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Purpose:4
Scope/Functions:
Installation5
Requirements:5
Processing5
Rules Logic5
Login
Setup:
Account/Pay Lodes
Crappization:
Shifts and Breaks
Security:
Switches ¹
Apply Rules
Batch Entry by Date and Time
Batch Entry by Employee
Batch Extract
Employee Work Maintenance14
Employee Work Maintenance Form:
Inquiries:
Active Employees:
Order Information:16
Payroll Transactions (Dynamics GP):17
Reports:
Post Payroll:
Dynamics GP Setup:

<u>Purpose:</u> 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:

- Maintain Employee Master add, change delete Employees from MAX Employee Master table, complying with edit rules required by MAX Labor Tracking.
- 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.
- 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.

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.

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.

🖇 LabMan Login 🗙		LabMan Login ×
DataSettings LabMan by Baane Point Technologies.Inc. User Name: MANAGER Password: *******	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.	LabMan by Balance Point Technologes. Inc. User Name: MANAGER Password: *******
TIMSLAPTOP2013 EladitAxisAM Eladit MAX sample company GP Company Database TWO		Elact MAX sample company GP company Database: TWO

Setup: the first time the application is run it will displa

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:

2	Data Settings	 MAX and Dynamics settings
MAX Connection Values SQL Servers: TIMSLAPTOP2013	GP Connection Values Integrate with Dynamics GP	
Vise Windows Authentication Sol. Server Authentication User D: Password	SOL Servers: TMSLAPTOP2013 v Use Windows Authentication SOL Server Authentication User ID: Password	Crystal Reports can reside anywhere but will default to \Reports folder
Company: Exact MAX Sample Company V DataBase: ExactMAXSAM MAX License Path Test MAX Connection	Database: TWO v Canadian Payrol? Test GP Connection	Choose US or Canadian Payroll.
C-EXACTRMServenLIC\ MAX Clent (EFV) C-EXACTRMCLENTERW Cystal Reports path: Cystal Reports path:	GP System Database DYNAMICS v	

Main Form:

TON		MAX La	bor Manager	v2016.0	0.0.2		- 🗆 🗙
Administration Ap	plyRules Batch Entries	Inquiries Post	PrintScreen	Reports	Help		
Account/PayCo Data Sources Employees	des ∕2016 ∨	Supervisor All	V	(Summary	◯ Details	Query
Organization							
Shifts and Breaks	s						
Security							
Switches							
ScreenSettings							
MANAGER	TIMSLAPTOP2013\TIMSLA	APTOP2013 MAXSam	2 (v4637)		G	P Company Database: TWO	

Account/Pay Codes: only used if integrated with GP

	GI Code	Dent		Pay Code	1	WC	Description	PayCode	^
Default Pay Record	100	o opt	v	,			COMMA TEST	,	
Over Time Pay Record	200		~		~	AUTIN	Automatic Insertion Line	HOUR - Hourly Pay Code	_
10LI	× 300		~		~	BTEST	PCB Automated Tester	HOUR - Hourly Pay Code	
ver Time Calc Method	400		~		~	BURN	Burn-In	HOUR - Hourly Pay Code	
- By Pay Period	ABT		~		~	EASSY	Electrical Assembly	SALY - Salary Pay Code	
	ACT		~		~	ETEST	Engineering Test	HOUR - Hourly Pay Code	
8	ADT		~		~	FINQA	Final Inspection		
	AET		~		~	HEAT	Heat Treating (Outside)		
	AFT		~		~	IPQA	In-Process QA		
	AGT		~		~	MANIN	Manual Insertion Line		
	AHT		~		~	MASSY	Mechanical Assembly		
	MSC	ACCT	~	HOUR - Hou	~	MILL	Milling Department		
	PT	SALE	~	HOUR - Hou	~	OVEN	CURING OVEN GROUP		
	RDA	PCRC	~	HOUR - Hou	~	PACK	Packaging & Shipping		
	RDB	SALE	~	HOUR - Hou	~	PAINT	Paint Booth		
	SUP	PCRC	~	HOUR - Hou	~	PLATE	Chemical Plating		
	T&A	PCRC	~	HOUR - Hou	~	PRESS	Punch and Press Brakes		
						PROTO	Prototype Shop		
						SAW	Saw Department		
						WASH	Cleaning & Treating		~

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:

ŶŶ	E	mployees	_ □	×	
Employee ID 1	400 FENDER, FREDDIE .			*	Employees Masters in Dynamics GP can be updated from this screen if
					the Synch Employees switch is
		US			lumeu on.
EmpID	1400	Exists in Gre	eat Plains		
First	FREDDIE	MTD Hrs	6.775		
Middle Name		YTD Hrs	6.775		
Last Name	FENDER	MTD SU Hrs	0		
SS No	666	YTD SU Hrs	0		
Acct Type	F v	Orders Open	0		Employees can be imported or
Pay Type	H - Hour 🗸	Open Work Records:			Employees can be imported of
Rate	0				updated from Dynamics GP.
OverHead	0			Ν	Note: The MAX EMPID field is 7 characters long
Privilege	M - MULTIPI V				and the Dynamics GP EMPLOYID field is 15
Shift	1 ~				characters.
WorkCenter	MANIN V				
Superviso	× .				
		UDFREF			
	Is Supervisor	UDFKEY AZ			
Active	e în Payroll				
Allow	OT V				
Add	Update Delete		Import from GP	n	

Organization:

Supe	rvisors			Employee Organ	lization			I his screen can be used to organize
BARB Empli Passy	000 Barl D word	BARB000 PASSW0	ngela	Change Password	✓			Supervisor / Subordinate grouping as an
				Subordinate	S			alternative to Grea
	Em	pID	LastName	FirstName	MiddleName	WorkCenter	Shift	Fiailis.
•	1100		WILSON	WOODY		IPQA	1	
	1400		FENDER	FREDDIE		MANIN	1	
	1500		JONES	том		MANIN	1	
	1600		WOODS	NOTREES	x	EASSY	2	
*								
<							>	

Shifts and Breaks:

0			Shift and E	Breaks		_	×
Shifts							
ShiftID	Description	Start	End	Graceln	Shift ID	1	
1	1st Shift	06:00	18:30	0	Description	1st Shift	
2	2ND SHIFT	18:00	06:30	5	Start	06:00	
3	3RD	06:00	22:00	0	End	18:30	Add
					Grace In	10.30	Update
					Grace fit	U	
					Grace Out	0	Delete
					Before Shift	45 Start	
/				`	After Shift	45 1	
Breaks							
RuleID	Message	Sequence	Start	End	Rule ID	1ST B1	
1ST B1	1st Shift Break1	1	09:45	10:00	Message	1st Shift Break1	
1ST Lunch	UnPaid 1st Shift	1	12:30	13:00	Sequence	1	
1ST B2	1st Break 2	1	15:00	15:15	Start Time	09:45	Add
					Start Time	10:00	Update
					End Time		Delete
					ACTTYP	A -400510000 🗸	Delete
<				>	GLRef	ABT-500-888-000	×
		<hr/>		-			

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) Graceln is used to allow the entered minutes after the formal start of the shift.

- 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	
BARB000	Barbariol, Angela	PASSWORD	
BARR0001	{Internal User}	1405191401SS	
BH0020	Koch, Reed	PASSWORD	
ERIC0001	{Internal User}	Password	
FL000001	{Internal User}	1405281301SS	
HIBOSS	{Internal User}	PASSWORD	~
MANAGER	{Internal User}	PASSWORD	✓
N400	BERRA, YOGI	PASSWORD	
SUPMGR	{Internal User}	PASSWORD	✓
TECMGR	{Internal User}	PASSWORD	

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.

Settings								
Supervisor (Organization							
\bigcirc N/A	O N/A O Great Plains							
Synch Emp	oloyees between MA	X\Great Plains						
✔ Require A	oproval to Post?							
Require Application 1	oproval to Apply Rule	s?						
 Allow Batc 	h Entry							
Pro Rate B	reaks for LogIN/Out v	vithin Break						
Time and At	tendance Selection f	or Payroll						
	T/A Only	Not T/A						
Do Not Ap	ply Rules to T/A Record	s						
	Shift Source	1 - Employee	~					
		Default GLRef						
PT -111-9999	9		~					

- 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/Lout 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.

TimeGrid Font Size:	8	This form is used to change the font of the detailed work display and to hide columns. These settings are user specific.
Hide Checked Columns:		<image/>
IsPaid	×	

Detail Work Records Display:

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.

