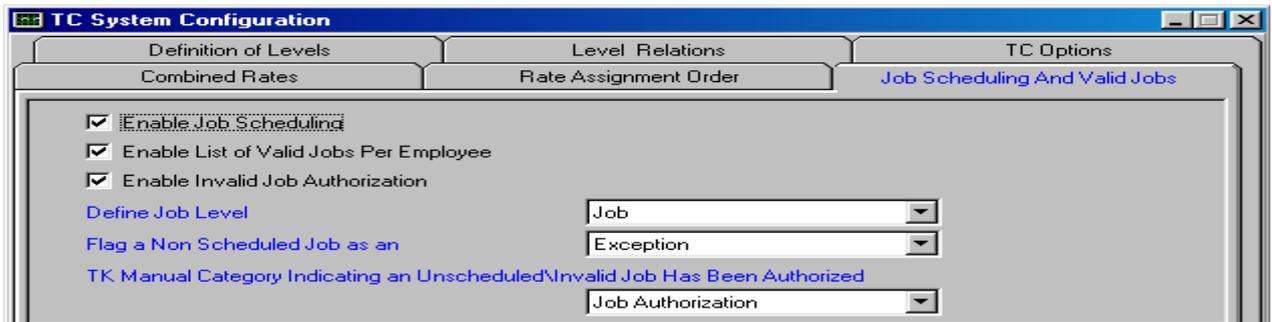


(1) Valid Jobs functionality

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

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

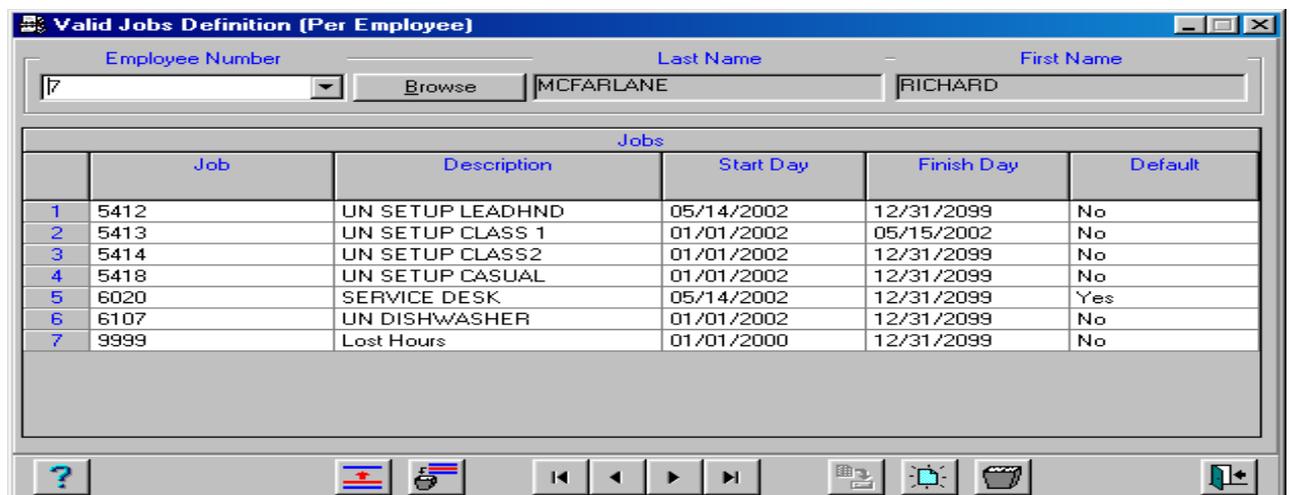
In order to enable the validity jobs functionality, load "Time Costing Configuration file" and select the "Job Scheduling and Valid Jobs" tab.



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:



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:

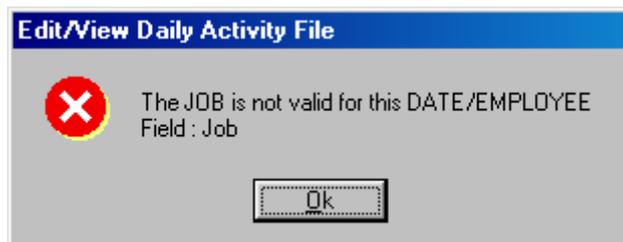
Valid jobs will be **highlighted in GREEN**.

