SAP Business ByDesign Extension for Labor Collection

Track Labor Efficiently and Consistently

Labor Collect is an extension to SAP Business ByDesign that collects and calculates time worked by employees of different time types (regular or overtime) for government and commercial production orders or projects. Labor Collect takes into consideration complexities around multiple production tasks and projects, including paid and unpaid breaks, paid holidays, and regular or overtime hours to accurately report labor hours.

This extension also includes the ability to track all changes or corrections made to the time entries to ensure auditability. It comes with built-in versioning for each shift so every change is available for audit and comparison at the screen level, log level, and reporting level. This solution is tailored to meet the demands of a manufacturing customer but can be used to further complement DCAA compliance requirements.

The Labor Collect solution provides the following functionality:

Time Worked by Employee
Collect hourly employee time by Production Order and associated Direct Project Task and by Indirect Project Task

Trusted Calculations
Quickly calculate any overtime, holidays, and unpaid breaks

Sync to Results
Automatically posts the results to the Timesheet and/or Execution work center

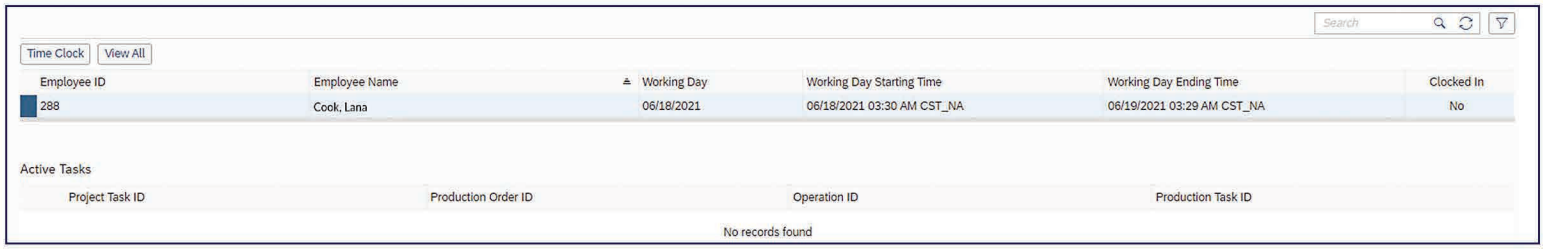
Manager Corrections
Allows managers and other Time Administrators to make corrections

Accurate Audit Trail
Maintains an audit trail of the transactions with built-in versioning

Detailed Reports
Easily report on all facets of the solution

User Dashboard

The User Dashboard is used to store information about the logged-in users' working day Start and End times and provides the ability to start entering time against Production Tasks as well as Projects. This dashboard allows a user to quickly start and stop times where the time entries are logged in the employee's timesheet.

