

# LabMan

For MAX™ (SQL Server)

## Users Manual

Version 2009

# Standard Configuration

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## LabMan (SQL Server): Labor Maintenance

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## LabMan (SQL Server): 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.

**Data:** the data for this application will reside in three discrete databases:

1. MAX:
  - a. Employee Master
  - b. Employee Work
  - c. Transaction History
  - d. Job Progress
2. Dynamics GP:
  - a. Payroll Employee Master (Name, Address etc.)
  - b. Payroll Employee Master (Pay Codes)
  - c. Payroll Transactions (Header)
  - d. Payroll Transactions (Detail)
3. Rules:
  - a. Shifts - defines the shifts start time, end time, and start day.

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## LabMan (SQL Server): Labor Maintenance

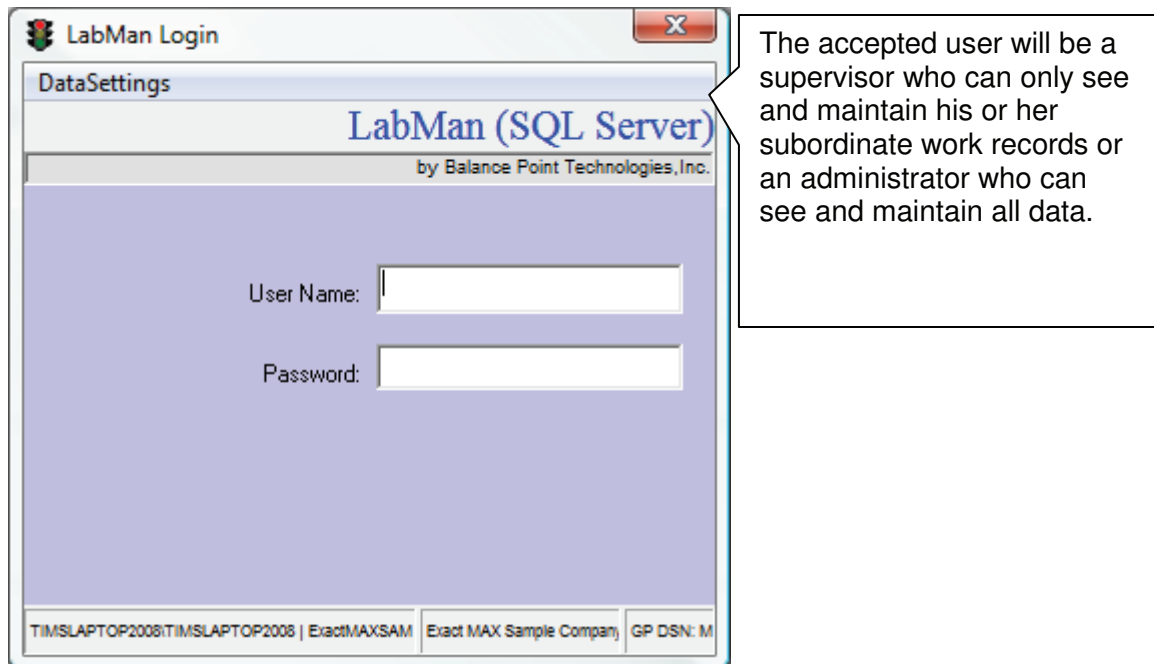
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- b. Rules –to be applied to collected data:
  - i. PAIDBREAK1-5 - automatic paid break times
  - ii. UNPAIDBREAK1-5 – automatic unpaid breaks time
  - iii. PAIDLUNCH - automatic paid lunch times
  - iv. UNPAIDLUNCH - automatic unpaid lunch times
- c. Supervisors - employees that are supervisors
- d. Organization - supervisor\subordinate relationship for employee grouping.

### 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.



**Setup:** the first time the application is run it will display the following screen to be used to identify the DSN's for the two MAX databases. The Rules database will be delivered as a MS Access database but can be converted to any ODBC compliant database. The Data Sources can be changed at any time by clicking on “Data Sources” on the main form.

