



# Job Costing Manual

Version 6.2

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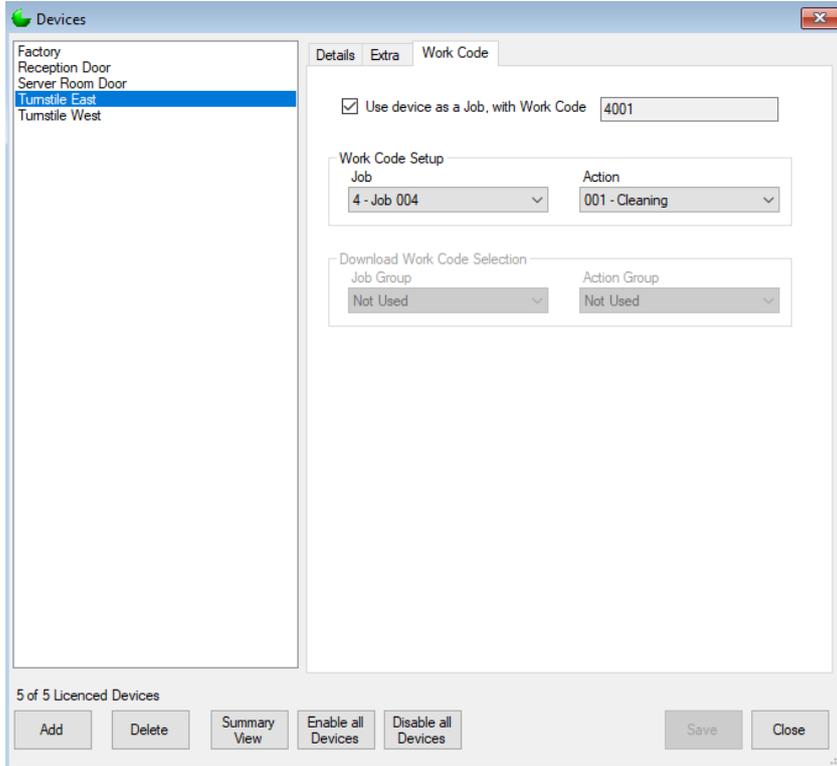
# Job Costing

Job Costing is a separate module in JT that calculates **Time** spent on particular **Actions** relating to specific **Jobs**. This module can also be used to **Count** the number of times a particular task has been completed by employees.

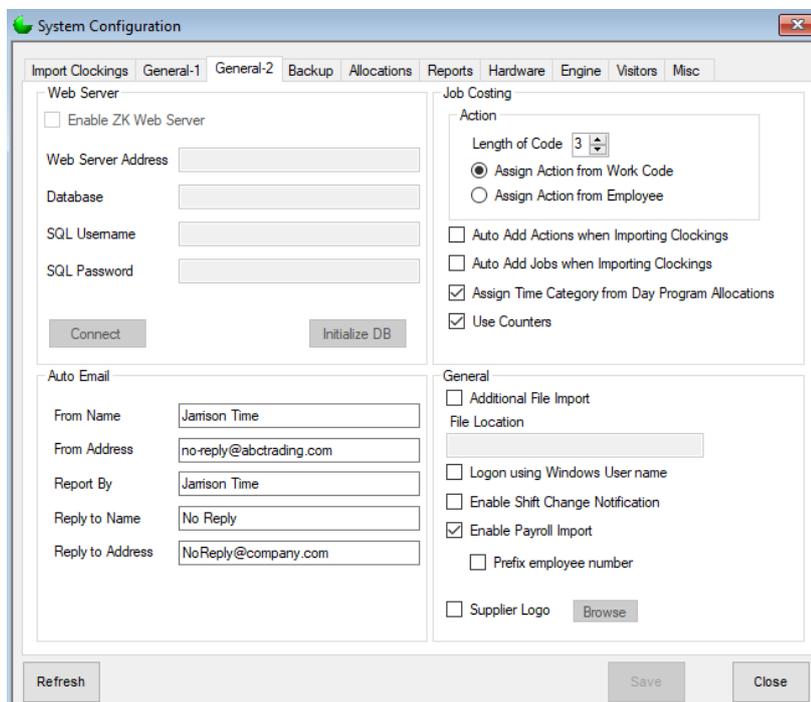
Job Costing must be enabled through '**Registration**' (under '**Configuration**' on the menu bar). Once enabled the '**Job Costing**' option will appear on the menu bar.

In order for this module to work, each employee transaction needs to be accompanied by a **Workcode**. This code can be entered manually if the device permits, or devices can be set with a particular workcode (in other words, all clockings from a device would be for a particular job and action). The workcode is made up of the **Job Number** and the **Action Code** combined.

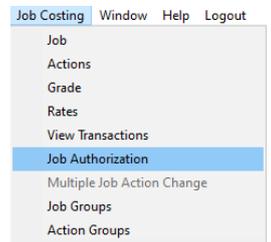
The below image shows the workcode setting applied to a device through Jarrison Time.



