

Project Labour Categories (PLCs) – Guidance for Time & Material (T&M) Projects

Please note: This document is intended as supplementary guidance and should be read in conjunction with “Job Aid: Project Setup Form”. It does not replace or override the content of “Job Aid: Project Setup Form”, but rather provides additional context and support for its implementation.

PLCs on a L2 T&M Project

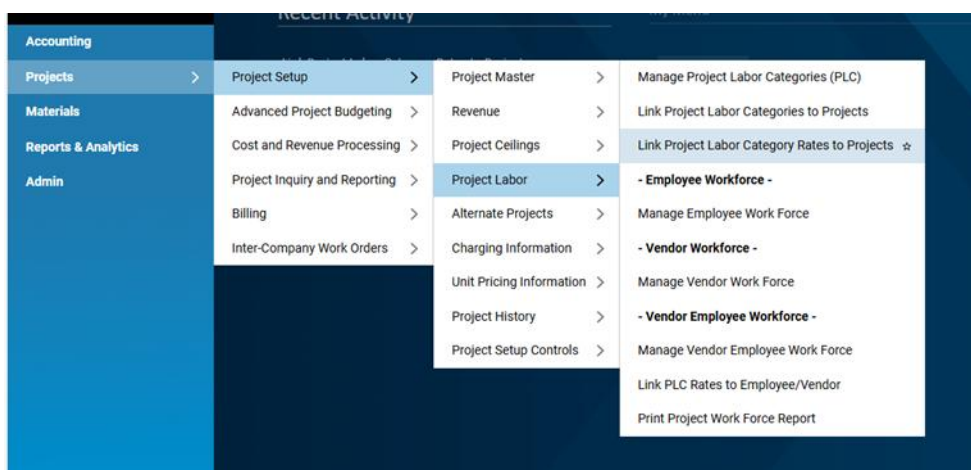
Project Labour Categories (PLCs) are a mandatory requirement for all Time & Material (T&M) projects. They serve as the mechanism through which selling rates are linked to labour activities, ensuring accurate billing and financial tracking.

In essence, each project role is associated with one or more PLCs, each of which carries a predefined selling rate. When booking time against a T&M project, individuals must select the appropriate PLC that corresponds to the role they are performing. This selection ensures that the correct selling rate is applied to the time recorded.

Checking what PLCs / Rates Are Applied to a L2 T&M Project

Before adding or amending PLCs / rates on L2 T&M Project in Costpoint, you should first check which PLCs / rates have already been assigned. This ensures that any new PLC codes you apply follow the correct sequence.

To do so, please go to Costpoint Finance. In General Menu select: Projects -> Project Setup -> Project Labor -> Link Project Labor Category Rates to Projects



Once you have typed in your L2 T&M project number, you should see a table listing PLC codes, descriptions and rates plus their start and end dates.

If you receive a message stating “No rows met your query criteria”, this means no PLCs have been applied to your project in Costpoint.

Adding New PLCs / Rates to a L2 T&M Project

If you need new PLCs / rates to be applied to a project, please complete tab “2.10 PLC Form” of the Project Setup Form (PSF).

You do **not** need to fill in any other sections of the form if this is the only update required.

Steps to complete the 2.10 PLC Form:

1. Open tab 2.10 – Project Labor Category (PLC) Maintenance Form in the PSF workbook.
2. In the “Requestor” section, enter the name of the person completing the form.
3. In the “Company ID” section, select “13-Amentum-ICMS (GBP)” from the drop down list.

Requestor	John Smith
Company ID	13-Amentum-ICMS (GBP)

4. Start with the left-hand side of the form titled “Assign PLCs to Projects”.
 - a. **Project ID:** PLCs are generally applied at L3 of the project structure (i.e. 5XXX.XX.XX). Enter the Project ID for L3 of the project you’re working on.

Assign PLCs to Projects		
Project ID	PLC Code	PLC Description (30)
5000.00.00		
5000.00.00		
5000.00.00		

- b. **PLC Descriptions** must be limited to 30 alphanumeric characters only. Do **not** use special characters or punctuation. Best practice is to use an abbreviated version of the role description that is meaningful to end users. To maintain consistency:
 - i. Use capital letters
 - ii. Separate words with underscores

Assign PLCs to Projects		
Project ID	PLC Code	PLC Description (30)
5000.00.00		PROJ_MGR
5000.00.00		DOC_CONTROL
5000.00.00		SNR_ENG