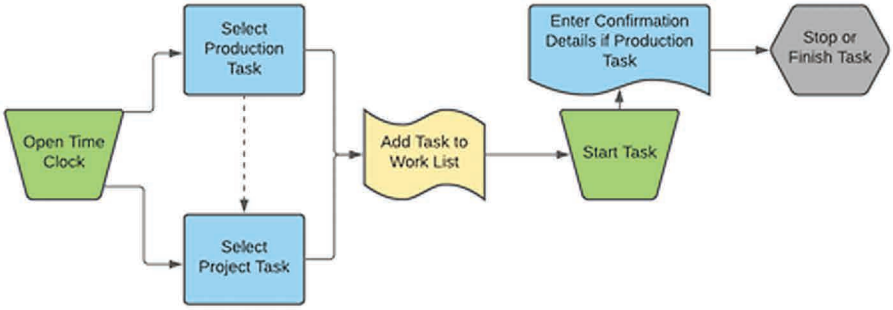


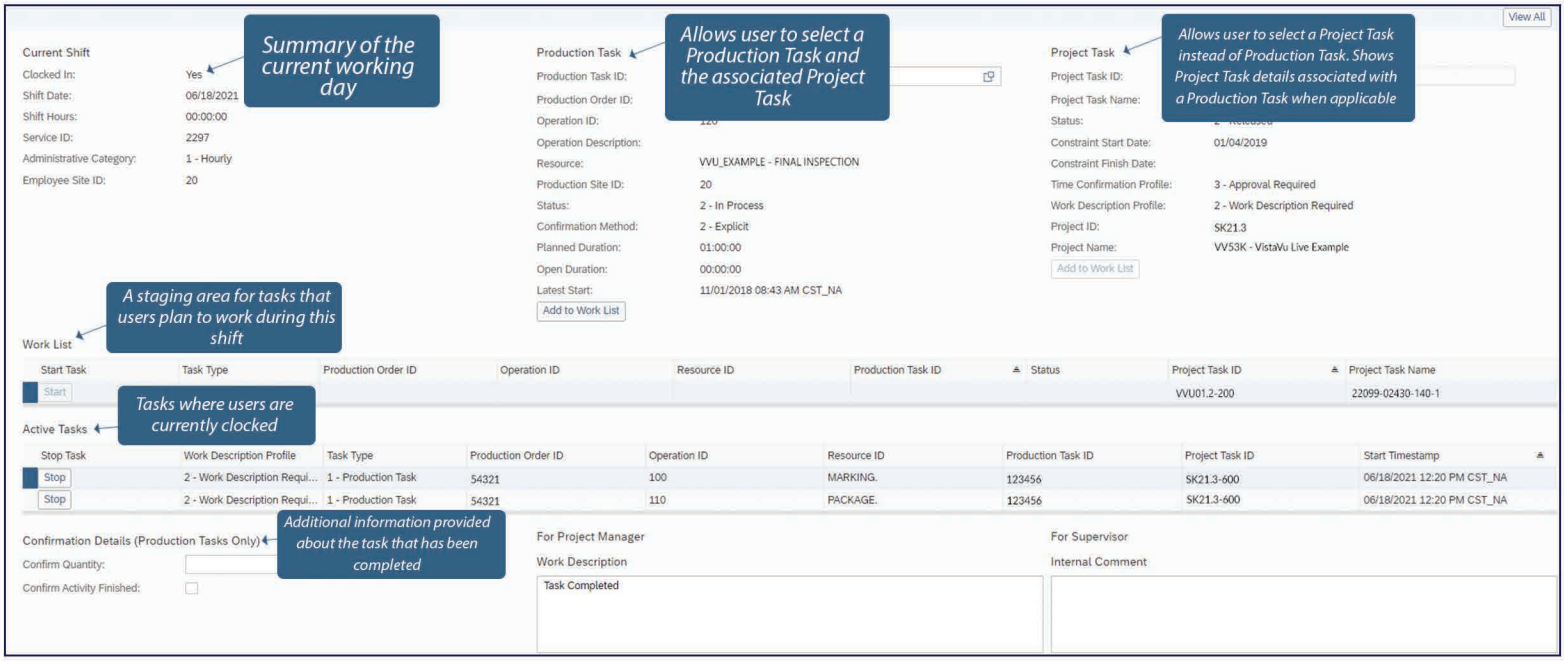
Clear dashboard with all employee updates

Time Clock

The time clock provides a framework for employees to clock in and out of the tasks that they have been assigned. This framework is like a digital timecard showing which tasks they have logged into during their shift. The following workflow outlines this process:

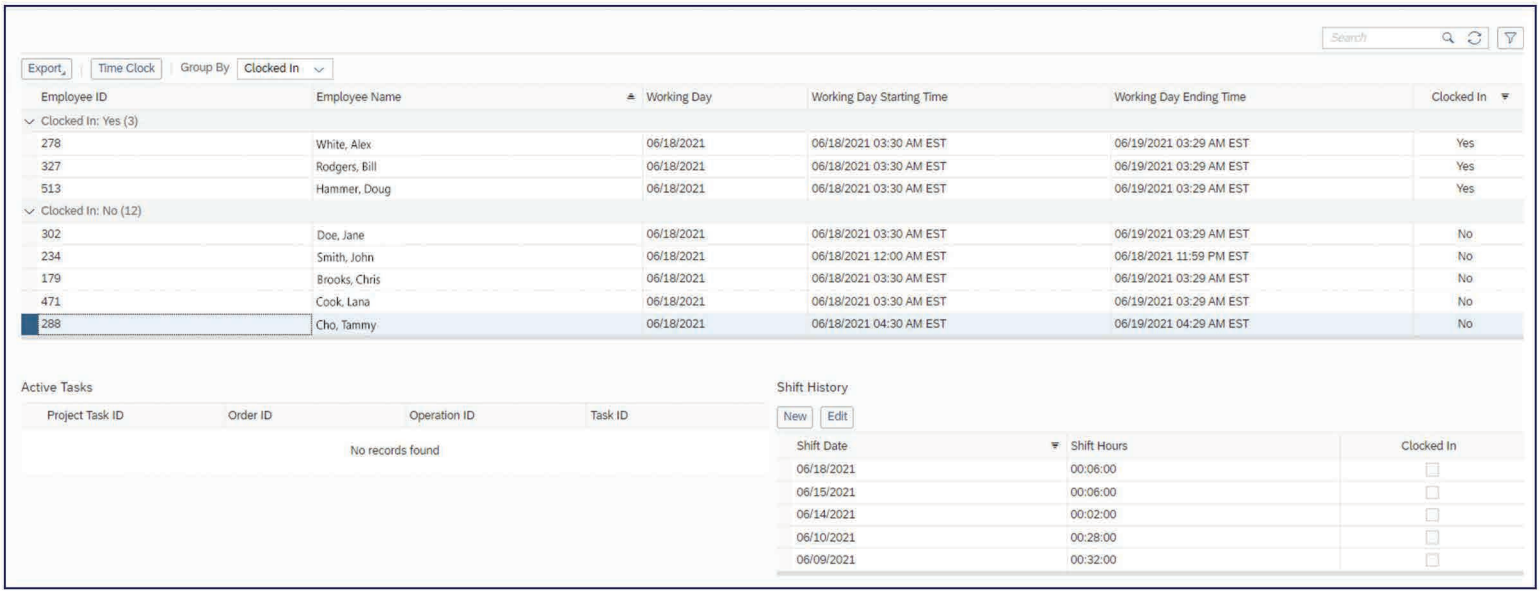
1. Open the Time Clock
2. Select a Production Task OR Select a Project Task
3. Add Task to Work List
4. Start Task
5. Complete the work and, if working on a Production Task, enter the Confirmation Details
6. Stop Task
7. If required, Finish the task





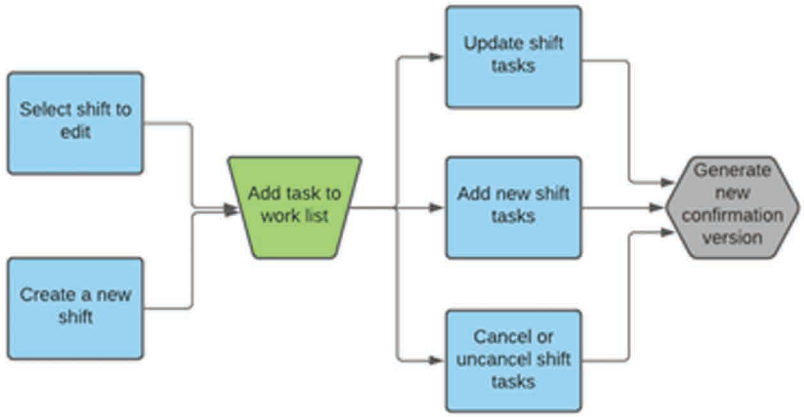
Manager Dashboard

The Manger Dashboard provides a primary interface for the manager to see the current status of their direct reports and to make any necessary corrections. Changes are made as a batch and can then be easily committed to the database all at once.