ē	Ар	ply Rules –	□ ×		Checkir	ig "Use Em	ployee Work	Shift" will o	verri
Use Employ	yee Work	Shift			the defa	ult setting f tion with ba	or shift. This of the tent of tent	can be use here the sh	d in lift to
	A	pply Rules			be used	l is not the c	default.		
×			М	AX Labor	Manager v2	015.0.0.1		_ □	×
Administration	ApplyR	ules Batch Entries	Inquiries	Post P	rintScreen Rep	orts Help			
Start Date	E	End Date	Supervisor	r					
2/23/2015	~	✓ 2/24/2015 ∨	All		*	Summary	 Details 	Query	
- Applying Shift P	Dulee								
>>== 1000	ROOSEVE	LT,TED							~
2015-02-23 0	09:45:00	1st Shift Break	1 t Lunch	0.25					
2015-02-23 1	15:00:00	1st Break 2	c cunch	0.25					
2015-02-24 0	09:45:00	1st Shift Break	1	0.25					
2015-02-24 1	12:30:00	UnPaid 1st Shif	t Lunch	0.5					
>>== 1100	WILSON,	WOODY		=====					
2015-02-23 0	09:45:00	1st Shift Break	1	0.25					
2015-02-23 1	12:30:00	1st Break 2	t Lunch	0.5					
2015-02-24 0	09:45:00	1st Shift Break	1	0.25					
2015-02-24 1	12:30:00	UnPaid 1st Shif	t Lunch	0.5					
>>== 112	SCALENS	ENSO, ANTONIO		0.25					
2015-02-23 0	09:45:00	1st Shift Break	1	0.25					
2015-02-23 1	12:30:00	UnPaid 1st Shif	t Lunch	0.5					
2015-02-24 0	09:45:00	1st Shift Break	1	0.25					
2015-02-24 1	12:30:00	UnPaid 1st Shif	t Lunch	0.5					
>>== 113	SNODGRA	SS.SALLY		0.25	<				
2015-02-23 0	09:45:00	1st Shift Break	1	0.25					
2015-02-23 1	12:30:00	UnPaid 1st Shir 1st Break 2	t Lunch	0.5					
2015-02-24 0	09:45:00	1st Shift Break	1	0.25					
2015-02-24 1	12:30:00	UnPaid 1st Shif	t Lunch	0.5					
>>== 120	JONES, J	OHNNY			<				
2015-02-23 0	09:45:00	1st Shift Break	1	0.25					
2015-02-23 1	12:30:00	Ist Break 2	t Lunch	0.5					
2015-02-24 0	09:45:00	1st Shift Break	1	0.25					
2015-02-24 1	12:30:00	UnPaid 1st Shif	t Lunch	0.5					
>>== 1200	EISENHA	UER, IKE		0.25					
2015-02-23 0	09:45:00	1st Shift Break	1	0.25					
2015-02-23 1	12:30:00	UnPaid 1st Shif	t Lunch	0.5					
2015-02-24 0	09:45:00	1st Shift Break	1	0.25					\sim
MANAGER	п	INSI APTOP2013 Exac	t MAX Sample	Company (v	4077)	0	P Company Database: TWC)	
MANAGER		moune for 2010 (EXac	a many sample	company (v		6	r company balabase. TWC	·	

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

LABMAINTENAINCE 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:

LABMAINTENAINCE APPLYRULES-1, EWSHIFT

2/24/2015					A	pplied Rules						Page 1 of 36
1:15:16P	M			02/23/	2015 t	hrough	02/24/2015	-				
EMPID 43	LASTNM 40	Shift	Order	OpSeq	LoginDate	<u>inDate</u>	InTime	LoqoutDate	LogoutTime	Allocation	Hours	Message
1000	ROOSEVELT	1	1.0	ABT	02/23/2015	02/23/2015	060000	02/23/2015	094500	1.00	3.75	
		1	1	ABT	02/23/2015	12/23/2015	094500	02/23/2015	100000	1.00	0.25	1ST B1 1st Shift Bre ISO 1
		1	1	ABT	02/23/2015	12/23/2015	100000	32/23/2015	123000	1.00	2.50	
		1		ADT	02/23/2015	12/23/2015	123000	12/23/2015	150000	1.00	0.50	1ST LUTCH UNPaid 1st Sh
			1.1	RDA	02/23/2015	12/23/2015	150000	12/23/2015	151500	1.00	2.00	1ST B2 1st Brask 2 ISO TI
		- 1	1.1	ART	02/20/2010	12/20/2016	151500	12/20/2015	199000	1.00	9.05	WAR-0P/00/19-90 JPO TR
		- 1	1.1	ABT	02/20/2015	12/20/2015	050000	12/20/2015	094500	1.00	3.75	1143.00.0010.30130111
			1.1	ABT	02/24/2015	12/24/2015	094500	12/24/2015	100000	1.00	0.25	1ST B1 1st Shift Bre ISO 1
		- i	1.1	ABT	02/24/2015	12/24/2015	100000	12/24/2015	123000	1.00	2.50	
		1	1.1	ADT	02/24/2015	02/24/2015	123000	02/24/2015	130000	1.00	0.50	1ST Lunch UnPald 1st Sh
		1	1.1	ABT	02/24/2015	02/24/2015	130000	02/24/2015	150000	1.00	2.00	
		1	1 - C	RDA	02/24/2015	02/24/2015	150000	02/24/2015	151500	1.00	0.25	1ST 52 1st Break 2 ISO TI
		1	-i	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	1	ABT	02/23/2015	02/23/2015	050000	32/23/2015	094500	1.00	3.75	
		1	1	ABT	02/23/2015	02/23/2015	094500	02/23/2015	100000	1.00	0.25	1ST B1 1st Shift Bre ISO 1
		1	1	ABT	02/23/2015	02/23/2015	100000	02/23/2015	123000	1.00	2.50	
		1	1	ADT	02/23/2015	32/23/2015	123000	02/23/2015	130000	1.00	0.50	1ST Lunch UnPald 1st Sh
		1	1	ABT	02/23/2015	02/23/2015	130000	02/23/2015	150000	1.00	2.00	
		1	1	RDA	02/23/2015	02/23/2015	150000	02/23/2015	151500	1.00	0.25	1ST B2 1st Break 2 ISO TI
		1	1	ABT	02/23/2015	02/23/2015	151500	02/23/2015	183000	1.00	3.25	WAS:06:00/18:30 ISO TR
		1	1.0	ABT	02/24/2015	02/24/2015	060000	02/24/2015	094500	1.00	3.75	
		1	1	ABT	02/24/2015	02/24/2015	094500	02/24/2015	100000	1.00	0.25	1ST B1 1st Shift Bre ISO 1
		1	1	ABT	02/24/2015	02/24/2015	100000	02/24/2015	123000	1.00	2.50	
			1	ADT	02/24/2015	32/24/2015	123000	32/24/2015	130000	1.00	0.50	1ST LUTCH URPaid 1st Sh
		1	1	ADI	02/24/2015	J2/24/2015	130000	J2/24/2015	150000	1.00	2.00	
		- 1		ADT	02/24/2015	02/24/2015	150000	02/24/2015	101000	1.00	0.25	TST 52 16L BREAK 2 ISO TH
		1	1	ADI	02/24/2015	02/24/2015	151500	32/24/2015	163000	1.00	25.00	WAS.06.0016.30 ISO TR
112	SCALENSENSO	1		ABT	02/23/2015	12/23/2015	050000	12/23/2015	094500	1.00	3.75	
			1	1991	our a or a or 1 of	02/20/2010		an and an Ind		1.000	9.79	

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.

Batch Entry by Date and Time: Indirect hours

8			MAX Batch Labor	r		- 🗆 🗙
EmplD Accts	Supervisors All BARB000 BH0020	Employee	Refresh All None ROOSEVELT, TED WILSON, WOODY SCALESSING AUTOMO	Login Date 2/23/2015 In Time 06:00	 ✓ Paid SkipRules 	
¥ E ▼ F		112 113 120 1200 1300 1400 1500 1600	LabMan 69 employee records we	re added.	Elapsed 12:50 s. Training 400510000 TEST ABT 500-888-000 ISO TRAINING DAY1	<pre>v</pre>
		BARBOOO	Barbariol, Angela	Shift	Default v	

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.

Batch Entry by Employee:

<u>.</u>			-	-		Bat	ch Entry by	Employe	e		- 🗆 ×
Employ 1000	yee ID ROOSEVELT	, TED	Shift	:1		Shift 1 - 1st S	shift	~	Verify Queue	Qty	In Date 2/20/2015
Name	ROOSEVELT	, TED		Accumula	nted Hours 7.83	EASSY	enter		✓ Paid	Clear	Process
	InTime	Out Time	Elapsed	Setup	Order Indirect	OpSeq Indirect	Qty Completed	Qty Scrapped	Defect	Reference	UserKey
	06:55	12:45	5.8333		*50000172	*0010	1	1	COS	SLIPPED	
	13:00	15:00	2		*	*A				ISO TRAINING	
b 10											
					0	Lá 2 employe	abMan e records were	oK			