# LabMan (SQL Server): Labor Maintenance

## Data Settings:

The screenshot shows the 'Data Settings' dialog box. It is divided into several sections:
 

- MAX Connection Values:** Includes 'SQL Servers' (set to 'timsaptop2008\timsaptop2008'), a checkbox for 'Use Windows Authentication', 'SQL Server Authentication' (with 'User ID' as 'sa' and 'Password' as '\*\*\*\*\*'), 'Company' (set to 'Exact MAX Sample Company'), 'Database' (set to 'ExactMAXSAM'), 'MAX License Path' (set to 'C:\Exact\RMServer\LIC'), and a 'Test MAX Connection' button.
- Dynamics GP Company Data Connection Values:** Includes 'DSN' (set to 'MyTWO'), 'UID' (set to 'sa'), and 'Password' (set to '\*\*\*\*\*').
- Dynamics GP System Data Connection Values:** Includes 'DSN' (set to 'MyDym'), 'UID' (set to 'sa'), and 'Password' (set to '\*\*\*\*\*').
- Crystal Reports path:** Set to 'C:\Projects\2008\LabMAX\VB6FRM\_2008\LT Reports'.

The Dynamics GP DSN is optional and is not needed if integration is not required.

The Dynamics GP System DSN is required for Posting to Payroll.

Crystal Reports can be reside anywhere..

## Main Form:

The screenshot shows the 'Main Form' in LabMan. It features a menu on the left with options like 'Administration', 'Account/Pay Codes', 'Batch Extract', etc. The main area displays a grid of labor entries. The grid has columns for 'Employee', 'Date', 'InTime', 'Order', 'OpSeq', 'AT', 'Elapsed', 'QtyComp', 'QtyScrap', 'TNX Date', 'TNX Time', 'Status', 'Shift', 'Reference', 'UserReference', 'Approved', 'CUSTOM\_B', 'IsPaid', 'Allocated', and 'UserKey'. The status bar at the bottom shows 'MANAGER', 'BPTBASE1 | Exact RM Sample Company', and 'GP DSN: MyTwo'.

## Account/Pay Codes:

The screenshot shows the 'Accounts and Great Plains Pay Codes' dialog box. It includes:
 

- Default Pay Record:** A dropdown menu set to 'HOUR - Hourly Pay Code'.
- Over Time Pay Record:** A dropdown menu set to 'OVER - Overtime Pay'.
- Over Time Calc Method:** A dropdown menu set to 'By Day'.
- Base Hours:** A text box containing the value '8'.
- Table:** A table with two columns: 'GL Code' and 'Pay Code'. The rows are:
 

GL Code	Pay Code
MSC	BONS
RBA	OVER
RDB	COMM
SUP	VACN

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

This table is used to equate the Dynamics GP Pay Codes with a MAX GL Ref code to be able to make entries other than the default for the employee such as vacation or sick time.

New entries can be added from this screen and charged to pay codes other than the default for labor, such as vacation or vacation.

# LabMan (SQL Server): Labor Maintenance

## Employees:

The screenshot shows the 'Employees' form with the following data:

Employee ID	1100 Doyle, Jenny	
EmpID	1100	Exists in Great Plains <input checked="" type="checkbox"/>
First Name	Jenny	MTD Hrs 3019.7
Middle Name		YTD Hrs 3019.7
Last Name	Doyle	MTD SU Hrs 0
SS No		YTD SU Hrs 0
Acct Type	A	Orders Open 1
Pay Type	H - Hour	
Rate	0	
OverHead	0	
Privilege	S- SINGLE	
Shift	2	
WorkCenter	AUTIN	
Supervisor	1000	
UDFREF		
UDFKEY	123456789012345	
Is Supervisor	<input type="checkbox"/>	
Include in Payroll	<input checked="" type="checkbox"/>	
Active Employee	<input checked="" type="checkbox"/>	

Buttons: Add, Update, Delete, Import from GP

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.

