	RunHrs	SetHrs	UDFRef
P	0010	EASSY	1000	2/20/2015	12:45:00	1	5.8333	0	Batch
Y	0010	EASSY		2/20/2015	12:45:00	1	5.8333	0	Batch
P	0010	EASSY		2/23/2015	15:28:14	1	0	0	
P	0010	EASSY		2/23/2015	15:32:07	1	0	0	
P	0020	BURN		2/23/2015	15:34:45	1	0	0	
P	0010	EASSY		2/23/2015	15:35:18	1	0	0	
P	0010	EASSY		2/23/2015	15:37:45	2	0	0	

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Payroll Transactions (Dynamics GP): select by date and employee ID.



Reports:



Inquiries will be provided with Crystal reports, which can be viewed on the form or sent to a printer. Selection of data will be set dynamically using a standard set of Formula names.

All Crystal Reports that reside in the applications folder will be available from the drop down menu.

PDF exports will be time-stamped and sent to a \PDFs Folder.

Standard formulas:

1. **FromDate:** Beginning date
2. **EndDate:** Ending date in range
3. **WC:** Work Center
4. **SUP:** Supervisor Code
5. **EmpID:** Employee ID
6. **Status:** Set to "ALL", "C" or "O" for All, Closed or Open.

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Post Payroll:

This screen is used to post the P/R entries to Dynamics GP.

By Supervisor
ALL

Start Date 2/23/2015 **End Date** 2/24/2015

Round Hours: by 15 minutes.

Enter a Manual Batch ID?

Batch Comment
Bi-weekly 4

Posting Status
Batch: MX150551344

Empid: 1500 HOUR
TrxNo: 741 Added;UPR10302
TrxNo: 742 Added;UPR10302
BatchHdr Count: 2 Added;UPR10301
Completed

Post
Un Flag Posted

1. Select the Supervisor or "ALL".
2. Enter a date range.
3. Select minutes to round time to. For example to round time to 15 minute increments enter 15 (Optional)
4. The auto-generated Batch ID = "MXLYMMDDHHMMSS"
5. A manually entered batch can also be used. If this entry match an existing batch and the batch has already been processed a pop up message will display asking whether you want to re-post this batch.
6. Enter a batch comment (optional)

Dynamics GP Batch:

Payroll Batch Entry

Save Clear Delete Post

Batch ID: MXL0311071331 Origin: Computer Checks
Comment: LABMAN 1/7/2015

Frequency: Single Use Posting Date: 0/0/0000

Recurring Posting: 0 Last Date Posted: 0/0/0000
Days to Increment: 0 Times Posted: 0

	Control	Actual
Transactions	52	52
Employees	11	11

Approved User ID: Approval Date: 0/0/0000 Transactions

LabMan: Labor Maintenance

Transactions:

Payroll Transaction Entry

Batch ID: MXL0311071331 LABMAN 11/7/03

Transaction Defaults: Pay Period From: 11/7/2003 To: 11/7/2003 Days Worked: Weeks Worked: Data Entry Options: Current Options: No Options Options...

Employee ID	Employee Name	Trx Type	Code	Dept	Amount	Pay Rate
1000	SAM, SOSA FRANSISCO	Pay Code	HOUR	ACCT	0.05	\$0.00
1000	SAM, SOSA FRANSISCO	Pay Code	HOUR		(3.48)	\$0.00
1000	SAM, SOSA FRANSISCO	Pay Code	HOUR	EASSY	1.70	\$0.00
1000	SAM, SOSA FRANSISCO	Pay Code	HOUR	SALE	25.77	\$0.00
1000	SAM, SOSA FRANSISCO	Pay Code	OVER		3.47	\$0.00
1000	SAM, SOSA FRANSISCO	Pay Code	HOUR	ACCT	12.75	\$0.00
1000	SAM, SOSA FRANSISCO	Pay Code	HOUR	EASSY	0.75	\$0.00
1000	SAM, SOSA FRANSISCO	Pay Code	HOUR	SALE	0.05	\$0.00
1000	SAM, SOSA FRANSISCO	Pay Code	EXAT	EASSY	28.80	\$0.00
1000	SAM, SOSA FRANSISCO	Pay Code	HOUR		(4.81)	\$0.00
1000	SAM, SOSA FRANSISCO	Pay Code	OVER		4.80	\$0.00

Batch: MXL0311071331 11 Employees, 52 Transactions

Dynamics GP Setup:

Payroll Setup

Automatic Overtime Regular Hours Required: 80.00 Overtime Factor: 1.50

Auto Assign Employee ID Next Employee ID: 0000000000000001

Last Date Posted: FUTA, SUTA, Workers' Comp

Defaults: Computer: PAYROLL, Manual: PAYROLL, Check Format: Stub on Top - Continuous

Options Classes OK Cancel

This setting will be used to determine whether overtime rates apply.

Supervisors:

Supervisor Setup

Supervisor Code: SUP1 Description: MFG GROUP 1 Employee ID: BON10001 Name: Bonifaz, Luis

by Supervisor Code

Employees:

Employee Maintenance

Employee ID: BARB0001 Class ID: INST Inactive:

Last Name: Barbariol Address ID: PRIMARY Address: 332 NE 45th Ave

First: Angela Middle: City: Fort Wayne State: IN ZIP Code: 46802-3934 County: Country: USA

Soc Sec Number: 986-22-5953 Hire Date: 5/15/1998 Adjusted Hire Date: 5/15/1998 Last Day Worked: Date Inactivated: 0/0/0000 Reason: SUTA State: IN Workers' Comp: INWC01

Phone 1: (219) 555-0103 Ext. 0000 Phone 2: () 555-0103 Ext. 0000 Phone 3: (000) 000-0000 Ext. 0000

Department: INST Position: TEC Location: SUP2 Supervisor: Address: Additional Information: Vac/Sick:

by Employee ID