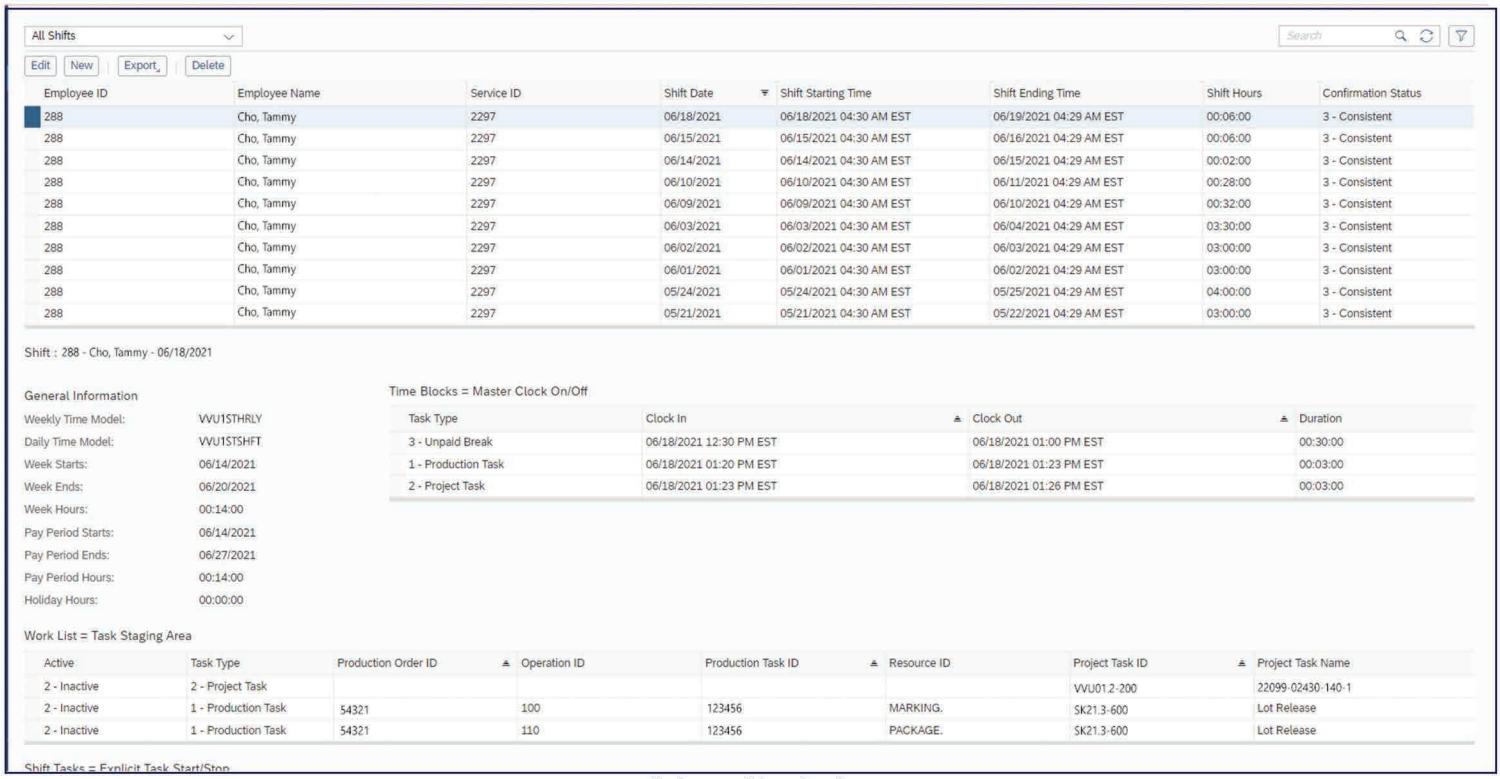
The following workflow outlines this process:

1. Select a shift to edit OR create a new shift
2. Add task to Work List
3. Update shift tasks
4. Add a new shift tasks
5. Cancel (or un-cancel) a shift task
6. Generate a new confirmation version