## Organization:

The screenshot shows the 'Employee Organization' form with the following data:

Supervisors: 1000 SAMPSON, TBONE

EmpID: 1000 (Change Password)

Password: BETTERWAGES

EmpID	LastName	FirstName	MiddleName	WkCenter	Shift
1200	JENSEN	JESSE	X		1
F1	FREDERICKS	THEODORE	B	EASSY	1
P1	POLK	JAMES	R	EASSY	1
G1	GREGORY	PHILIP	X	EASSY	1

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

## LabMan (SQL Server): Labor Maintenance

### Shifts and Rules:

ShiftID	Description	Start	End	GraceIn	GraceOut	BeforeShift	AfterShift
1	1ST Shift	07:00	04:00	15	15	30	30
5	Overnight	23:00	07:00	10	10	30	30

RuleID	Message	Sequence	Start	End	ACT	GLRef
5-1st	1st break	0	23:55	00:10	A	MSC
5-2nd	5-2nd	1	02:00	02:15	A	MSC
5-Lunch	Lunch	2	04:20	04:55	A	MSC

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:

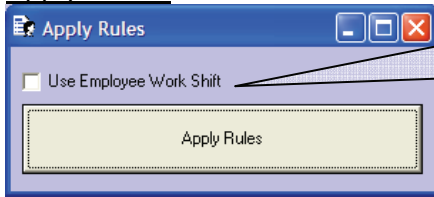
- 1) The ID can be any number from 0 to 9.
- 2) StartTime and End Time define the shift's hours.
- 3) GraceIn is used to allow the entered minutes after the formal start of the shift.
- 4) Graceout is used to allow the entered minutes before the end of a shift.
- 5) Beforeshift is used to incorporate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

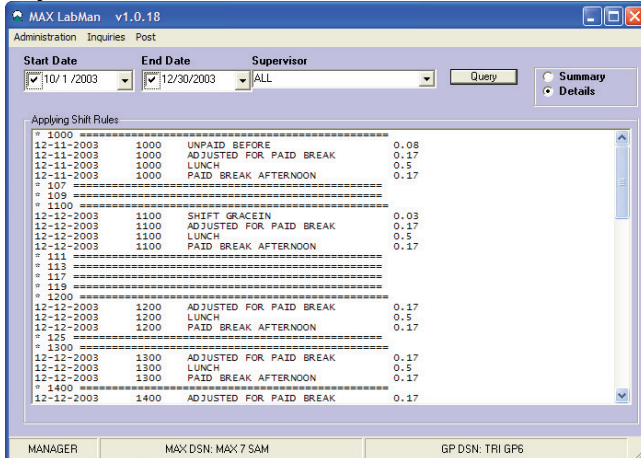
# LabMan (SQL Server): Labor Maintenance

## Apply Rules:



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 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.



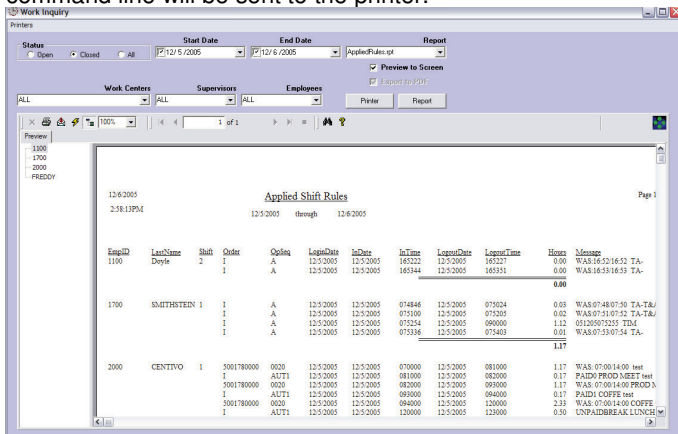
Rules can be applied in batch mode by using a command line parameter as follows:

**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**

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.



## LabMan (SQL Server): Labor Maintenance

Batch Entry by Date and Time:

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.