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

Batch Extract:

m	То				Dutin Little	t or Employee	Work Nectorius					
1/2015	2/24/201	5 🔍 🗸										Query
pID Accts	EmplD	EmpName	TranDate	PostDate	IndirectCode	GLRef	Account	WorkOrder	OprSeq	PrtNum	WrkCtr	Hours
A 🕨	1000	ROOSEVELT, TED	2/23/2015	2/24/2015	A	RDA	000520000	1	RDA		EASSY	0.25
	1000	ROOSEVELT, TED	2/24/2015	2/24/2015	A	RDA	000520000	1	RDA		EASSY	0.25
	1100	WILSON, WOODY	2/23/2015	2/24/2015	A	RDA	000520000	1	RDA		PQA	0.25
	1100	WILSON, WOODY	2/24/2015	2/24/2015	A	RDA	000520000	1	RDA		IPQA	0.25
	112	SCALENSENSO,	2/23/2015	2/24/2015	A	RDA	000520000	1	RDA		EASSY	0.25
	112	SCALENSENSO,	2/24/2015	2/24/2015	A	RDA	000520000	1	RDA		EASSY	0.25
	113	SNODGRASS, S	2/23/2015	2/24/2015	A	RDA	000520000	1	RDA		EASSY	0.25
	113	SNODGRASS, S	2/24/2015	2/24/2015	A	RDA	000520000	1	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	1	RDA	\backslash	EASSY	0.25
<					1.			<u> </u>	1	\mathbf{i}		

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)
 MorkOrder (varchar(3), null)
 OprSeq (varchar(3), null)
 PrtNum (varchar(30), null)
 WrkCtr (varchar(30), null)
 Hours (float, null)
 Dollars (float, null)

Employee Work Maintenance:

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

		MAX Labor Mar	nager v2015.0	.0.1		- 🗆 🗙	
dministration ApplyRules E	atch Entries Inquiri	ies Post PrintSc	reen Reports	Help			Employee Work
Start Date End Date ✓ 2/23/2015 ✓	Superv 2015 V	isor	~	Summary () Details	Query	records.
Summary						Approve	Record selection
							con bo by boto
EmpID First Name	Middle Name	Last Name	Total Hours	Paid Hours	Approved	^	can be by Date
EmpID First Name	Middle Name	Last Name ROOSEVELT	Total Hours 25	Paid Hours 0	Approved Y	^	Range,
EmpID First Name 1000 TED 1100 WOODY	Middle Name	Last Name ROOSEVELT WILSON	Total Hours 25 25	Paid Hours 0 0	Approved Y Y	^	Range,
EmpID First Name 1000 TED 1100 WOODY 112 ANTONIO	Middle Name	Last Name ROOSEVELT WILSON SCALENSENSO	Total Hours 25 25 25 25	Paid Hours 0 0 0 0	Approved Y Y Y	^	can be by Date Range, Supervisor, and
EmplD First Name 1000 TED 1100 WOODY 112 ANTONIO 113 SALLY	Middle Name X P	Last Name ROOSEVELT WILSON SCALENSENSO SNODGRASS	Total Hours 25 25 25 25 25	O O 0 0 0 0 0 0	Approved Y Y Y Y	^	Can be by Date Range, Supervisor, and Employee.
EmpD First Name 1000 TED 1100 WOODY 112 ANTONIO 113 SALLY 120 JOHNNY	Middle Name	Last Name ROOSEVELT WILSON SCALENSENSO SNODGRASS JONES	Total Hours 25 25 25 25 25 25 25 25	Paid Hours 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Approved Y Y Y Y	^	Can be by Date Range, Supervisor, and Employee.
EmpID First Name 1000 TED 1100 WOODY 112 ANTONIO 113 SALLY 120 JOHNNY 1200 IKE	X P G	Last Name ROOSEVELT WILSON SCALENSENSO SNODGRASS JONES EISENHAUER	Total Hours 25 25 25 25 25 25 37.42	Paid Hours 0 0 0 0 0 0 0 0 0 0 0 0 0	Approved Y Y Y Y Y Y Y Y Y Y Y Y Y	^	Can be by Date Range, Supervisor, and Employee.
Empl First Name 1000 TED 1100 WOODY 112 ANTONIO 113 SALLY 120 JOHNNY 1200 KE 1300 JOAN	Middle Name X P G	Last Name RODSEVELT VVILSON SCALENSENSO SNODGRASS JONES EISENHAUER D'ARCE	Total Hours 25 25 25 25 25 25 37.42 25	Paid Hours 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Approved Y Y Y Y Y Y Y Y Y Y Y	^	Can be by Date Range, Supervisor, and Employee. By double clickir