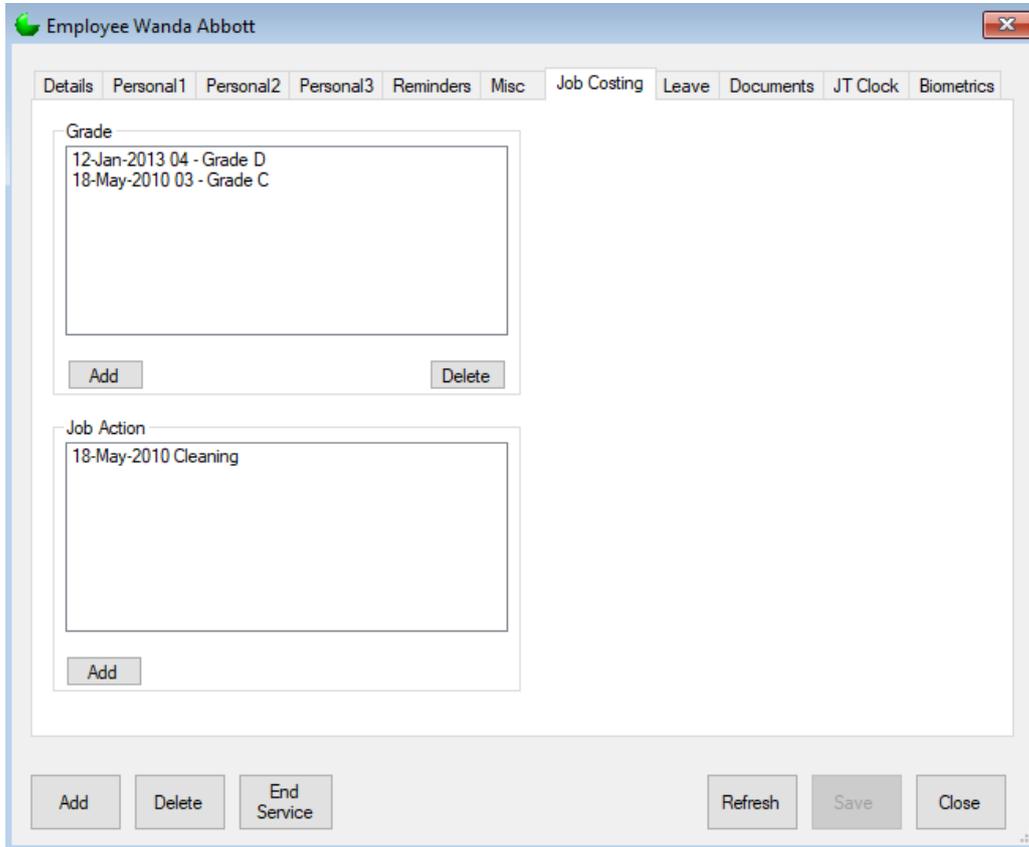
To manually transact on the device for Cleaning (001) on Job 004, an employee would need to enter or select workcode 4001 (or the device must be set with this workcode, as above). The length of the workcode can vary according to requirement. The length of the Action Code can be changed by going to '**Configuration**', '**System**' and the '**General-2**' tab, then setting the '**Length of Action portion of Workcode**' number. From this tab you can also set whether Jobs and Actions will be automatically added to JT during the import of transactions. If counters are required for job costing they can be enabled from here too.



It is possible to use Job Costing clockings to generate the same time category allocations that would be generated by normal clockings. Select the option '**Assign Time Category from Day Program Allocations**' from the **General-2** tab if this is desired. If this option is enabled, a '**Job Authorization**' option will be added to the **Job Costing** menu, allowing for processing of unauthorized time categories generated by job clockings. Note that results generated from job transactions will not display in **Daily Details** or other T&A views, they will only show under '**Job Costing**', '**View Transactions**' and '**Job Costing**', '**Job Authorization**'. This window will only display allocated unauthorized times generated by job costing clockings.



From the **General-2** window a selection can be made as to whether the action is assigned from the work code (via clocking) or if an action is assigned to an employee. In the latter case the action will be assigned from the **Employee Details** window, as below.



# Job

The 'Job' window displays a list of jobs on the left and their details on the right. The list includes Job No. and Job Description. The details section includes Job Number, Description, Short Name, Start Date, End Date, Estimate Hrs, Estimate Kg, Units, Crate, and Single.