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	12.970	16.21	
05/17/2002	26	NUMBER								0.45	15.120	11.34	
		5405											
		5410											
		5412											
		5413											
		5414											
		5418											
		6020											
		6100											

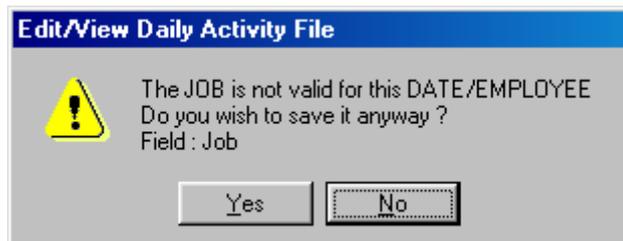
When reporting an invalid job in the daily browser (where system is set to "Enable invalid Job Authorization") the following message will appear:



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.

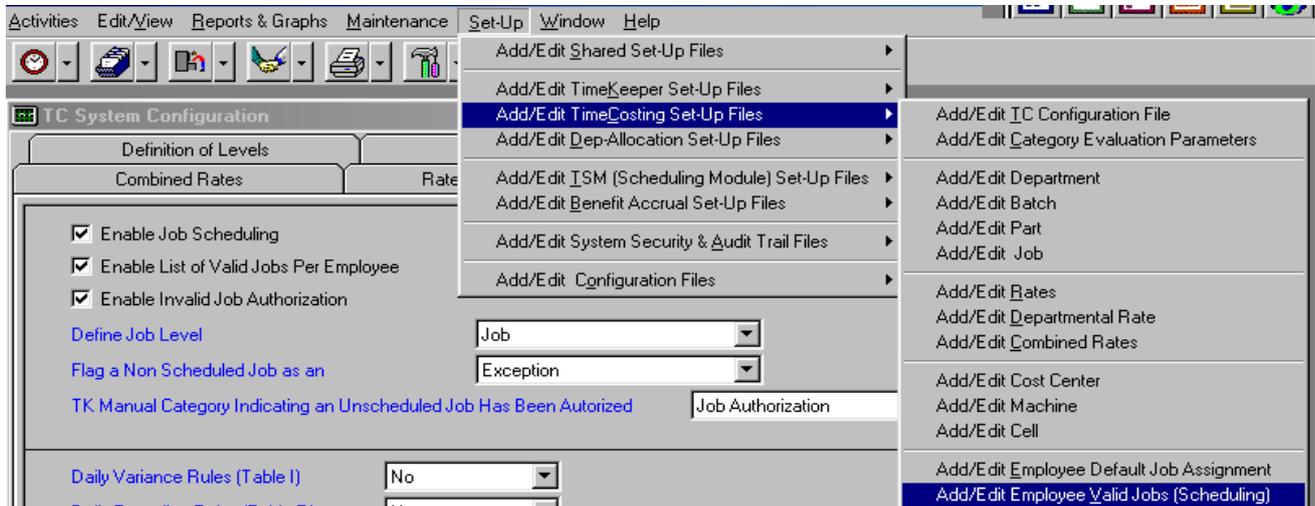
For authorizing the invalid job, set "Job Authorization" field to "1" and recalculate. The following message appear:



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

Menu Changes / Additions

Employee Valid Jobs



The screenshot displays the 'TC System Configuration' window with the 'Set-Up' menu open. The menu items are as follows:

- Add/Edit Shared Set-Up Files
- Add/Edit TimeKeeper Set-Up Files
- Add/Edit TimeCosting Set-Up Files
- Add/Edit Dep-Allocation Set-Up Files
- Add/Edit ISM (Scheduling Module) Set-Up Files
- Add/Edit Benefit Accrual Set-Up Files
- Add/Edit System Security & Audit Trail Files
- Add/Edit Configuration Files
- Add/Edit IC Configuration File
- Add/Edit Category Evaluation Parameters
- Add/Edit Department
- Add/Edit Batch
- Add/Edit Part
- Add/Edit Job
- Add/Edit Rates
- Add/Edit Departmental Rate
- Add/Edit Combined Rates
- Add/Edit Cost Center
- Add/Edit Machine
- Add/Edit Cell
- Add/Edit Employee Default Job Assignment
- Add/Edit Employee Valid Jobs (Scheduling)

The 'Add/Edit Employee Valid Jobs (Scheduling)' option is highlighted in blue. The background window shows configuration options such as 'Enable Job Scheduling', 'Define Job Level', and 'Daily Variance Rules'.