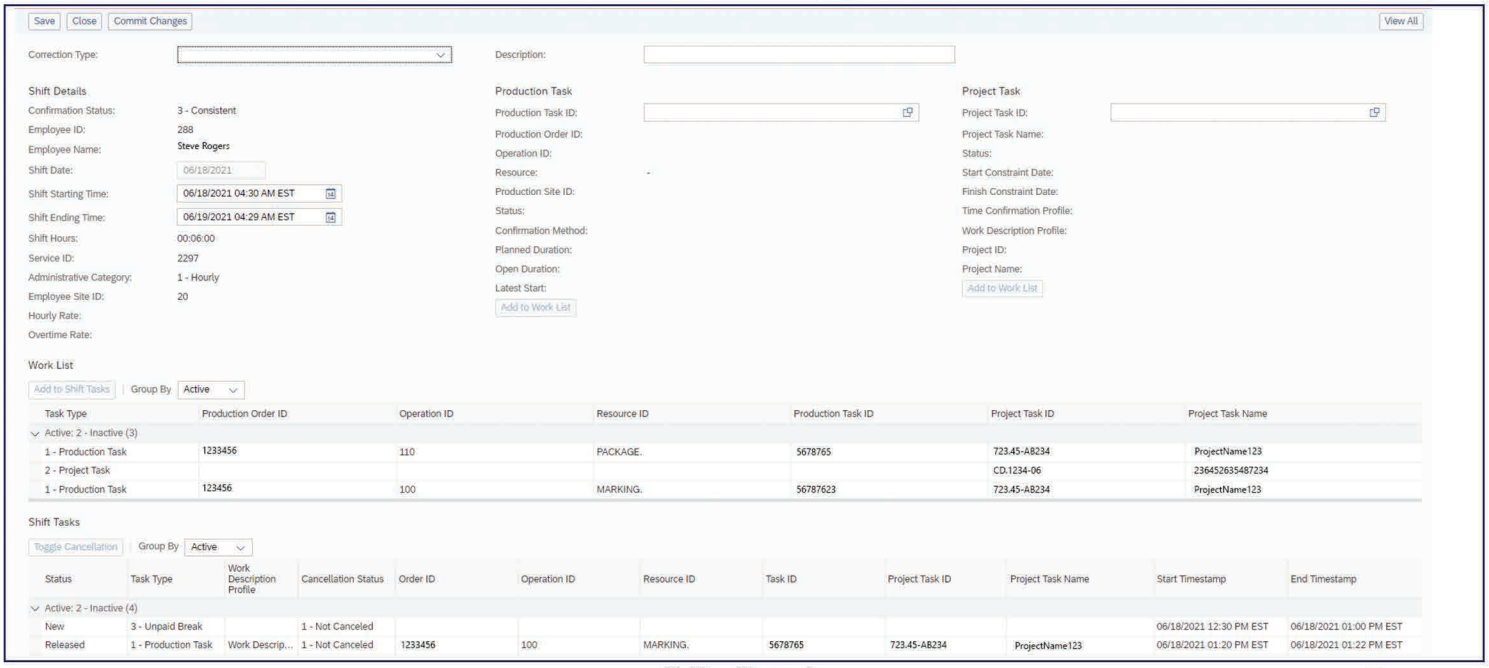


Shifts

This shifts worklist is the initial manager correction screen and shows the complete history of all shifts created by employees in a clear format. For each selected shift, the shift summary appears below the list including the Time Blocks and Task Blocks that were calculated by the system. In Edit mode, the manager can make corrections to an existing shift by changing the start/stop times, adding additional tasks, canceling tasks, and reversing canceled tasks.



