

HUMAN RESOURCE RE-CHARGE REGISTER

Introduction

The Human Resource Re-Charge Register in IES Business resides in the Job Costing Business Module, but interacts with and integrates to various other Business Modules.

What is it?

This Resource Register comprises a hierarchy of Divisions, Teams and Persons. One of the primary purposes of the Re-Charge Register is to measure Recovery Statistics. For example, when this Resource Register is used with Job Costing to capture not only Physical Resources (e.g. Machine Hours, Man Hours, etc.) and Quantities, but also to select the actual Human Resource with certain Transaction Types, then it becomes feasible to report on Recovery Detail for these Human Resources. For example, in a Garage Workshop, when the Mechanic records 3 hours work on a Job Card, the system can also absorb the detail of 'which Mechanic' performed the task, and Recovery or Productivity Statistics can then easily be produced for the Workshop, in order to ascertain how well Staff Resources are being applied, i.e. under or over utilized.

Another use for the Human Resource Register is to integrate to other sub systems in IES where Staff are connected to certain statistics, for example in the case of Haulage or other Ticketing activities, where perhaps Driver statistics are being kept.


Purpose of this Document

The purpose of this Document is to explain the Master File Maintenance of the Human Resource Register, and the standard Reports available with it. Integration to other parts of the system is not discussed here, but such detail will be found in Documents describing this integration from the side of the 'other' Module where it is used.

Where to find it

The Human Resource Register is found by selecting the Job Costing Module, and then selecting from the list offered: -



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IES Business: Human Resource Re-Charge Register

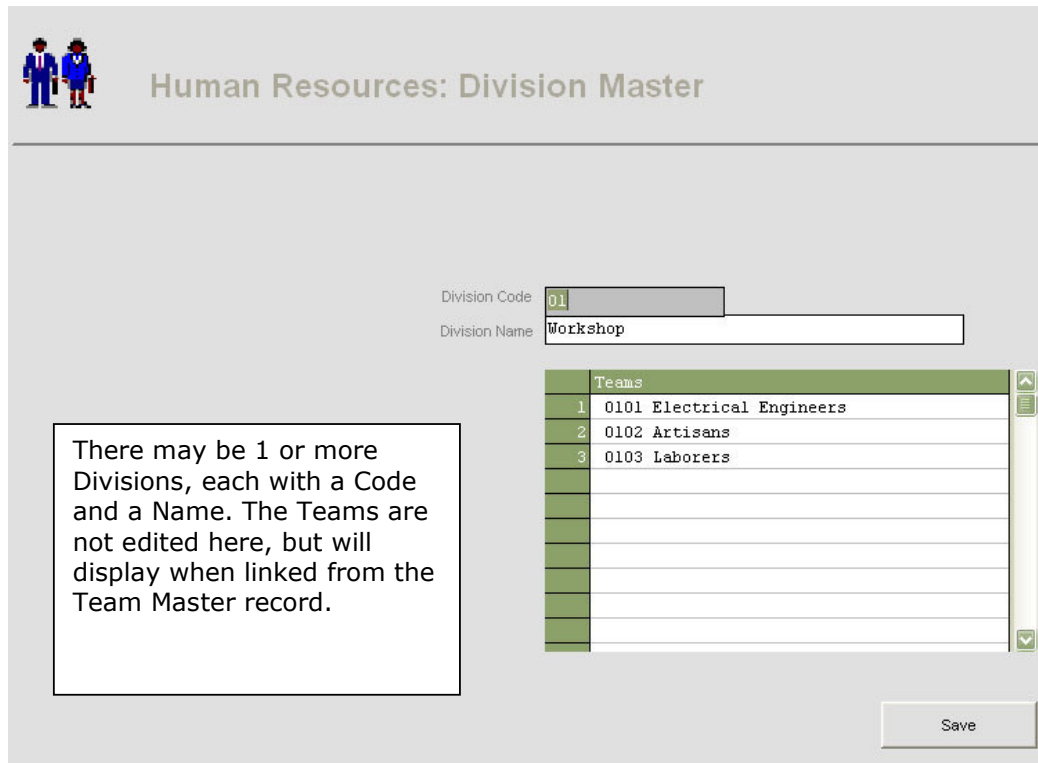
Master File Maintenance

The Human Resource Register employs 3 primary Data Tables: -

- Divisions
- Teams
- Persons

We will now have a look at each of these 3, in turn, starting with the Divisions.