Job No	Job Description
1	Job 001
2	Job 002
3	Job 003
4	Job 004
5	Job 005
6	Job 006
7	Job 007
8	Job 008
9	Job 009
10	Job 010
11	Job 011
12	Job 012

Job Details:

Job Number: 1

Description: Job 001

Short Name: Job 001

Start Date: 11 Jun 2014

End Date: 31 Dec 9998

Estimate Hrs: 0

Estimate Kg: 0

Units:

Crate: 3.0000

Single: 1.0000

Buttons: Add, Delete, Refresh, Export, Save, Close

From 'Job Costing' on the menu bar, go to 'Job' and enter the details of each job you would like the system to track. Note that the 'Job', 'Job Costing' and 'Unit' labels (crate, bag etc.) can be customized by going to 'Configuration', 'Custom', and then the 'Exceptions & Labels' tab. (Only Units which have a label entered will be available in Job Costing.)

The 'Export' button can be used to generate a file listing of all captured jobs. The 'Refresh' button is of use when importing actions from devices and the list needs to be updated.

## Job Groups

If JT Clock is enabled, once jobs have been setup they can be grouped together to form groups, which can later be assigned to users, devices, or used for JT Clock. 'Job Groups' is available under the Job Costing menu option. See the User Profiles section of the Configuration manual for more on restricting user accounts.

The 'Job Groups' window displays a list of job groups on the left and their details on the right. The list includes 2019 Jobs, 2020 Jobs, and 2021 Jobs. The details section includes Name, Job, and Disabled.

Details:

Name: 2019 Jobs

Job:

- 1 - Job 001
- 2 - Job 002
- 3 - Job 003
- 4 - Job 004
- 5 - Job 005
- 6 - Job 006
- 7 - Job 007
- 8 - Job 008
- 9 - Job 009
- 10 - Job 010
- 11 - Job 011
- 12 - Job 012
- 13 - Job 013

Disabled:

Buttons: Add, Delete, Save, Close

# Actions

The 'Actions' dialog box displays a list of actions on the left and details for the selected action on the right. The details include fields for Code, Name, Short Name, Action Type (Time or Counter), Time Category, Counter, and Unit. A 'Disabled' checkbox is also present.

From 'Job Costing' on the menu bar, go to 'Actions'. An action can either be a **Time** or a **Counter**. The 'Refresh' button is of use when importing actions from devices and the list needs to be updated.

## Time Action

A Time Action is used to calculate the amount of time worked on a particular job. (e.g. sweeping the floor) You will need to select a **Time Category** for the amount of time worked to be allocated to. Any number of Time Categories can be added beforehand by clicking 'Setup' then 'Time Categories' from the menu bar.

When setting up a Time Category to be used for job costing purposes, a ratio can be entered that will be used as a multiplier when calculating rates. The option applies to allocations when 'Assign Time Category from Day Program Allocations' is selected from the **General-2** tab of **System**.

The 'Time Categories' dialog box displays a list of time categories on the left and details for the selected category on the right. The details include fields for Name, Short Name, a checkbox for 'Set default as Allow auto break deduction for allocations', a checked checkbox for 'Use in Overview' with 'Fore Colour' and 'Back Colour' buttons, and a Job Costing Ratio field.

## Counter Action

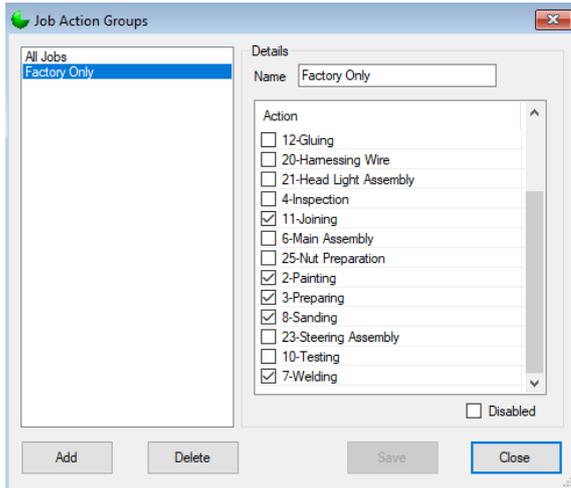
An action which is set as a Counter will need to have a **Counter** and **Unit** selected. Any number of Counters can be added beforehand by clicking 'Setup' then 'Counters' from the menu bar. For example to count how many times an employee assembles something, they will need to transact on that workcode before they start assembling the first one. Then each time they have an assembled product they need to transact again. So at the end of the day an employee with seven transactions would have assembled six products as the first one was used as a 'Start' of the assembling duty. Counters must be enabled from **Configuration, System, General-2** tab. Units can be customized from 'Configuration', 'Custom', 'Exceptions and labels'.

Job costing time categories and counters can be manipulated through Day Program rules and formulas like any other time categories or counters, if needs be.

The 'Export' button can be used to generate a file listing of all captured jobs.