**SkipRules:** entries will be marked with Rule already processed.

Batch Entry by Employee:

In Time	Out Time	Elapsed	Order/Indire	OpSeq/Indir	Reference	UserKey
07:00	10:00	3.0000	500175	0010	T44	
10:00	12:00	2.0000	500174	0010	T45	R3
13:00	15:45	2.7500	500175	0020	T44	

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

# LabMan (SQL Server): Labor Maintenance

Batch Extract:

Batch Extract of Employee Work Records

From: 8/30/2004 To: 9/1/2004

EmpID Accts: [A]

EmpID	EMPNAME	TRANDATE	POSTDATE	INDIR	GLREF	ACCOUNT	WOF	DPRSE	PRTNUM	WRKCTR	HOURS	DOLLARS
ABRAB	BRABBS, AI	9/1/2004	9/1/2004	A	MSC	000678000	I	AMSC			4	0
AHAUT	HAUTAMAK	8/31/2004	9/1/2004	A	MSC	000678000	I	AMSC			5.0833	0
AHAUT	HAUTAMAK	9/1/2004	9/1/2004	A	MSC	000678000	I	AMSC			4	0
APALT	PALTZER, J	9/1/2004	9/1/2004	A	MSC	000678000	I	AMSC			4	0
AZURA	ZURAWSKI	8/31/2004	9/1/2004	A	MSC	000678000	I	AMSC			5.0833	0
AZURA	ZURAWSKI	9/1/2004	9/1/2004	A	MSC	000678000	I	AMSC			4	0
BBARN	BARNS, BA	8/31/2004	9/1/2004	A	MSC	000678000	I	AMSC			5.0833	0
BKUBI	KUBIN, BRI	8/31/2004	9/1/2004	A	MSC	000678000	I	AMSC			5.0833	0
BLYNC	LYNCH, BO	8/31/2004	9/1/2004	A	MSC	000678000	I	AMSC			5.0833	0
BSEVE	SEVERSON	8/31/2004	9/1/2004	A	MSC	000678000	I	AMSC			5.0833	0
BSTEP	STEPHENS	8/31/2004	9/1/2004	A	MSC	000678000	I	AMSC			5.0833	0
AHAUT	HAUTAMAK	8/30/2004	9/1/2004	A		400510000	I	A		MILL	2	0
AHAUT	HAUTAMAK	8/30/2004	9/1/2004	A		400510000	I	A		MILL	5.9333	0
AHAUT	HAUTAMAK	8/31/2004	9/1/2004	A		400510000	I	A		MILL	2	0
AHAUT	HAUTAMAK	8/31/2004	9/1/2004	A		400510000	I	A		MILL	6	0
AZIRA	ZURAWSKI	8/30/2004	9/1/2004	A		400510000	I	A		SHIP	4.4667	0

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

Batch Extract Table: BatchPayTrans

Microsoft Access

File Edit View Insert Tools Window Help

BatchPayTrans : Table

Field Name	Data Type
EmpID	Text
EMPNAME	Text
TRANDATE	Date/Time
POSTDATE	Date/Time
INDIRECTCODE	Text
GLREF	Text
ACCOUNT	Text
WORKORDER	Text
OPRSEQ	Text
WRKCTR	Text
HOURS	Number
DOLLARS	Number

## LabMan (SQL Server): Labor Maintenance

### Security:

This form is used to maintain access to the application.

	EMPID	NAME	Password	Administrator
1	1100	Doyle, Jenny .	SALADAYS	<input type="checkbox"/>
2	1101	HEMSON, DENBO Q.	ONE MORE	<input type="checkbox"/>
3	111	{Internal User}	WONDER	<input checked="" type="checkbox"/>
4	3333	{Internal User}	HOHUM	<input checked="" type="checkbox"/>
5	4444	{Internal User}	BIGBOSS	<input checked="" type="checkbox"/>
6	5555	{Internal User}	LITTLEBOSS	<input checked="" type="checkbox"/>
7	CHARLIE	{Internal User}	45577777	<input type="checkbox"/>
8	FREDDY	JONES, FREDERICK X.	FGHJK	<input type="checkbox"/>
9	JENNY	{Internal User}	7689YY	<input type="checkbox"/>
10	MANAGER	{Internal User}	PASSWORD	<input checked="" type="checkbox"/>
11				<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.

