

(1) Valid Jobs functionality

By default, **TimeCosting-PC** allows employees to report upon any job. However, there are organizations where <u>some of the jobs can be performed only by particular employees</u> due to their training, certification, position or any other factor.

In order to address the requirement, we have developed **DEMPVALJ.EXE**.

In order to enable the validity jobs functionality, load "Time Costing Configuration file" and select the "Job Scheduling and Valid Jobs" tab.

TC System Configuration		
Definition of Levels	Level Relations	TC Options
Combined Rates	Rate Assignment Order	Job Scheduling And Valid Jobs
 Enable Job Scheduling Enable List of Valid Jobs Per Em Enable Invalid Job Authorization Define Job Level Flag a Non Scheduled Job as an TK Manual Category Indicating an U 	Job Exception Joscheduled\Invalid Job Has Been Authorize Job Authorization	▼ ▼ ed

Screen input parameters (i.e. with regards to Valid Job functionality ONLY)

Enable List of Valid Jobs	Enable Valid Jobs. If disabled, any job can be scheduled (and reported!) regardless of the employee.				
Enable Invalid Job Authorization	Enable the operator to manually authorize an invalid job i.e. schedule job (TSM) and actual job (TCDAY).				
Define Job Level	Define Job Level for valid jobs. Only one user-definable level is supported in the valid jobs mechanism.				
Manual Category for Authorization	If an unscheduled job / Invalid job has been reported in the DAILY file, use a manual pay category for authorization. Note that the pay category has to be a manual TC pay category.				

Load "Setup menu - Add/Edit TimeCosting Setup Files - Add/Edit Employee Valid Jobs" and select the employee for specifying valid jobs:

🖶 Valid Jobs Definition (Per Employee)											
Г	Employee Number		– First	- First Name -							
7		Browse MCFARLAN	RICHARD								
	_	Jobs	5								
	Job	Description	Start Day	Finish Day	Default						
1	5412	UN SETUP LEADHND	05/14/2002	12/31/2099	No						
2	5413	UN SETUP CLASS 1	01/01/2002	05/15/2002	No						
3	5414	UN SETUP CLASS2	01/01/2002	12/31/2099	No						
4	5418	UN SETUP CASUAL	01/01/2002	12/31/2099	No						
5	6020	SERVICE DESK	05/14/2002	12/31/2099	Yes						
6	6107	UN DISHWASHER	01/01/2002	12/31/2099	No						
7	9999	Lost Hours	01/01/2000	12/31/2099	No						
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Adding Job In order to add a valid job simply use the "add Line" button and select the job from the list. The "Start day" and "End Date" designates the validity dates for the job.

The end-user may define one of the jobs as the employee's default. The default job will use for both scheduling and daily reporting.

Deleting Job In order to add a valid job simply use the "Delete Line" button. The job will be deleted accordingly.

Getting Results

The Validity job mechanism affects the **Scheduler** (i.e. Current Schedule / TSM Browser) and the **Daily Browser.** The affect is as follows:

Valid jobs will be **highlighted in GREEN.** Invalid jobs will be **highlighted in RED**.

Example / Daily Browser (i.e. TCDAY is the secondary file)

· 🗌	TCDAY (Daily Job Transfers/TC)																
	Record Date	Department		Job		Start Time	End Time	Duration	Percent	Regular)vertim	Double time	Night Premium			Costing Rate	Costing
	05/17/2002	26	5413	UN SETUP CLASS 1	•	7:00	15:15	1:15	0.63	1.15			1.15	Ш	Т	12.970	16.21
	05/17/2002	26		NUMBER				NAM	E			-	0.45			15.120	11.34
				5405		EVENT SECURITY											
				5410		TICKET TAKERS											
				5412		UN SETUP LEADHND											
				5413		UN SETUP CLASS 1											
				5414		UN SETUP CLASS2											
				5418		UN SETUP CASUAL											
				6020		SERVICE DESK											
				6100		LIN BUSPERSON											

When reporting an invalid job in the daily browser (where system is set to "Enable invalid Job Authorization") the following message will appear:



Note: "Job Authorization" is a manual pay-category (i.e. a TC Pay Category) within predefined in the TC configuration file.

The advantage of authorizing invalid jobs using a manual pay category is the ability to generate a report specifying those records i.e. invalid jobs report.

For authorizing the invalid job, set "Job Authorization" field to "1" and recalculate. The following message appear:



The record will be calculated ONLY when selecting "Yes".



Menu Changes / Additions

Employee Valid Jobs

Activities Edit/View Reports & Graphs Main	ntenance 🛛	<u>S</u> et-Up <u>W</u> indow <u>H</u> elp		المحتا المتتبا السنا السبا المتنا
🞯 • 🍠 • 🖪 • 😽 • 🚑 •	Add/Edit <u>S</u> hared Set-Up Files	•		
		Add/Edit TimeKeeper Set-Up Files		
🔜 TC System Configuration		Add/Edit Time <u>C</u> osting Set-Up Files		Add/Edit <u>T</u> C Configuration File
Definition of Levels		Add/Edit <u>D</u> ep-Allocation Set-Up Files	•	Add/Edit Category Evaluation Parameters
Combined Rates	Rate	Add/Edit <u>T</u> SM (Scheduling Module) Set-Up Files	۰.	Add/Edit Department
		Add/Edit <u>B</u> enefit Accrual Set-Up Files	•	Add/Edit Batch
Enable Job Scheduling		Add/Edit System Security & Audit Trail Files	F	Add/Edit Part
Enable List of Valid Jobs Per Employe	ee	Add/Edit Configuration Files	▶ -	
Enable Invalid Job Authorization	_		<u> </u>	Add/Edit <u>R</u> ates
Define Job Level		Job		Add/Edit <u>D</u> epartmental Rate Add/Edit <u>C</u> ombined Rates
Flag a Non Scheduled Job as an		Exception		Add/Edit Cost Center
TK Manual Category Indicating an Unsch	heduled Jo	b Has Been Autorized Job Authorization		Add/Edit Machine
				Add/Edit Cell
Daily Variance Bules (Table I)	No			Add/Edit Employee Default Job Assignment
				Add/Edit Employee ⊻alid Jobs (Scheduling)