****CLOCK IN / CLOCK OUT****

PROGRAM NAME: WOSHOP
MENU OPTION TITLE: ****CLOCK IN / CLOCK OUT****
MAIN MODULE: Manufacturing
HELP KEY ACTIVE: Yes

PROGRAM OVERVIEW

This program allows you to track all employees time for the purposes of payroll and direct manufacturing job time entry. It utilizes the system clock and date so it must be correct in order for the program to function correctly.

There are two sets of terms used when referring to the time entry screen. The first set of terms is CLOCKIN and CLOCKOUT. You CLOCKIN when you begin work in the morning or return from lunch. You CLOCKOUT when you leave work at night or leave for lunch. The second set of terms is LOGIN and LOGOUT. You LOGIN when you begin work on a work order. You LOGOUT when you are finished working on the work order you are logged in to.

NOTE: Before you CLOCKOUT at the end of the day or for lunch, you must first LOGOUT of any work order you are currently logged in on. Also, you must CLOCKIN first before you can LOGIN.

PROGRAM OPERATION

UP or DOWN arrows to highlight - RETURN to select': You will first select which department you are going to work in. These departments are set up in the maintenance program in the time keeping menu. Now, based on how the department was setup, this program will determine whether to bring up a choice of the next two programs. If the department is set up for only payroll time, then the program "WOTIMCLK" will automatically pull up, only allowing such time. If the department was set up for manufacturing time input, then the program "WOTIMENT" will automatically pull up, which allows both payroll and job cost time/quantity input.

The following examples demonstrate how to use the time entry screen to CLOCKIN, LOGIN, LOGOUT, and CLOCKOUT.

If at any time while using the work orders time entry screen you encounter problem, you should immediately go to your supervisor so that your supervisor can make any necessary corrections.

To CLOCKIN or CLOCKOUT, do the following:

You will choose whether you are clocking in (choice #1) or clocking out (choice #2). If you attempt to clock out and have not clocked in, then the system will prompt "YOU HAVE A TIME ERROR. SEE YOUR SUPERVISOR!". It will store in your ending time per the system clock. It will give you the same error If you clock in after you have clocked out on the same day.

MULTIPLE WORK ORDER TIME ENTRY

To LOGIN or LOGOUT:

The time entry system will not only let you enter time against a single work order, but will also let you enter time against multiple work orders.

To enter time on to multiple work orders, you must enter your employee number, and press <ENTER>. The system will require you to confirm that the shift and department are correct. Once you answer this question you will be required to enter in the work order number of the second job. (or third, or fourth, etc.) The system will automatically log you out of all the work orders you are currently working on and re-log you into those same work orders including the new one you are logging into. When you log out you can either log out of one or more work orders and the system will handle the time automatically!

NOTE: The amount of login/logout time accrued, divided by clock in/clock out time, and determines the efficiency of an individual. It also sets up the shop rates, by allocating labor paid to direct labor vs. indirect labor. IT CANNOT BE STRESSED ENOUGH AS TO THE IMPORTANCE OF THE ACCURACY OF ALL OF THE ABOVE INFORMATION! The job cost module depends on it, as well as many other important reports.