The Division -



Human Resources: Division Master

Division Code:

Division Name:

Teams		
1	0101	Electrical Engineers
2	0102	Artisans
3	0103	Laborers


Save

There may be 1 or more Divisions, each with a Code and a Name. The Teams are not edited here, but will display when linked from the Team Master record.

Below, we show an example of a Team and Person Master record, respectively.

Like the Division, the Team has a Code and a Name. In addition, the Team displays the Division it is linked to, and lists the Members (which are not edited from the Team Master record, but rather from the Person Master record).

The Team Master record once again has a Key and a Name (of the Person), and indicates which Team the Person is a member of. The Person also belongs to a Class, but this is free format, and may be indicated as Engineer, Driver, Artisan, etc. In addition, 1 or more Resources (KPI resources as opposed to Human Resources) may be listed for the Person, with a standard Rate in each case. When a resource indicates '*', this is an over rider that is used by the system whenever the Person performs a Task connected with a KPI Resource that is not listed on the Person record.

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IES Business: Human Resource Re-Charge Register




Human Resources: Team Master

Team Code:

Team Name:

Division:

Members	
1	3201 K. Foster
2	3202 S. Bushback
3	3205 L. Mugabe



Human Resources: Person Master

Individual Key:


Name:

Class:

Team:

Resource	Rate
1 *	550.00

Notes:

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Below, we show samples of standard Master Listings on the 3 Master Files discussed above.

Divisions: -

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Human Resource Recharge Divisions

Division Code.. Name..... Teams.....

01           Workshop           0101 Electrical Engineers
                                0102 Artisans
                                0103 Laborers
02           Truckers           0201 Truck Drivers
    
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Teams: -

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Human Resource Recharge Teams

Team Code..... Name..... Division..... Members.....

0101           Electrical Engineers       01 Workshop       1010 P. Roberts
0102           Artisans                   01 Workshop       2001 L. Bedouin
0103           Laborers                   01 Workshop       3201 K. Foster
                                3202 S. Bushback
                                3205 L. Mugabe
0201           Truck Drivers             02 Truckers       0001 E. James
                                0002 P. Dlamini
                                0003 R. Murray
    
```

Persons: -

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Human Resources by Team

Rec Key..... Name..... Class..... Team.....

1010           P. Roberts                 Engineer          0101 Electrical Engineers
2001           L. Bedouin                 Mechanic          0102 Artisans
3201           K. Foster                  Laborer           0103 Laborers
3205           L. Mugabe                  Laborer           0103 Laborers
3202           S. Bushback                Laborer           0103 Laborers
                                Laborers Laborers
0001           E. James                   Truck Driver      0201 Truck Drivers
0002           P. Dlamini                 Truck Driver      0201 Truck Drivers
0003           R. Murray                  Truck Driver      0201 Truck Drivers
    
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IES Business: Human Resource Re-Charge Register

Recovery Statistics is also a standard Report that may be produced for any or all Divisions, and for a selected start and end Period. The Report is available in Detail and Summary formats, on demand.

Period From
 Period To
 Report Type
 Division or ALL

This Report is based on a Start and End Period.
 You may choose between **DETAIL** or **SUMMARY** format.
 Results may be produced for **1** selected Division, or for **ALL**.

Sample of a Detail format for the Recovery Statistics: -

Human Resources Recovery Detail							
Person.....	Period....	Hours..	Actual.....	Document....	Job / Costcode.	Team.....	Division..
P. Roberts	Aug 2004	3.00	1,650.00	65577	j00001	0101	01
P. Roberts	Aug 2004	7.00	3,850.00	22	j00001	0101	01
		-----	-----				
		10.00	5,500.00				01
		-----	-----				
		10.00	5,500.00			0101	
		-----	-----				
P. Roberts		10.00	5,500.00				
L. Bedouin	Aug 2004	5.00	1,750.00	1111	j00001	0102	01
		-----	-----				
		15.00	7,250.00				

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