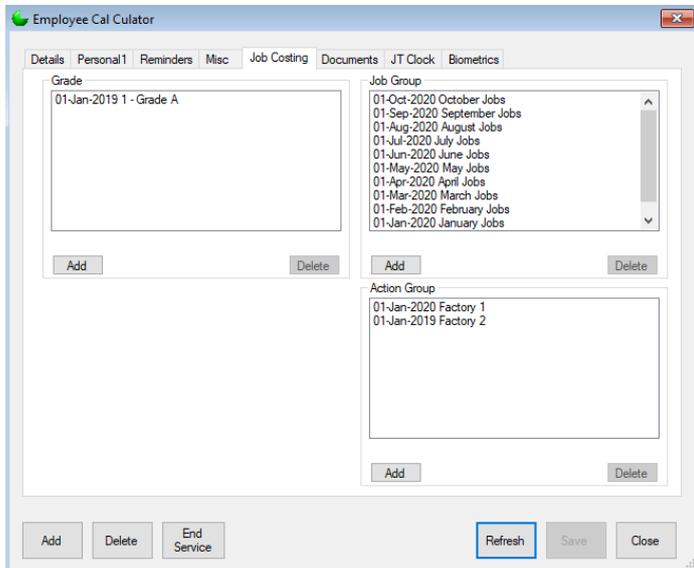
# Action Groups

If JT Clock is enabled, once actions are setup they can be grouped together to form groups, which can later be assigned to users or used for JT Clock. 'Action Groups' is available under the **Job Costing** menu option. Please see the **User Profiles** section of the Configuration manual for more on restricting user accounts.



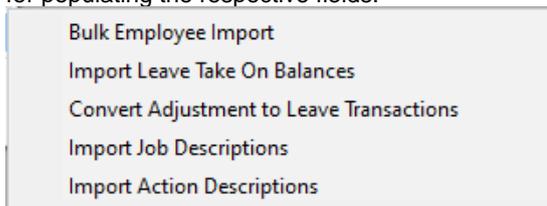
Job Groups and Action Groups must then be applied on job-costing-compatible devices, through the **Devices** window, in order to transfer them to the devices. In this way each device will have the job and action options required by it.

If JT Clock is in use and Job Costing is selected in the **JT Clock Settings** group that the employee is assigned to, there will also be options to apply a **Job Group** and **Action Group** on the **Job Costing** tab of **Employee Details**, thus limiting their available jobs and actions.



## Importing Jobs and Actions

From 'Configuration', 'Initial Setup', there are options to import **Job** and **Action Descriptions**. This will allow importing of a text/csv file for populating the respective fields.



The templates for the files can be found at **C:\Program Files (x86)\Jarrison Systems\Jarrison Time**.

## Grade

From 'Job Costing' on the menu bar, click on 'Grades'. Here you can setup grades for employees if needed. Grades can be linked with Rates (see below) to generate costing results.

The 'Grade' dialog box contains a list of grades on the left and a form for editing a selected grade on the right. The list includes:

- 01 Grade A
- 02 Grade B
- 03 Grade C
- 04 Grade D
- 05 Grade E

The form for editing a grade includes the following fields:

- Grade Code: 01
- Name: Grade A
- Short Name: Grade A
- Disabled:

Buttons at the bottom: Add, Delete, Save, Close.

## Rates

The 'Rates' dialog box contains a list of grade-action combinations on the left and a form for editing a selected rate on the right. The list includes:

- 01 - Grade A Cleaning
- 01 - Grade A Painting
- 01 - Grade A Preparing
- 01 - Grade A Inspection
- 01 - Grade A Constructing
- 01 - Grade A Harnessing Wire
- 01 - Grade A Head Light Assembly
- 01 - Grade A Dash Assembly
- 01 - Grade A Steering Assembly
- 01 - Grade A Bolt Preparation
- 01 - Grade A Nut Preparation
- 01 - Grade A Main Assembly
- 01 - Grade A Welding
- 01 - Grade A Sanding
- 01 - Grade A Fitting
- 01 - Grade A Testing
- 01 - Grade A Gluing
- 01 - Grade A Joining
- 02 - Grade B Cleaning
- 02 - Grade B Painting
- 02 - Grade B Preparing
- 02 - Grade B Inspection
- 02 - Grade B Constructing
- 02 - Grade B Harnessing Wire
- 02 - Grade B Head Light Assembly
- 02 - Grade B Dash Assembly

The form for editing a rate includes the following fields:

- Grade: 02 - Grade B
- Action: Preparing
- Rate / Hour: 25.00
- Rate / Unit: 6.00

Buttons at the bottom: Add, Delete, Save, Close.

From	To	Rate/Hour	Rate/Unit
01-01-2000	31-03-2020	20.00	5.50
> 01-04-2020	31-12-9999	25.00	6.00

From 'Job Costing' on the menu bar, click on 'Rates'. Here you can save the 'Rate per hour' for time actions and 'Rate per unit' for counter actions. Each rate is made up of a combination of a grade with the particular action.

