



Override Craft in Time Center

Setup Guide

Changelog

This changelog contains only significant or other notable changes to the document revision. Editorial or minor changes that do not affect the context of the document are not included in the changelog.

Rev	Date	Description
1.0	22-OCT-2021	Initial publication

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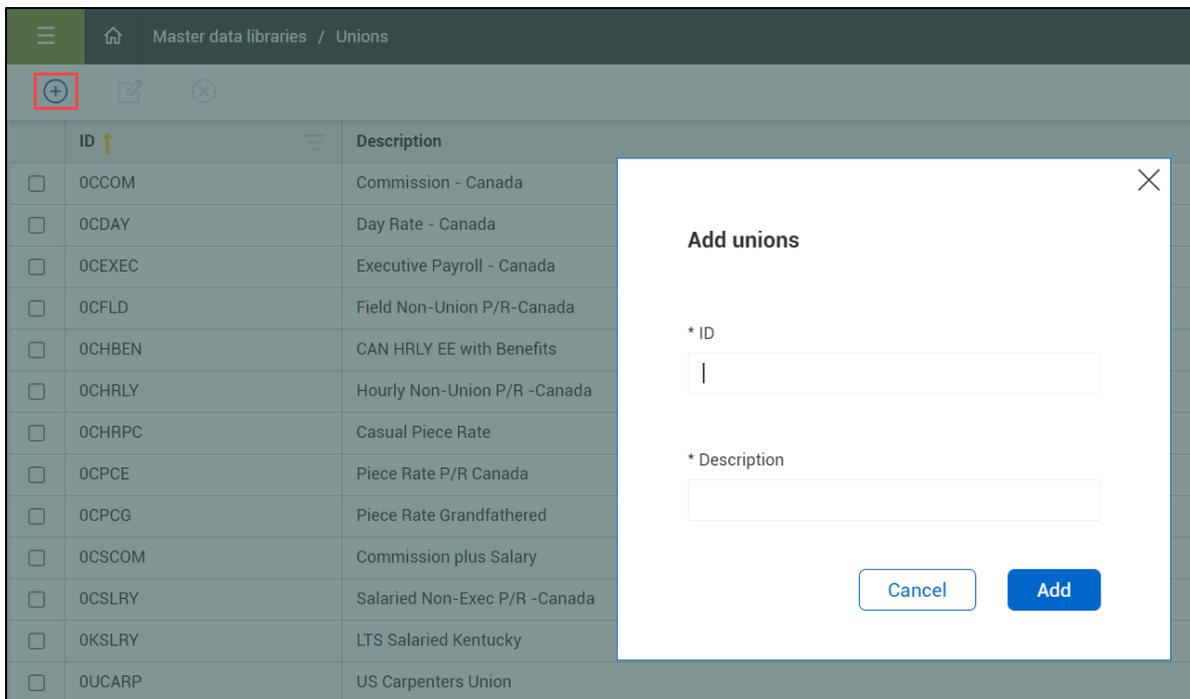
Introduction

This document guides you through setup of the override craft functionality in the Time center module of InEight Progress.

Master data libraries setup

You must set up unions in Master data libraries. To create a union:

1. From the main menu, go to Master data libraries > **Unions**.
2. Click the **Add Unions** icon, and then enter an ID and Description.
3. Click **Add**.



ID ↑	Description
<input type="checkbox"/> OCCOM	Commission - Canada
<input type="checkbox"/> OCDAY	Day Rate - Canada
<input type="checkbox"/> OCEXEC	Executive Payroll - Canada
<input type="checkbox"/> OCFLD	Field Non-Union P/R-Canada
<input type="checkbox"/> OCHBEN	CAN HRLY EE with Benefits
<input type="checkbox"/> OCHRLY	Hourly Non-Union P/R -Canada
<input type="checkbox"/> OCHRPC	Casual Piece Rate
<input type="checkbox"/> OCPCE	Piece Rate P/R Canada
<input type="checkbox"/> OCPCG	Piece Rate Grandfathered
<input type="checkbox"/> OCSCOM	Commission plus Salary
<input type="checkbox"/> OCSLRY	Salaried Non-Exec P/R -Canada
<input type="checkbox"/> OKSLRY	LTS Salaried Kentucky
<input type="checkbox"/> OUCARP	US Carpenters Union

Add unions ✕

* ID

* Description

You must assign the union to be used for override craft to all crafts that you want included in the override list. To assign a union to a craft:

1. From the main menu, go to Master data libraries > **Operational resources**.
2. In the Employees tab, click a **Trade ID**.
3. Select a Craft ID, and then click the **Edit Resource** icon.
4. In the **Union** field, enter the union ID.
5. Click **Save**.

Master data libraries / Operational resources			
EMPLOYEES		EQUIPMENT	MATERIALS
Trade ↑	Craft ID ↓	Description	UoM
<input checked="" type="checkbox"/> 00KT - 00KT	<input checked="" type="checkbox"/> 3AAB.0UJSLRY	Admin Assistant	Hour
<input type="checkbox"/> 0TC_Trade - 0TC_Trade	<input type="checkbox"/> 3AAB.0UHRLY	Admin Assistant	Hour
<input type="checkbox"/> 1EXE - SVP	<input type="checkbox"/> 3AAB.0UHBEN	Admin Assistant	Hour
<input type="checkbox"/> 1EXE1 - VP	<input type="checkbox"/> 3AAB.0CJSLRY	Admin Assistant	Hour
<input type="checkbox"/> 3AAB - Admin Assistant	<input type="checkbox"/> 3AAB.0CHRLY	Admin Assistant	Hour

You must assign the union to an employee. To assign a union to an employee:

1. From Master data libraries > Operational resources > Trade > **Craft**, select an employee, and then click the **Edit** icon.
2. In the **Union** field, enter the union ID.
3. Click **Save**.

Master data libraries / Operational resources	
Operational resources > Edit employee	
Start date	End date
08/20/2012	10/17/2012
Primary company	Vendor
Union	* Craft
0UJSLRY - Salaried Non-Exec P/R - US	3AAB.0UJSLRY - Admin Assistant
Job title	Union job title
Administrative Assistant	

Apply in Time center

In Time center, you can click in the **Override craft** column, and then select any one of the crafts associated with the employee's union.

The screenshot shows the Time Center interface with a table of employee time cards. The table has columns for Plan ID, Time card ID, Employee ID, Employee name, Labor hours, Notes, Override craft, and Override craft description. A dropdown menu is open for the 'Override craft' column of a selected row, showing a list of craft options: AUTECH.GENL.964..., AUTECH.INT.9646B..., FM.WRKG.9646BC..., LAB.GENL.9646BC..., LAB.SK.9646BC - L..., LDHAND.GRP1.964..., and LDHAND.GRP2.964... The interface also includes a date range from Wednesday, September 01, 2021 to Tuesday, September 21, 2021, and summary statistics at the bottom: Employee total 18, Employee hour totals 793..., and Time card total 159.

Plan ID	Time card ID	Employee ID	Employee name	Labor hours	Notes	Override craft	Override craft description
				1			
				1			
				1			
				1			
				1			
				1			
				1			