Shifts worklist display

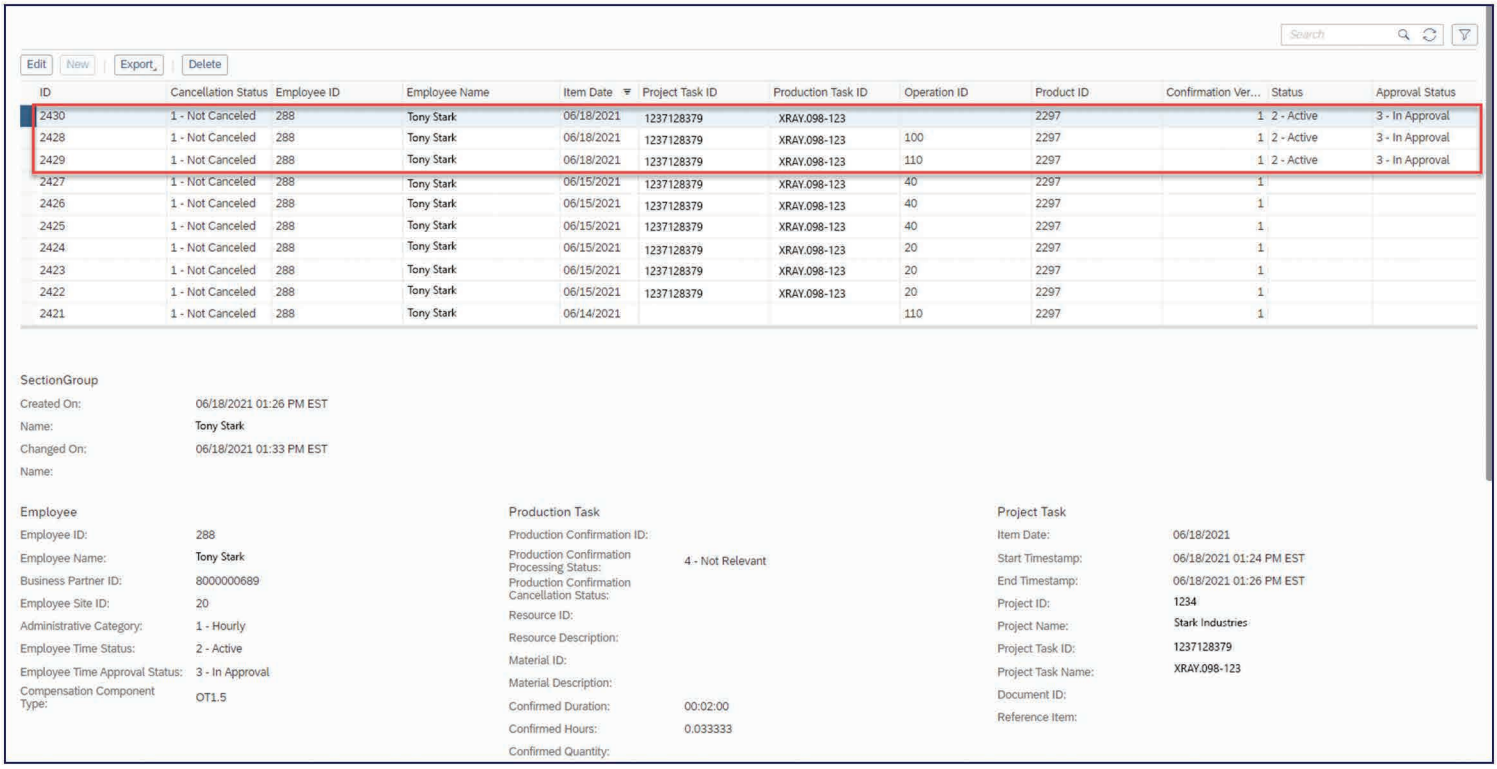


Shift edit mode

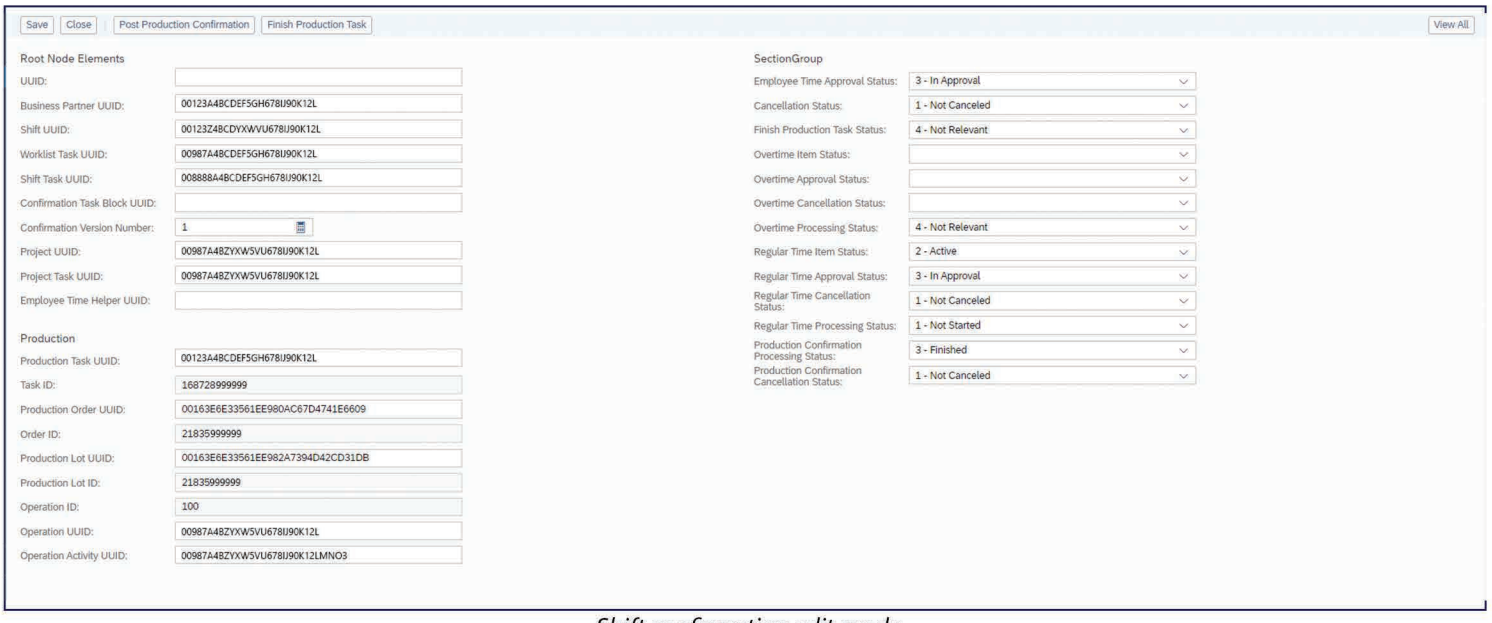
Shift Confirmations

A Shift Confirmation represents an individual time posting. It combines information about the Employee, Production Task (where applicable) and Project Task, along with the resulting Production Confirmation (where applicable) and Timesheet Entry.