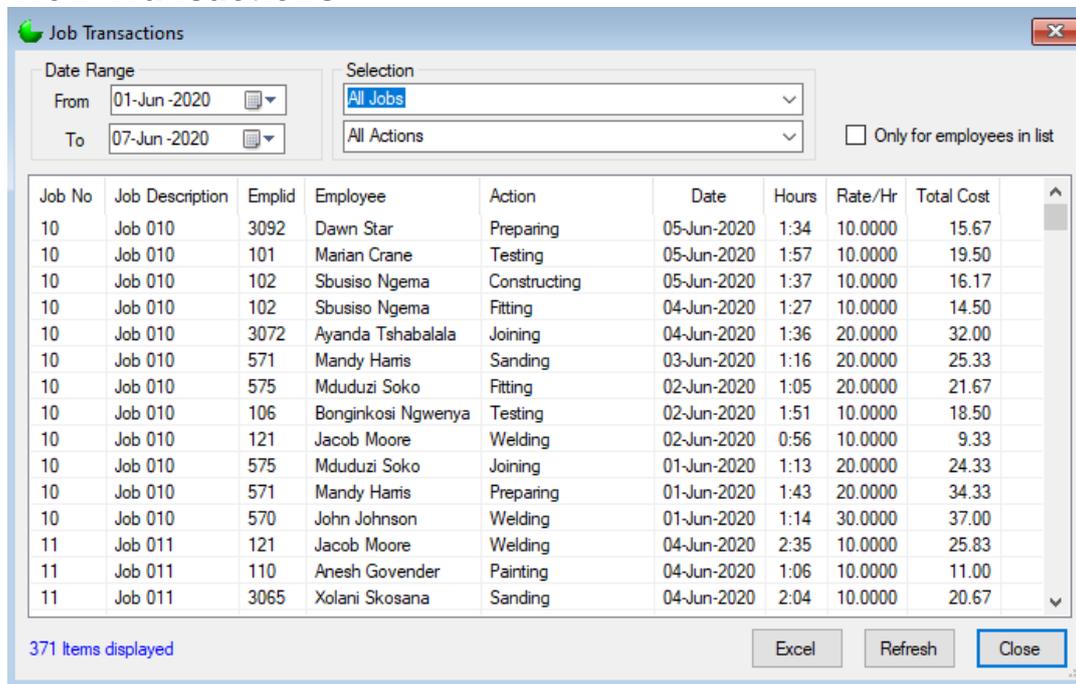
## Multiple Action Options

The 'Job Costing' menu is open, showing the following options:

- Job
- Actions
- Grade
- Rates
- View Transactions
- Job Authorization
- Job Groups
- Action Groups
- Multiple Job Action Change
- Multiple Grade Change
- Multiple Job Group Change
- Multiple Action Group Change

Options for various Job Costing related actions can be found at the bottom of the 'Job Costing' menu option. Note 'Multiple Job Action Change' only becomes available when assigning actions from employees in System Configuration.