### Switches:

**Settings**

**Supervisor Organization**

N/A     Great Plains     Other

**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**  
MSC-000678000

**Default Indirect Code**  
B-300510000

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/Out 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

# LabMan (SQL Server): Labor Maintenance

## 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

## Work Center Departments:

W/C	Dept	Description
AUTIN	ACCT	Automatic Insertion Line
BTEST	INST	PCB Automated Tester
BURN	INST	Burn-In
EASSY	ACCT	Electrical Assembly
ETEST	INST	Engineering Test
FINQA	PCRC	Final Inspection
HEAT	INST	Heat Treating (Outside)
IPQA	PCRC	In-Process QA
MANIN	ADMN	Manual Insertion Line
MASSY	INST	Mechanical Assembly
MILL	SPTS	Milling Department
PACK	INST	Packaging & Shipping
PAINT	PCRC	Paint Booth
PLATE	INST	Chemical Plating

GLRef	Dept	Account	UDFRef
MSC	ADMN	000678000	HVAC TES
RDA	ADMN	000520000	PERFORM
RDB	PCRC	000521000	HOLIDAY
RMA	SALE	012004760000	HOLIDAY
SUP	PCRC	000570000	HOLIDAY
TIM	SPTS	0001004	HOLIDAY

This form will be used to assign a Great Plains Department to each MAX Work Center to be used when creating individual direct labor payroll transactions.

This form will be used to assign a Great Plains Department to each MAX GLRef to be used when creating individual indirect payroll transactions.

# LabMan (SQL Server): Labor Maintenance

## Employee Work Maintenance:

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

MAX LabMan v 2005.0.3  
Administration ApplyRules Batch Entries Inquiries Post

Start Date: 4/18/2005 End Date: 4/19/2005 Supervisor: ALL

Summary Details Query

Summary

EmpID	First Name	Middle Name	Last Name	Total Hours	Paid Hours	Approved
1000	SALLY	Q	WATSON	15.99	15.99	N
1101	DENBO	Q	HEMSON	09.70	09.70	N
1102	SENTO	V	GILES	30.21	30.21	N
1103	HUGH	V	JACMAN	12.27	12.27	N
1104	BENJIE	V	BORDEN	08.73	08.73	N
1105	FRED	G	QUINCY	08.25	08.25	N
1108	SEXTO	V	SIERRA	00.08	00.08	N
1200	T		EST1200	12.55	12.55	N
1300	BEDROCK	J	CALHOUN	00.12	00.12	N
1500	BILLBOB	H	HANKLE	01.00	01.00	N
1600	SETH	R	PAGE	28.34	28.34	N
1700	MONTY	G	HENSON	09.74	09.74	N

MANAGER MAX DSN: MAX 7 SAM GP DSN: TRI GP6

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:

MAX LabMan v 2005.0.17  
Administration ApplyRules Batch Entries Inquiries Post

Start Date: 6/23/2005 End Date: 6/24/2005 Supervisor: ALL

Summary Details Query

Employee Work Records: 1200 EST1200, T

Employee Work Approve

Record Types:  Include Paid  Include UnPaid

Hours	Total	Paid
	22.65	10.00

EmpID	First Name	Middle	Last Name	Wk Cntr	Shift
1200	T		EST1200		

WC	LogInDate	LogInTime	InDate	InTime	Order	OpSeq	ATC	Elapsed	JtyCom	JtyScor	TNY Date	NX Tim	Status	Shift	Reference	UserRef	Approved	Rules	IsPaid	Allocated
6/23/2005	152400	6/23/2005	152400	I	BTM	B	00.10	0	0	0	6/23/2005	153000	C	8	TA-	UNPAID BEFORE	N	Y	N	
6/23/2005	152400	6/23/2005	153000	I	AMSC	A	10.75	0	0	0	6/24/2005	021500	C	8	TA-	SET=SHIFT END	N	Y	Y	
6/23/2005	152300	6/23/2005	153000	I	AMSC	B	02.80	0	0	0	6/23/2005	180000	C	8	NOT TA	WAS: 15:23:02:43	N	Y	Y	
6/23/2005	152300	6/23/2005	180000	I	AUT1	A	00.17	0	0	0	6/23/2005	181000	C	8	NOT TA	PAIDBREAK14	N	Y	Y	
6/23/2005	152300	6/23/2005	181000	I	AMSC	A	01.83	0	0	0	6/23/2005	200000	C	8	NOT TA	WAS: 15:23:02:43	N	Y	Y	
6/23/2005	152300	6/23/2005	200000	I	AUT1	A	00.50	0	0	0	6/23/2005	203000	C	8	NOT TA	UNPAIDBREAK3	N	Y	N	
6/23/2005	152300	6/23/2005	203000	I	AMSC	A	02.00	0	0	0	6/23/2005	223000	C	8	NOT TA	WAS: 15:23:02:43	N	Y	Y	
6/23/2005	152300	6/23/2005	223000	I	AUT1	A	00.25	0	0	0	6/23/2005	224500	C	8	NOT TA	PAIDBREAK15	N	Y	Y	
6/23/2005	152300	6/23/2005	224500	I	AMSC	A	01.25	0	0	0	6/24/2005	000000	C	8	NOT TA	WAS: 15:23:02:43	N	Y	Y	
6/23/2005	152300	6/24/2005	000000	I	AUT1	A	00.25	0	0	0	6/24/2005	001500	C	8	NOT TA	UNPAIDBREAK9	N	Y	N	
6/23/2005	152300	6/24/2005	001500	I	AMSC	A	02.00	0	0	0	6/24/2005	021500	C	8	NOT TA	SET=SHIFT END	N	Y	Y	
6/23/2005	021500	6/24/2005	021500	I	BTM	A	00.47	0	0	0	6/24/2005	024300	C	8	NOT TA	UNPAID SHIFTEnd	N	Y	N	
6/23/2005	021500	6/24/2005	021500	I	BTM	A	00.47	0	0	0	6/24/2005	024300	C	8	TA-	UNPAID SHIFTEnd	N	Y	N	

MANAGER MAX DSN: MAX 7 SAM GP DSN: TWO\_Local

Click on a line to display the Employee Work maintenance form

## LabMan (SQL Server): Labor Maintenance

Employee Work Maintenance Form:

The screenshot shows the 'Employee Work' form with the following fields and values:

Name	1200	New	
Name	EST1200, T		
Login Date	6 /23/2005	Login Time	15:23:00
Record Status	C - Closed	Record Type	I - InDirect
Work Order	1	Operation Sequence	AMSC
Labor Type	E - Employee	Work Center	
Shift	6 - 6TH	Account Type	B
Start Date	6 /23/2005	Start Time	15:30:00
End Date	6 /23/2005	End Time	18:00:00
Run Time	2.5	Tran Reference	NOT TA
Setup Time	0	User Reference	WAS: 15:23/02:43
Quantity Completed	0	Scrapped	0
Queue Quantity		Allocated	1
Unit of Measure		IsPaid	<input checked="" type="checkbox"/>
		Is Approved	<input type="checkbox"/>
		Rule Processed	<input checked="" type="checkbox"/>

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.

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 Supervisor code.