It is the primary reporting element for Labor Collect and is read only.



Shifts confirmation worklist



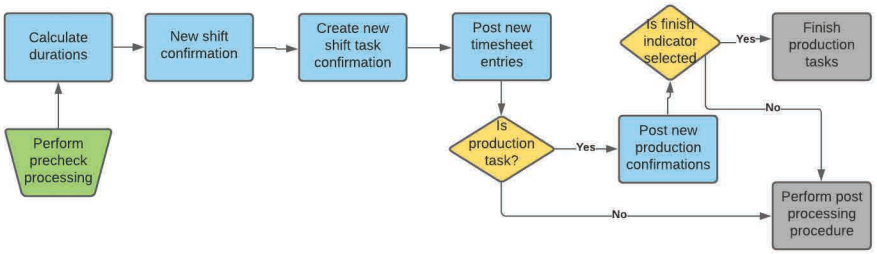
Shift confirmation edit mode

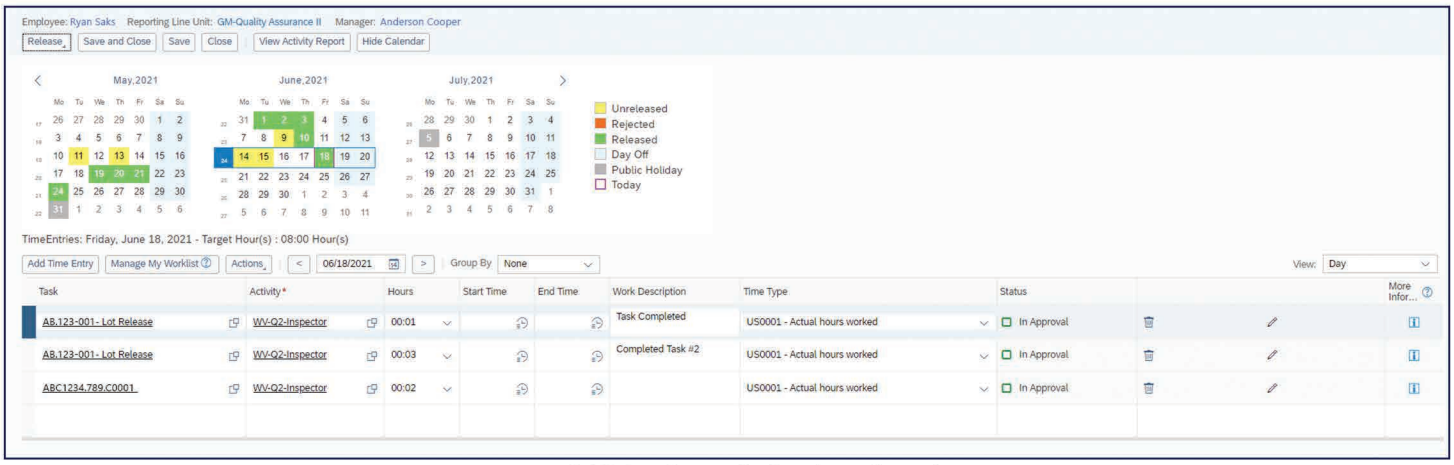
Processing

Stop Button: When an employee clicks the Stop button for a given task, a new confirmation version is created with all the updated information. If all validations pass successfully, the calculated duration for that task is added to the employees' timesheet and a new production task confirmation is created. This application recalculates durations, allocates times across multiple tasks, and reposts entries when required.

