



MISys® SBM - Labor Tracking

MISys SBM Labor Tracker is a utility program designed to work in conjunction with MISys Small Business Manufacturing. It is intended to capture the elapsed time employees spend working on specific jobs and production orders.



Dashboard



Planning



Purchasing



Production



Stock Control



Master Files



Reports



Accounting



Administration

MISys SBM Labor Tracker can be installed on any compatible PC running Microsoft Windows XP or Vista (with Microsoft .NET 2.0 or above).

MISys SBM Labor Tracker can be installed and run from multiple PCs as long the same data file is specified in the Labor Tracker Administration tab.

Communication

MISys SBM Labor Tracker communicates directly with the MISys SBM Server module. There is no requirement that the MISys SBM Client module be installed on the same computer. The setup of Labor Tracker connects the application to the MISys SBM database whether MISys SBM is running on the same PC, on another networked computer, or on a computer accessible via the Internet.

If MISys SBM Labor Tracker is installed and set for local PC operation, then a functional MISys SBM Client must exist on the same PC.

The administrative user of Labor Tracker only needs to connect to SBM once to pick up all Resource Items, Locations, Jobs and Mfg. orders for the specified SBM company database. Users can then launch and use Labor Tracker to record employee activity from any PC without requiring a reconnection to SBM until the Admin user is ready to Post the entries to SBM or if the Admin user desires to update the list of Jobs or Mfg. Orders as new ones are created in SBM.

Resource-type Items

Labor Tracker depends on one or more Resource-type items being set up in the MISys SBM Item master to represent various labor rates available to your employees. Labor Tracker will also look to the MISys SBM Item master for optional overtime labor rates.

As you may know, MISys SBM never attempts to maintain an inventory for a Resource-type item, but each item carries a cost, and the program allows you to charge the cost of the Item to a specified Job or Manufacturing Order.

Labor Tracker collects the labor expended on a selected Job or Manufacturing Order as the quantity of any Resource-type labor items and ultimately posts that quantity against the Job or Manufacturing Order.

Employees

The program allows you to establish a list of Employees whose work you wish to track. These Employees do not have to be entered in the MISys SBM User master.

At your option, you may associate each Employee with a specific rate, and a specific location where he/she performs the work you wish to track. Or, you may allow an Employee to use any available labor rate -- or to perform the work at any valid Location.



Employees can be configured individually to require authentication. If this option is enabled, the Employee will be prompted to enter their employee ID each time they want to perform an action using the Labor Timer.

Labor Timers

MISys SBM Labor Tracker allows you to launch a timer window for any specified Employee. Each timer will record the elapsed time for the specified Employee/Labor Item/Location. You may pause the timer and restart the timer at will, and you may enter a comment which will be recorded on the Time Sheet when you close the timer window.

Overtime

By enabling the Compute Overtime option and establishing an alternative labor item for specific employees, Labor Tracker will automatically switch to the alternate labor item (overtime rate) after a specified number of timed hours, or the manually at user command.

The Administrative user can also apply overtime for one or more employees over multiple Employee log entries.

Time Sheet Entries

Transactions resulting from timers being launched and subsequently closed for specific Employee/Labor Item/Locations are accumulated in Labor Tracker. Unless the Auto-approve option is enabled, these entries are held in a state called "Submitted" where they may be edited by anyone logged into the Labor Tracker Administration console.

Approval

Unless the Auto-approve option is enabled, Time Sheet entries in the Submitted state must be approved by an Administrator before they can be posted to the corresponding Job or Manufacturing Order in MISys SBM.

When Time Sheet entries are approved, the Posting log is automatically updated to reflect the new accumulated

unposted labor hours for each Job or Manufacturing Order in MISys SBM.

Enabling the Auto-approve option makes the approval process unnecessary, but it does mean that Time Sheet entries cannot be edited before they are posted.

Posting

When Time Sheet entries are approved, they are moved to a Posting log where they wait pending action by the administrative user. When Posting log entries are posted to MISys SBM, the Posting log posted and un-posted hours columns are updated for each Job or Manufacturing Order. Posting to MISys SBM causes the following:

1. For Job-related entries, posting causes Labor Tracker to tell MISys SBM to perform the equivalent of a Dispense of the specified resource Item from the specified Location against the specified Job.
2. For Manufacturing Order-related entries, posting causes Labor Tracker to tell MISys SBM to perform the equivalent of a Dispense of the specified resource Item from the material details of the specified Manufacturing Order. If the material details do not include the specified resource Item, it will be added to the material details for the Manufacturing Order.

History

After being posted to the Job or Manufacturing Order, the Labor Tracker Employee and Posting Logs may be cleared. In this process, the Time Sheet entries are archived in a date-named data file deposited in the Labor Tracker data folder.

Export/Import

Labor Tracker includes the ability to export Time Sheet entries to an external file, or import them from a similar file.

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