Reporting Labor in Maximo

Maximo is now the data of record for jobs and transactions (details) that are reported against those jobs over the course of the month. As per our new protocols, labor transactions that were previously entered through the Detail Labor Add (DLA) in the Job Cost System will now be reported against a work order from within the Labor Reporting application in Maximo. Additionally, any employees that previously reported labor against a job using the Online Timesheet tool on the Dataworks site will now also record their time against a work order in Maximo.

**Reporting Labor against Work Orders**

Since all labor transactions must be reported against Maximo work orders, the migration process will involve creating work orders against jobs for the work groups that may need them. Once created, these work orders will appear within the TBA (To Be Assigned) queue for that work group within the Assignment Manager application, and should be assigned to employees as necessary.

The protocols that will be used for work order creation during the migration process are as follows:

- **For jobs pertaining to Request for Service (RFS) work:** Small project (SP) work orders will be created for any work group (shop) where there exists an estimate, labor transactions, or outstanding requisitions against a job for any of their associated crafts (div trades).
- **For non-billable jobs created for tracking overhead or administrative work (e.g. sick, vacation, re-work, training, etc):** Administrative (AD) work orders will be created for any work group (shop) where there exists an estimate, labor transactions, or outstanding requisitions against that job for any of their associated crafts (div trades).

**The Labor Reporting Application**

Many of the customizations that had been implemented in Maximo because of limitations in the Job Cost System will be removed. Below is a summary of some of the most notable changes that you will see in the labor reporting application:

- Employees will no longer use the "hours type" and "pay code" fields when reporting labor. Now, standard and non-standard labor hours will be reported as either “Regular Hours” or “Premium Hours”.
- Employees are no longer restricted to reporting labor in 6 minute increments.
- The memo fields, which are used to record actions taken against a labor transaction, are no longer limited to 25 characters.

**Creating Labor Transactions**

A labor transaction can be used to report either Regular Hours or Premium hours. New fields have been added to the table menu window and transaction details screens to facilitate the entry and tracking of this data. Below is a summary of the process for creating labor transactions based on the new protocols. The (*) indicates that the step is a departure from our previous process.

To report Regular hours in the Labor Reporting application table window:

1. Click on **New Row** at the bottom of the table window.
2. In the new labor row item that appears, specify the **Labor** code and **Work Order** number.
3. Provide a description of the work performed in the **Memo** field.
4. Enter the data when work was performed in the **Start Date** field.
5. Enter the number of hours work in the **Regular Hours** field *
6. Maximo will compute the line cost of the transaction based on the standard rate of the employee.

To report Premium (non-standard) hours in the Labor Reporting Application table window:

1. Click on **New Row** at the bottom of the table window.
2. In the new labor row item that appears, specify the **Labor** code and **Work Order** number.
3. Provide a description of the work performed in the **Memo** field.
4. Enter the data when work was performed in the **Start Date** field.
5. Enter the number of hours work in the **Premium Hours** field *
6. Specify the type of non-standard hours you’d like to reported in the **Premium Pay Hours** field *
7. Maximo will compute the line cost of the transaction based on the non-standard rate of the employee.

**Reporting “Call Back”**

A separate flag has been created against a labor transaction to allow union employees to report call back hours. When this flag is selected, Maximo will update the hours and line costs fields on the labor transaction to reflect the costs that will be recovered during the billing process.

**Other Notable Changes**

Various enhancements were implemented in the Labor Reporting application in order to accommodate the Facilities Services departments where employees enter and approve labor on a weekly basis. Below is a summary of these features. *Please note that these features are not applicable to any work group where employees are accountable for reporting labor on a daily frequency, and in some cases, should not be used.*

- New fields have been added to the table window to display the labor hour totals reported by an employee during the current and previous week’s pay period.
- After creating a labor transaction, an employee can choose when to “release” that transaction to a designated approver. All transactions must be released by the employee at the end of the weekly reporting period.

**Employee Timesheets**

The Employee Timesheet that was previously available on the Dataworks site will now be available within the Employee Application in Maximo. The Timesheets has been modified to reflect the new labor entry protocols, whereby regular or premium hours are to be reported against a Maximo work order number.