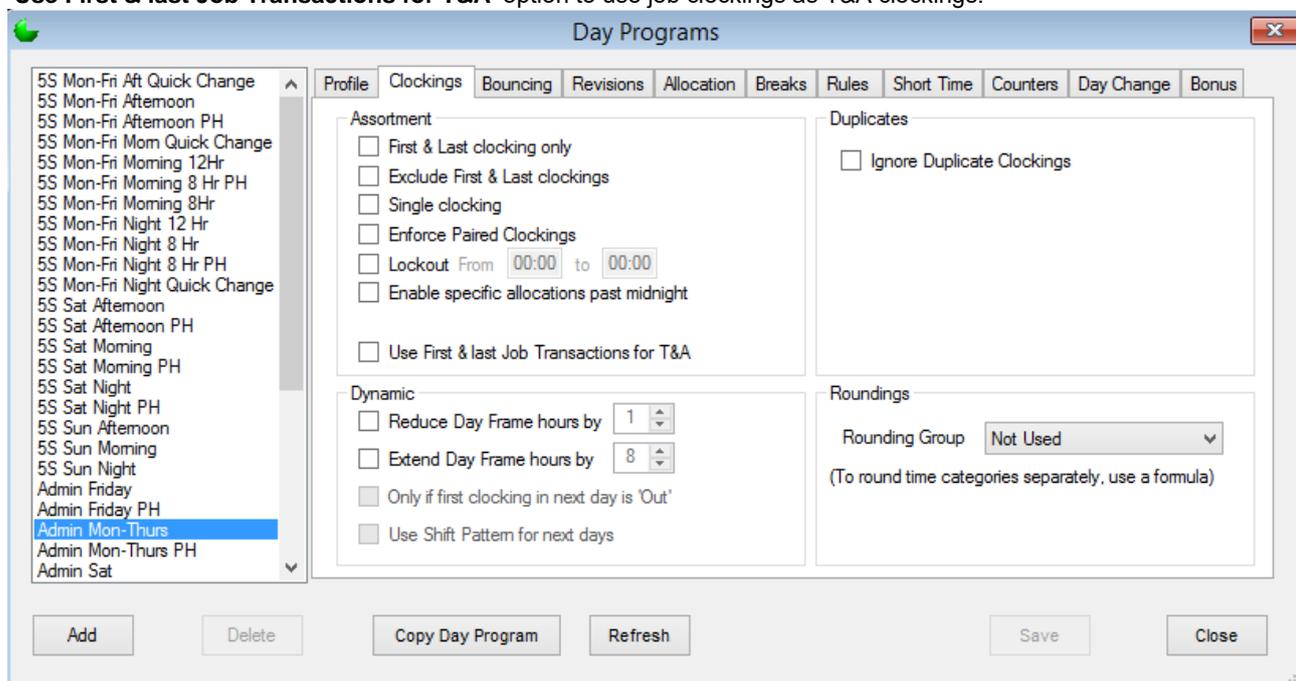
# View Transactions



From 'View Transactions' under 'Job Costing' on the menu bar, users will be able to view job costing transaction history, filtered by job, action and/or date range. Clicking a column header will sort the list by that column. The 'Excel' button at the bottom right of the window will export the presented data to Excel if so desired.

## Using Job Clockings as T&A Clockings

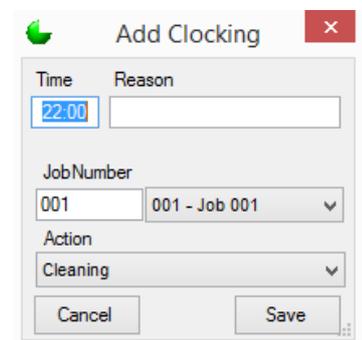
Once the Job Costing module is enabled, Day Programs will have an additional option in the **Clockings** tab, as depicted below. Tick the 'Use First & last Job Transactions for T&A' option to use job clockings as T&A clockings.



## Manual Job Clockings

Click 'Add Clocking' in **Daily Details** to add a job costing transaction. Select a time (and reason, if applicable) and then from the drop-down menu select the **Job Number** the transaction should link with. In the pictured example it's "001 – Job 001". To add a non-job costing clocking the **Job Number** and **Action** would be left blank.

From the **Action** drop-down menu select the activity being undertaken towards the selected job. In the example Cleaning has been chosen.



# Job View

Job costing clockings are presented in **Daily Details** with a # symbol, to differentiate them from regular clockings. If job costing clockings are present, one can see further detail by toggling the view via the 'Job' button on the upper-right of the **Daily Details** window. T&A clockings are excluded from the **Job** view.

In the image to the right, presented with the **Standard** view, there are two T&A clocking and six job costing clockings. In the next image the **Job** view has been selected, allowing details of the job costing clockings to be viewed.

**Daily Details for Pauline Spivey**

Time Category		
Hours & Counters	Time	OT R...
Normal Time	08:30	
OT 1.5	00:42	
Welding	00:41	
Fitting	03:24	
Present	1	
All Clockings	8	

Manual Adjustments:

Sick Paid, Annual Leave, Comp Leave, Sick Unpaid, IOD, Allow Late, AWP, AWOL, Maternity, Strike, Manual NT, Paternity, Add a Custom Adjustment

Clockinas (Standard View)			
Original	Active		
07:35 In	07:35		Add
# 09:02 In	# 09:02		Delete
# 10:13 Out	# 10:13		
# 11:43 In	# 11:43		Job
# 12:24 Out	# 12:24		Access
# 13:55 In	# 13:55		T&A
# 16:08 Out	# 16:08		Std View
17:42 Out	17:42		

Date Navigator: Tuesday 31 May 2016

Recalculate

← Previous Day      Next Day →

Day Program: Production Mon-Fri (08:00 - 17:00)  
Shift Pattern: Production

**Daily Details for Pauline Spivey**

Time Category		
Hours & Counters	Time	OT R...
Normal Time	08:30	
OT 1.5	00:42	
Welding	00:41	
Fitting	03:24	
Present	1	
All Clockings	8	

Manual Adjustments:

Sick Paid, Annual Leave, Comp Leave, Sick Unpaid, IOD, Allow Late, AWP, AWOL, Maternity, Strike, Manual NT, Paternity, Add a Custom Adjustment

Job Transactions						
Time	I/O	Type	Job	Action	Reason	
09:02	In	Orig	12	Fitting		Add
10:13	Out	Ong	12	Fitting		Delete
11:43	In	Orig	10	Welding		Job
12:24	Out	Ong	10	Welding		Access
13:55	In	Orig	27	Fitting		T&A
16:08	Out	Ong	27	Fitting		Std View

Date Navigator: Tuesday 31 May 2016

Recalculate

← Previous Day      Next Day →

Day Program: Production Mon-Fri (08:00 - 17:00)  
Shift Pattern: Production

In the above image it can be seen that from 09:02 to 10:13 the 'Fitting' task was performed for job 12, then from 11:43 to 12:24 'Welding' was performed for job 10. From 13:55 to 16:08 the person was busy once again with 'Fitting'. By the end of the day a total of 3h24m Fitting time and 41m Welding time was generated.