Details:

			MAX	Labor Manage	r v2015.0.0	.1		_ □	x
Administratio	on ApplyRules	Batch Entries	Inquiries Po	ost PrintScreen	Reports I	Help			
Start Date 2/23/20	End [15 🗸 🗹 2	0ate 2/24/2015 ∨	Supervisor All	Ŷ	0	Summary (Details	Quer	У
Employee Wo 1000 -ROOS Employee W	rk Records SEVELT, TED . ork	Appr	v Rec v V I	ord Types nclude Paid nclude UnPaid	UnApplied Or	nly Tot	rs tal Paid 25.00 .00		
EmpID 1000	First Name TED	Middle	Last Name ROOSEVELT	Wrk Cntr EASSY	$-\frac{\text{Shift}}{1}$				
W/C	LoginDat	e Login'	lime Ir	Date Ir	nTime	Order	OpSeq	AT	^
EASSY	2/23/20)15 06	0001 2	/23/2015	060000	I.	ABT	Α	
EASSY	2/23/20)15 06	0001 2	/23/2015	094500	I.	ABT	Α	
EASSY	2/23/20)15 06	0001 2	/23/2015	100000	I.	ABT	Α	
EASSY	2/23/20	015 06	0001 2	/23/2015	123000	I.	ADT	Α	
EASSY	2/23/20)15 06	0001 2	/23/2015	130000	1	ABT	A	
EASSY	2/23/20)15 06	0001 2	/23/2015	150000	1	RDA	A	
EASSY	2/23/20)15 06	0000 2	/23/2015	151500	1	ABT	A	
< EASSY	2/24/20	015 06	0001 2	/24/2015	060000	I	ABT	A	>
MANAGER	TIMSL	APTOP2013 Exac	t MAX Sample Con	npany (v4077)		GP Co	mpany Database: TWO		.::

Click on a line to display the Employee Work maintenance form

dministratio	n Apply	Rules Batc	h Entries	Inquiries	s Post Pr	intScreer	n Reports Help					
Start Date		End Date		Supervis	or		t 1. .	Emp	oloyee V	Vork		
2/23/201	5 🗸	2/24/201	5 ¥	All			Change Delete	Add				
Employee Wor	k Records				- Record Type							
1000 -ROOS	EVELT, TED			~	Include Pa	aid		1000	New	Сору		
Employee Wo	ork		Appro	ove	Include U	nPaid	Name	ROOSEVELT, TE	D			
EmpID	First Name	e Middle	. L	ast Name		Wrk Cr	Login Date			Login Time	06:00:01	
1000	TED			ROOSEV	'ELT	EASS		212312015				_
W/C	L	oginDate	LoginT	ime	InDate		Record Status	C- Closed	V	Record Type	I - InDirect	_
EASSY		2/23/2015	060	001	2/23/2015		Work Order	I		GLRef	ABT	
EASSY		2/23/2015	060	001	2/23/2015			-				_
EASSY		2/23/2015	060	001	2/23/2015		Labor Type	E - Employee	~	Work Center	EASSY	
EASSY		2/23/2015	060	001	2/23/2015		Shift	1 det Shift		Account Type	٨	
EASSY		2/23/2015	060	001	2/23/2015			1 - TSI Shin	×		A	
EASSY		2/23/2015	060	001	2/23/2015		Start Date	2/23/2015		Start Time	06:00:00	
EASSY		2/23/2015	060	000	2/23/2015		End Date	2/23/2015		Fed Time	09:45:00	
EASSY		2/24/2015	060	001	2/24/2015				-	End Time		_
EASSY		2/24/2015	060	001	2/24/2015		Hours: Tota	l: 3.75		Tran Reference	ISO TR	
EASSY		2/24/2015	060	001	2/24/2015		Setur	. 0		User Reference	WAS: 06:00/1	8:
EASSY		2/24/2015	060	001	2/24/2015		Jetup			Sorannod		
EASSY		2/24/2015	060	001	2/24/2015		Run	. 3.75		Scrapped	U	
EASSY		2/24/2015	060	001	2/24/2015		Quantity Completed	0		Allocated	1	_
EASSY		2/24/2015	060	000	2/24/2015		Queue Quantity				le Daid	

Employee Work Maintenance Form:

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

Inquiries:

Active Employees: displays open employee work records by supervisor.