# LabMan (SQL Server): Labor Maintenance

## Inquiries/Reports:

**Active Employees:** displays open employee work records by supervisor.

Active Employees

Supervisor: ALL

Supervisor	EmpID	Name	Order	OpS	InDate	InTime	Elapsed
1100	1300	MAXGUIRE, JERRY	5000230000	0010	12/05/2005	16:47:25	0.1183
1100	1106	SIERRA, SEXTO	3000430000	0010	06/13/2005	11:06:10	4205.805
1100	1400	SMITH, TESTER	5001080000	0010	09/19/2005	13:29:36	1851.415
1100	1400	SMITH, TESTER	I	A	11/01/2005	14:42:53	818.1939
1100	BUCH000	Buchanan, Nancy	5000440000	0040	09/29/2005	07:15:57	1617.642
1105	1500	HANKLE, BILLBOB	5000230000	0010	12/05/2005	16:47:20	0.1197
1105	1800	MOONEY, SALLY	5000940000	0010	09/30/2005	10:14:19	1590.67

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

Order Information

Work Order: 50000064 | 11000 Computer

Status: 3 Due Date: 7/20/2006

Job Progress:

OpSeq	Status	W/C	QtyRem	QtyComp	StdRunHrs	ActRunHrs	StdSetHrs	ActSetHrs
0001	C	RWRK	0	3	0	0.0386	0	0
0010	Y	EASSY	1	99	0.25	16.7626	1	0
0017	C	RWRK	0	1	0	0.0944	0	0
0018	C	RWRK	0	4	0	0.0977	0	0
0019	C	RWRK	0	5	0	0.0136	0	0
0020	Y	BURN	89	10	24	6430.2336	2	0
0029	C	RWRK	0	1	0	2.1255	0	0
0030	Y	FINQA	9	1	0.1	0.0752	0	0

Labor Transactions:

TCode	OpSeq	W/C	RefDes	Date	Time	Qty	RunHrs	SetHrs	UDFRef
P	0010	EASSY	1000	07/20/06	10:04:39	10	16.6533	0	
P	0019	RWRK	1000	07/20/06	10:05:40	5	0.0136	0	
P	0020	BURN	1000	07/20/06	10:05:41	5	0	0	
P	0018	RWRK	1000	07/20/06	10:11:12	4	0.0977	0	
P	0020	BURN	1000	07/20/06	10:11:13	4	0	0	
P	0030	FINQA	1000	07/20/06	10:15:45	0	0.0752	0	
P	0010	EASSY	1000	07/20/06	10:20:33	85	0.0455	0	
Q	0001	RWRK	1000	07/20/06	10:20:51	3	0.0386	0	
P	0010	EASSY	1000	07/20/06	10:20:52	3	0	0	
P	0029	RWRK	1000	07/20/06	12:46:46	1	2.1255	0	
P	0030	FINQA	1000	07/20/06	12:46:47	1	0	0	
P	0020	BURN	1000	07/20/06	12:52:26	1	0	0	
P	0017	RWRK	1000	07/20/06	12:52:26	1	0.0944	0	
P	0020	BURN	1200	07/20/06	12:52:51	0	6430.233	0	
P	0010	EASSY	1200	07/20/06	12:56:48	1	0.0638	0	

# LabMan (SQL Server): Labor Maintenance

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

Dynamics GP Transactions

Post Date: 3 / 2 /2007 Employee ID: All

PostDate	BatchID	EmpID	Hours	PayCode	Dept	Refer	Status
3/2/2007	MXL070305152505	1400	8.0000	HOURL	ADMN	I:RDA	91
3/2/2007	MXL070305152505	1500	8.0000	HOURL	ADMN	I:RDA	91
3/2/2007	MXL070305152505	1600	8.0000	HOURL	ADMN	I:RDA	91
3/2/2007	MXL070305152505	1700	8.0000	HOURL	ADMN	I:RDA	91
3/2/2007	MXL070305152505	1800	8.0000	HOURL	ADMN	I:RDA	91
3/2/2007	MXL070305152505	1900	8.0000	HOURL	ADMN	I:RDA	91
3/2/2007	MXL070305152505	2000	8.0000	HOURL	ADMN	I:RDA	91
3/2/2007	MXL070305152505	9000	8.0000	HOURL	ADMN	I:RDA	91
3/2/2007	MXL070305152505	BUCH000	8.0000	HOURL	ADMN	I:RDA	91
3/2/2007	MXL070305152505	DOYL000	8.0000	HOURL	ADMN	I:RDA	91
3/2/2007	MXL070305152505	FREDDY	8.0000	HOURL	ADMN	I:RDA	91
3/2/2007	MXL070305152505	STEW000	8.0000	HOURL	ADMN	I:RDA	91
3/2/2007	MXL070305152505	WEST000	8.0000	HOURL	ADMN	I:RDA	91
3/2/2007	MXL070305152505	YOUN000	8.0000	HOURL	ADMN	I:RDA	91
		Batch Hours:	208.00				
		Total Hours:	208.00				