In the below image, presented with the **Job** view, there are eight job costing clockings of 'Bolt Preparation' for job 10 (there are two T&A clockings for the day), resulting in a count of seven for Bolts.

The screenshot shows the 'Daily Details for Sheryl Diaz' window. It is divided into several sections:

- Time Category:** A table with columns 'Hours & Counters', 'Time', and 'Comment'. It shows 'Normal Time' at 08:30, 'Present' at 1, 'All Clockings' at 10, and 'Bolts' at 7.
- Job Transactions:** A table with columns 'Time', 'I/O', 'Type', 'Job', 'Action', and 'Reason'. It lists eight transactions for 'Bolt Preparation' on job 10, with times ranging from 08:04 to 16:10.
- Common Adjustments:** A grid of buttons for various adjustments: Sick Paid, Annual Leave, Paternity, Sick Unpaid, IOD, Allow Late, AWP, AWOL, Maternity, Strike, Manual NT, and Comp Leave. There is also an 'Add a Custom Adjustment' button.
- Date Navigator:** Shows the date 'Wednesday 11 Dec 2019' and a 'Recalculate' button with a refresh icon.
- Daily Comment:** A text area for entering daily comments.
- Navigation:** 'Previous Day' and 'Next Day' buttons.
- Footer:** 'Day Program: Production Mon-Fri (08:00 - 17:00)' and 'Shift Pattern: Production (Day 3 of 7)'. A 'Close' button is in the bottom right.

Note that a counter for missing job clockings need to be set under **Configuration, System, Allocations** tab before an exception for missing job clockings can be generated.

Missing Clockings

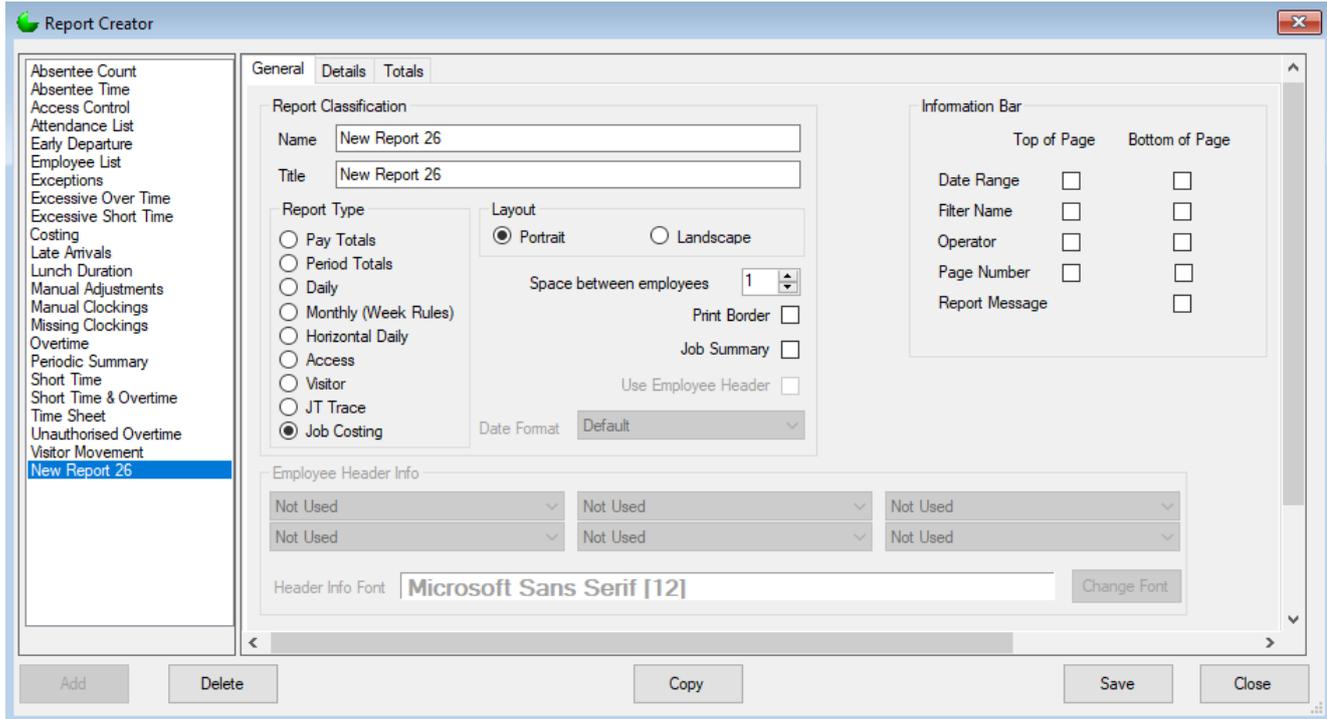
T&A Clocking Counter

Job Clocking Counter

# Reports

Job costing reports can be created once the module is active.