Super	visor					
ALL		~				Query
	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 Infor	mation				
ork O	order: 5000017	'2 L1	LOT T	ESTER						
lob Pi	Status: 3 rogress:	Due Date: 12	2/31/2030							
	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	
ibor	Transactions:	OpSeq	W/C	RefDes	Dates	Time	Qty	RunHrs	SetHrs	UDFRef
bor	Transactions: TCode P	OpSeq 0010	W/C EASSY	RefDes 1000	Dates 2/20/2015	Time 12:45:00	Qty 1	RunHrs 5.8333	SetHrs 0	UDFRef Batch
bor	Transactions: TCode P Y	OpSeq 0010 0010	W/C EASSY EASSY	RefDes 1000	Dates 2/20/2015 2/20/2015	Time 12:45:00 12:45:00	2ty 1	RunHrs 5.8333 5.8333	SetHrs 0 0	UDFRef Batch Batch
bor	Transactions: TCode P Y P	OpSeq 0010 0010 0010	W/C EASSY EASSY EASSY	RefDes 1000	Dates 2/20/2015 2/20/2015 2/23/2015	Time 12:45:00 12:45:00 15:28:14	Qty 1 1 1	RunHrs 5.8333 5.8333 0	SetHrs 0 0 0	UDFRef Batch Batch
bor	Transactions: TCode P Y P P	OpSeq 0010 0010 0010 0010	W/C EASSY EASSY EASSY EASSY	RefDes 1000	Dates 2/20/2015 2/20/2015 2/23/2015 2/23/2015 2/23/2015	Time 12:45:00 12:45:00 15:28:14 15:32:07	0ty 1 1 1 1	RunHrs 5.8333 5.8333 0 0	SetHrs 0 0 0 0 0 0	UDFRef Batch Batch
bor	Transactions: TCode P Y P P P	OpSeq 0010 0010 0010 0010 0010	W/C EASSY EASSY EASSY EASSY BURN	RefDes 1000	Dates 2/20/2015 2/20/2015 2/23/2015 2/23/2015 2/23/2015	Time 12:45:00 12:45:00 15:28:14 15:32:07 15:34:45	Qty 1 1 1 1 1 1	RunHrs 5.8333 5.8333 0 0 0	SetHrs 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	UDFRef Batch Batch
bor`	Transactions: TCode P Y P P P P	OpSeq 0010 0010 0010 0010 0020 0010	W/C EASSY EASSY EASSY BURN EASSY	RefDes 1000	Dates 2/20/2015 2/20/2015 2/23/2015 2/23/2015 2/23/2015 2/23/2015	Time 12:45:00 12:45:00 15:28:14 15:32:07 15:34:45 15:35:18	Qty 1 1 1 1 1 1 1 1	RunHrs 5.8333 5.8333 0 0 0 0 0	SetHrs 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	UDFRef Batch Batch

	Dynamics GP Transactions – 🗖									
Post Date 6/29/20	e)00 🔍 🔻	6/29/2016		Query						
	PostDate	BatchID	EmpID	Hours	PayCode	Dept	Refer			
•	4/12/2016	MX161031700	ACKE000	8.0000	HOUR	ADMN	I:A R			
	4/12/2016	MX161031700	BARB000	8.0000	HOUR	ADMN	I:A R			
	4/12/2016	MX161031700	BARR000	8.0000	HOUR	ADMN	I:A R			
			Batch Hours:	24.00						
			Total Hours:	24.00						

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 timestamped 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. EmplD: Employee ID
- 6. **Status**: Set to "ALL", "C" or "O" for All, Closed or Open.

