

# FACTIVITY

## Job Time Edit



### Module Objectives

The FACTIVITY Job Time Edit (JTE) software module is designed to improve the accuracy and reduce the expense associated with processing job card records. Review, editing and authorization of employee records are accomplished quickly on one screen.

### Operation Overview

A summary screen provides for approval by shift, group or individual employee with drill down to detail job data for editing.

The supervisor has the option of approving the entire shift in one easy click or to investigate individual employees further before approval. Any discrepancies noted may be investigated and corrected by drilling down to the detail of reporting activity. Job Card information may be modified, added or deleted to reflect the supervisors' interpretation of the situation. The original information is maintained at all times for comparison and final supervisor approval.

### Machine Time

JTE also provides production facilities that want to track and edit job time on each machine with a 24 hour view.

### Job Edit Rules

The primary purpose of the Job Edit Rules is to make it simple to enforce policy in determining adjusted clock and job time from the actual in and out times posted on Clock and Job cards. A single rule may be established to apply to all shifts or different rules may be specified for each shift.

### Shift Based Rules

Clock-in and clock-out times can be captured directly from the Shop Floor Module or from some other time/attendance system. Job records can be automatically adjusted based on actual clock-in time or from the shift time. Rules can also allow for auto removal of break times and lunch times, if desired.

### Automatic Posting

Employee job data can automatically be posted without supervisor editing to save time and provide for job time records to update the target accounting system continually during the work shift. Posted data can be retrieved at any time for any shift and any day to allow changes to times. Once this correction has been made, the newly adjusted times can be manually reposted.

### Visibility of Status

The Shop Floor Module captures times by status type. Therefore, the supervisors have great visibility into the daily job-in and job-out for production times for each operator, along with, "set-up" and "downtime" with reason codes, so daily or weekly production analysis can be specific when reviewing with operators. ■