From the **Report Creator**, click **'Add'** and then select **Job Costing** as the **Type** of report. Various job costing options will now become available.



The **'Job Summary'** checkbox should be ticked if job costing details are not desired on the report (just totals per job/action).

**Worked Hours** and **Worked Counter** are the two field options used to display time or counters accumulated from Job Costing on a report.

Under the **Details** tab when adding Items to the job costing report there will be an additional option available for Time Categories, called **'Job Cost'**. Placing a check here will print cost of hours worked instead of hours worked. If selected the format should be **Decimal(2)** or **Decimal(4)**.

9	Normal Time - Hrs	Decimal(4)	Left	4	NT	Yes	Yes	Yes
10	OT 1.5 - Hrs	Decimal(4)	Left	4	OT 1.5	Yes	Yes	Yes
11	OT 2.0 - Hrs	Decimal(4)	Left	4	OT 2.0	Yes	Yes	Yes

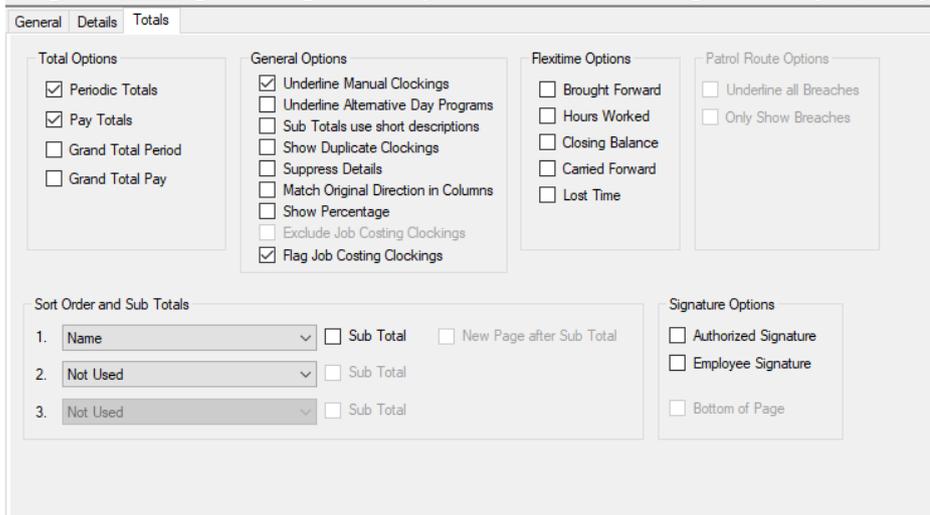
  

Field	Format	Alignment	Length	Caption	Vertical Line	Print Trigger	Blank Zero	Hide Empty	Job Cost
OT 1.5 - Hrs	Decimal(4)	Left	4	OT 1.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

On the **Totals** tab there are some additional settings once the job costing module is enabled.

**'Exclude Job Costing Clockings'** - Apply to create a "pure" T&A report, without job costing transactions.

**'Flag Job Costing Clockings'** - This option will show all clockings on the report, with job costing clockings indicated by a # symbol.



In	Out
7:33	# 8:56
# 10:15	# 11:20
# 13:06	# 14:06
# 16:00	17:06

# File Export

Export files for job costing can be created once the module is active.  
From the **File Creator**, click 'Add' and then select **Job Costing** as the **Type** of file.

The screenshot shows the 'Export File Creator' application window. On the left, a list of file types includes 'Accsys', 'CRS', 'Mirror', 'Pastel', 'Pay Day', 'SAP', 'Vip Classic Batch 1', 'Vip Classic Batch 2', and 'Export File 15' (which is selected). The main area is divided into 'General' and 'Details' tabs. The 'General' tab contains the following settings:

- Name:** Export File 15
- File Export Options:**
  - Include Employees with zero totals
  - Multiple records per employee
  - Overwrite Existing File
  - Header Record 1
  - Header Record 2
  - Header Record 3
  - Trailer Record
  - Set Earliest Recalculation Date
  - Allow Export without Approval
    - Except Missing Clockings
    - Except Absence
    - Except Un Authorised Overtime
- Excel File
- Column Headers
- End of Month Date

- Export Type:**
- Periodic
- Daily
- Monthly with Week Rules
- Job Costing
- Export Count:**
- Prefix
- Suffix
- File Location:**
- Path:** c:
- Filename:** Export.txt (with a 'Browse' button)
- File name uses Date Range
- File name uses Period End Date
- File name uses Current Date & Time

At the bottom of the window, there are buttons for 'Add', 'Delete', 'Copy', 'Save', and 'Close'.