Post Payroll:

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

2	Post to Dyr	namics GP ×
By Supervisor ALL Start Date 2/23/2015 Round Hours: ✓ by Enter a Manual Batch ID? Batch Comment Bi-weekly 4	✓ End Date 2/24/2015 ✓ 15 minutes.	Posting Status Batch: MX150551344 Empid: 1500 HOUR TrxNo: 741 Added;UPR10302 TrxNo: 742 Added;UPR10302 BatchHdr Count: 2 Added;UPR10301 *Completed*

- 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 = "MXLYYMMDDHHMMSS"
- 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	n Entry	k						X
🔚 Save 🖉	Clear 🚺	K <u>D</u> elete	<u>ا</u> ا،	<u>P</u> ost				3
Batch ID 🕴	MXL0311071	331	Q		Origin:	Computer Cl	necks	
Comment L	LABMAN 11.	7703						
Frequency: S	Single Use	-			Posting D	ate	0/0/0000	
Recurring Posting		C			Last Date	Posted	0/0/0000	
Days to Increment		0			Times Po:	sted		0
	Contro	bl		Actual				
Transactions			52			52		
Employees			11			11		
	Userl	D		Approv	al Date			
Approved					0/0/0000		T <u>r</u> ansactions	
							D	2

Transactions:

Tranoaotione	•						
Payroll Transaction	Entry						
🎦 <u>N</u> ew Batch 🕺	Delete Batch 🎽 🎒 🗗 Pri	nt					
Batch ID MXL0311	1071331	LABMAN 11/	7/03				
Transaction Defaults				- Data	Entry Option	s ———	
Pay Period From 1	1/7/2003 Days Wor	ked		Curre	nt Options:		
To 1	1/7/2003 Weeks W	orked		No C	ptions		Options
▼ View: Transactions; by	Order Entered						🛃 🖂 🔝
Employee ID	Employee Name	Trx Ty	pe <u>Code</u>	Q	Dept 0	Amount	Pay Rate
1000	SAM, SOSA FRANSISCO	Pay C	ode 🔻 HOUR	1	ACCT	0.05	\$0.00 🔺
1000	SAM, SOSA FRANSISCO	Pay C	ode 🔻 HOUR	1		(3.48)	\$0.00
1000	SAM, SOSA FRANSISCO	Pay C	ode 🔻 HOUR	1	EASSY	1.70	\$0.00
1000	SAM, SOSA FRANSISCO	Pay C	ode 🔻 HOUR	1	SALE	25.77	\$0.00
1000	SAM, SOSA FRANSISCO	Pay C	ode 🔻 OVER			3.47	\$0.00
1000	SAM, SOSA FRANSISCO	Pay C	ode 🔻 HOUR	1	ACCT	12.75	\$0.00
1000	SAM, SOSA FRANSISCO	Pay C	ode 🔻 HOUR		EASSY	0.75	\$0.00
1000	SAM, SOSA FRANSISCO	Pay C	ode 🔻 HOUR		SALE	0.05	\$0.00
1000	SAM, SOSA FRANSISCO	Pay C	ode 🔻 EXAT		EASSY	28.80	\$0.00
1000	SAM, SOSA FRANSISCO	Pay C	ode 🔻 HOUR	1		(4.81)	\$0.00
1000	SAM, SOSA FRANSISCO	Pay C	ode 🔻 OVER			4.80	\$0.00 🖵
-							
		Bat	ch: MXL03110	071331	1	1 Employees, 52 Tra	nsactions 🛛 🥭 🙎

Dynamics GP Setup:



Supervisors:

🔽 Supervisor Setup		
🚽 Save 🖉 C	ear 🗙 Delete	ے
Supervisor Code	SUP1	
Description	MFG GROUP 1	
Employee ID	BONI0001	
Name	Bonifaz, Luis	
I4 4 ▶ ▶I by S	upervisor Code 🔹	🗢 📿

Employees:

n save 🖓 L	iean I 🔨 Delete I			<u></u>			-# %-
Employee ID	BARB0001	Q		lass ID I	NST	Р	Inactive
Last Name	Barbariol		Address ID	PRIMARY			
First	Angela		Address	332 NE 45t	h Ave		
Middle							-
Soc Sec Number	986-22-5953						-
			City	Fort Wayne			
Hire Date	5/15/1998		State	IN			
Adjusted Hire Date	5/15/1998		ZIP Code	46802-3934	County		
Last Day Worked			Country	USA			
Date Inactivated			Phone 1	(219) 555-0	103 Ext. 0000		
Reason			Phone 2	() 555-010	13 Ext. 0000		
			Phone 3	(000) 000-0	000 Ext. 0000		
SUTA State	IN	୍ଦ					
Workers' Comp	INWC01	୍ଦ	Department	INST			0
			Position	TEC			\sim
Employment Type:	Full Time Regular	•	Location				õ
			Supervisor	SUP2			ã
			Address	Ad	ditional Informatio	on Vac <u>/</u>	Sick