## Crystal Report Viewer:

Work Inquiry

Status: Open End Date: 10/18/2005 Report: AppliedRules.rpt

Work Centers: ALL Supervisors: ALL Employees: ALL

Preview

10/18/2005  
12:34:59PM

Applied Shift Rules  
10/17/2005 through 10/18/2005

EmpID	LastName	Shift	Order	OpSeq	LoginDate	LoginTim
11000	JONES	I		A	10/17/2005	155839
1101	HEMSON	I	5000940000	0010	10/17/2005	070500
		I		A1TT1	10/17/2005	070500

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.

## LabMan (SQL Server): Labor Maintenance

### Post:

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

**Post to Dynamics GP**

**By Supervisor**

ALL

**Start Date** 6 /29/2009 **End Date** 6 /29/2009

**Round Hours:**

**Enter a Manual Batch ID?**

MXL070305151607

**Batch Comment**

MANUAL

**Posting Status**

Batch: MXL070305151607

Empid: 1000 HOUR  
TrxNo: 765 Added;UPR10302  
TrxNo: 766 Added;UPR10302  
TrxNo: 767 Added;UPR10302  
TrxNo: 768 Added;UPR10302  
Empid: 1100 HOUR  
TrxNo: 769 Added;UPR10302  
TrxNo: 770 Added;UPR10302  
TrxNo: 771 Added;UPR10302  
TrxNo: 772 Added;UPR10302  
Empid: 11000 HOUR  
TrxNo: 773 Added;UPR10302  
Empid: 1101 HOUR  
TrxNo: 774 Added;UPR10302  
TrxNo: 775 Added;UPR10302  
TrxNo: 776 Added;UPR10302  
TrxNo: 777 Added;UPR10302

Post

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)

# LabMan (SQL Server): Labor Maintenance

## Dynamics GP Batch:

**Payroll Batch Entry**

Batch ID:     Origin:   
 Comment:

Frequency:     Posting Date:   
 Recurring Posting:     Last Date Posted:   
 Days to Increment:     Times Posted:

	Control	Actual
Transactions	<input type="text" value="52"/>	<input type="text" value="52"/>
Employees	<input type="text" value="11"/>	<input type="text" value="11"/>

Approved    User ID:     Approval Date:    

**Payroll Transaction Entry**

Batch ID:     LABMAN 11/7/03

**Transaction Defaults**  
 Pay Period From:     Days Worked:   
 To:     Weeks Worked:

**Data Entry Options**  
 Current 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

# LabMan (SQL Server): Labor Maintenance

## 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: [ ]

Passwords

Vacation Available: [ ]

Sick Time Available: [ ]

Maintain History

Check

Transaction

Account Distribution

Defaults

Computer: PAYROLL

Manual: PAYROLL

Check Format: Stub on Top - Continuous

Last Year-End Update: [ ]

Options Classes

OK Cancel

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

## Supervisors:

Supervisor Setup

Save Clear Delete

Supervisor Code: SUP1

Description: MFG GROUP 1

Employee ID: BONI0001

Name: Bonifaz, Luis

by Supervisor Code

## Employees:

Employee Maintenance

Save Clear Delete

Employee ID: BARB0001

Class ID: INST

Inactive

Last Name: Barbariol

First: Angela

Middle: [ ]

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

Employment Type: Full Time Regular

Address ID: PRIMARY

Address: 332 NE 45th Ave

City: Fort Wayne

State: IN

ZIP Code: 46802-3934

Country: USA

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: [ ]

Supervisor: SUP2

Address Additional Information Vac/Sick

by Employee ID