- c. **PLC Code:** Once all PLC descriptions have been added, assign the appropriate number of generic PLC codes from the PLCs list:
 - i. **Use the Generic PLC List:** The PLC list contains over 900 generic codes that can be applied to projects. Do **not** select codes based on perceived best-fit (generic CP) descriptions. Instead, you must start at the top of the list and work sequentially downwards.
 - ii. **Assigning Codes to New Projects:** If you’ve created 10 PLC descriptions, copy the first 10 codes from the PLC list. Paste the codes into the Project Setup Form, ensuring you do not include formatting.
 - iii. **Adding PLCs to Existing Projects:** Check the last PLC code assigned to the project in Costpoint. Continue the sequence from that point. For example, if the last code used was XAC001, the next should be XXAC002. Always follow the order defined in the Generic PLCs List, available on the [02. Project Delivery Training](#)

Assign PLCs to Projects		
Project ID	PLC Code	PLC Description (30)
5000.00.00	XAC000	PROJ_MGR
5000.00.00	XAC001	DOC_CONTROL
5000.00.00	XAC002	SNR_ENG

5. Move to the right-hand side of the form titled “Assign Project PLC Rates”

a. **Project ID and PL Codes:** Transfer the data to the second part of the form.

Assign Project PLC Rates					
Project ID	PLC Code	Rate Type	Rate	Start Date MM/DD/YYYY	End Date MM/DD/YYYY
5000.00.00	XAC000	Billing			
5000.00.00	XAC001	Billing			
5000.00.00	XAC002	Billing			

b. **Rate Type:** Enter “Billing” against each PLC Code

c. **Rate:** Enter the hourly selling rate for each PLC.

Assign Project PLC Rates					
Project ID	PLC Code	Rate Type	Rate	Start Date MM/DD/YYYY	End Date MM/DD/YYYY
5000.00.00	XAC000	Billing	70.00		
5000.00.00	XAC001	Billing	60.00		
5000.00.00	XAC002	Billing	80.00		

d. **Start and End Date:** Specify the validity period for each rate. Please note: dates must be entered in US date format (MM/DD/YYYY).

Assign Project PLC Rates					
Project ID	PLC Code	Rate Type	Rate	Start Date MM/DD/YYYY	End Date MM/DD/YYYY
5000.00.00	XAC000	Billing	70.00	01/13/2025	12/20/2026
5000.00.00	XAC001	Billing	60.00	01/13/2025	12/20/2026
5000.00.00	XAC002	Billing	80.00	01/13/2025	12/20/2026

e. The default billing currency for projects in Company 13 is Pounds Sterling (GBP). If your project uses a different billing currency:

- Although column M is not part of the form, it is recommended that you indicate the correct billing currency here.
- Please also include this information in the body of the covering email when submitting the form.

Assign Project PLC Rates					
Project ID	PLC Code	Rate Type	Rate	Start Date MM/DD/YYYY	End Date MM/DD/YYYY
5000.00.00	XAC000	Billing	70.00	01/13/2025	12/20/2026
5000.00.00	XAC001	Billing	60.00	01/13/2025	12/20/2026
5000.00.00	XAC002	Billing	80.00	01/13/2025	12/20/2026

EUR
EUR
EUR

Amending Existing PLCs / Rates on a L2 T&M Project

The process for amending existing PLCs / rates follows the same principle as applying new ones. Before making any changes, you must first check which PLCs / rates have already been assigned to the project. This ensures that the correct items are amended and prevents duplication of errors.

Once PLCs have been assigned to a project, they cannot be deleted – even if they are no longer required. In such cases, you will need to identify the specific PLC codes that require correction or are no longer applicable.

For PLCs that are no longer needed:

1. Request that the selling rate be updated to £0.00.
2. Ask for the end date to be amended to either the date of the request or an earlier date so that they cannot be applied to future transactions in error.

Submitting for Processing

When saving the Project Setup Form, you must follow the required naming convention. The file should include the six-digit project number and today's date in reverse format:
PSF#5XXX.XX.PSF.YYYY.MM.DD

Once saved, attach the form to a new email. The email subject line must begin with the designed tag: [ICMS-INTL] followed by a brief description [PLCs and rates for 5xxx.xx]. The ICMS-INTL tag is essential, as automated rules have been applied to the Project Controls mailbox to route emails to the correct team. Emails without the tag may be missed or delayed.

If the billing currency different to the project currency (e.g. billing in EUR while the project is managed in GBP), make sure to clearly mention this in the covering email. This helps ensure accurate financial setup and avoids delays.

Please send your completed form and email to: projectcontrols@amentum.com