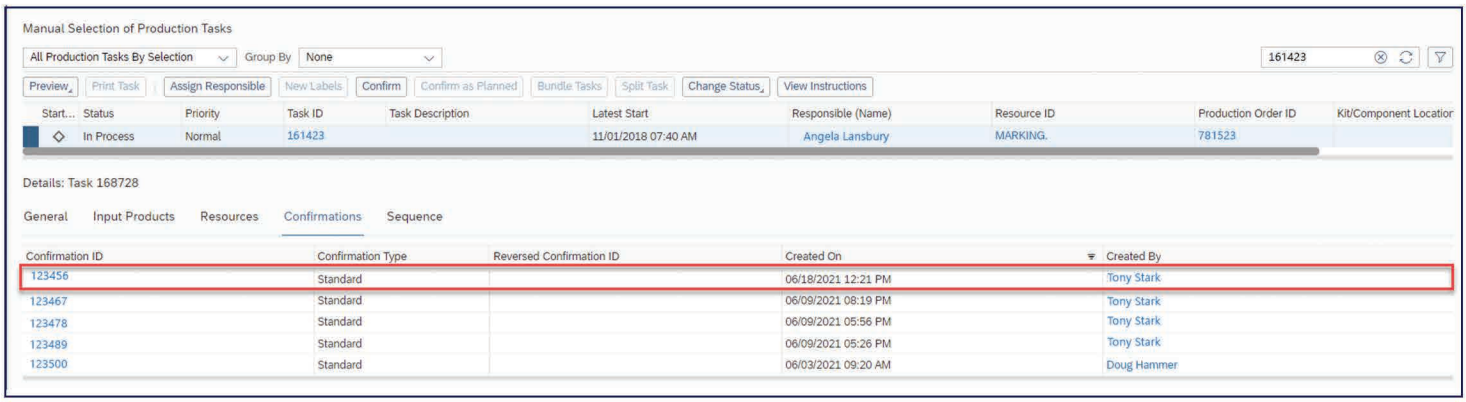
This a high-level workflow example of the stop process:

1. Perform pre check processing
2. Calculate durations
3. Generates a new shift confirmation version
4. Create new shift task confirmation
5. Post new timesheet entries
6. Post new production confirmations
7. Finish production tasks
8. Perform post processing procedure





SAP Business ByDesign timesheet

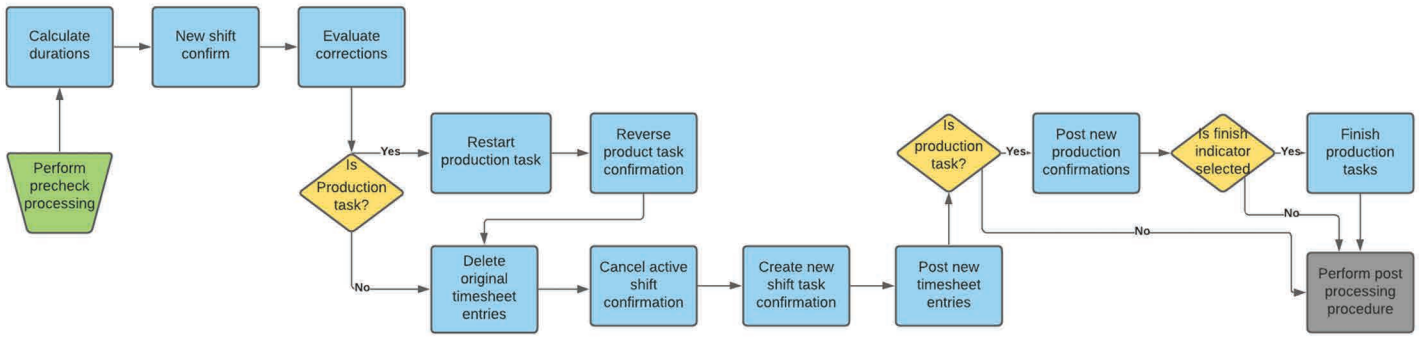


Production task confirmation

Exit Button: When an employee clicks the Exit button, all time for the shift is released on the employees' time sheet completing their shift for the day.

Commit Button: The corrections process is by far the most complicated part of this solution. This corrections process starts at the Shifts Worklist portion of the solution and automatically performs the following procedures after all changes are made and the Commit button is pressed.

This a high-level workflow example of the stop process:



1. Perform pre check processing
2. Generates a new shift confirmation version
3. Evaluate all corrections
4. Restart production tasks
5. Reverse production task confirmations
6. Delete original timesheet entries
7. Cancel active shift confirmation
8. Create new shift task confirmation
9. Post new timesheet entries
10. Post new production confirmations
11. Finish production tasks
12. Perform post processing procedure