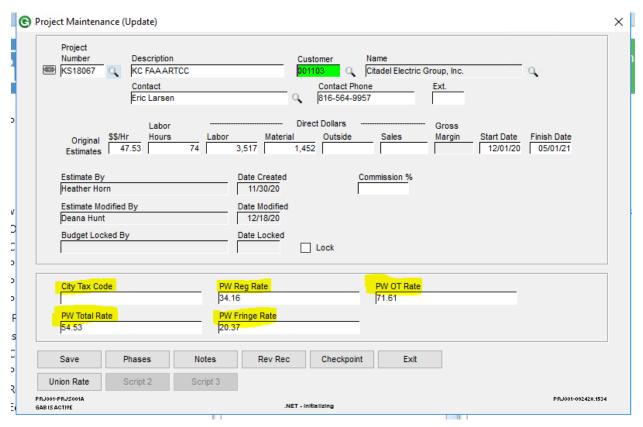
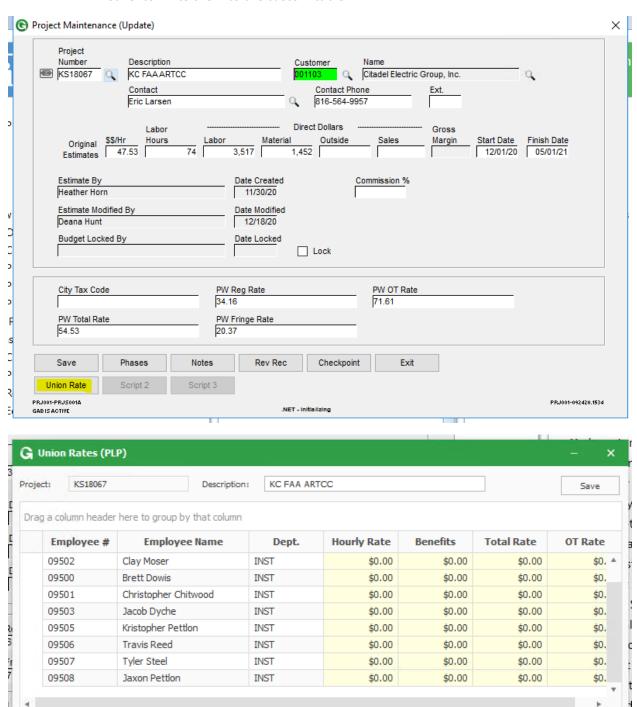
## Project 5858 – Project Labor Dashboard

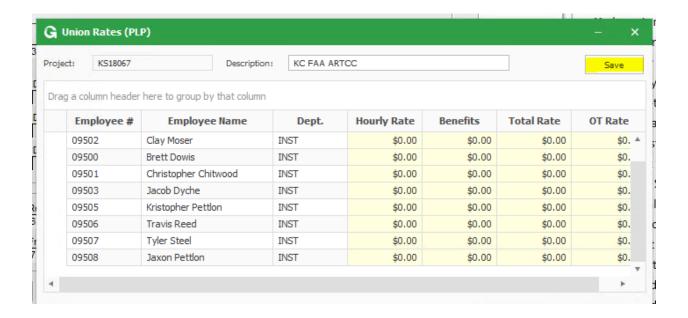
The Project Labor Dashboard was written to provide Preferred Lightning Protection an easy way of exporting all of their labor detail to a spreadsheet for ADP.

- 1. The rates for the dashboard are maintained in the Project Maintenance user fields. They must be set up as:
  - a. User Field 1: City Tax Frequency
  - b. User Field 2: PW Reg Rate Prevailing Wage Regular Rate
  - c. User Field 3: PW OT Rate Prevailing Wage Overtime Rate
  - d. User Field 4: PW Total Rate Prevailing Wage Total Rate
  - e. User Field 5: PW Fringe Rate Prevailing Wage Fringe Rate
- 2. Once the user fields are setup correctly, you can setup the corresponding rates for each project.

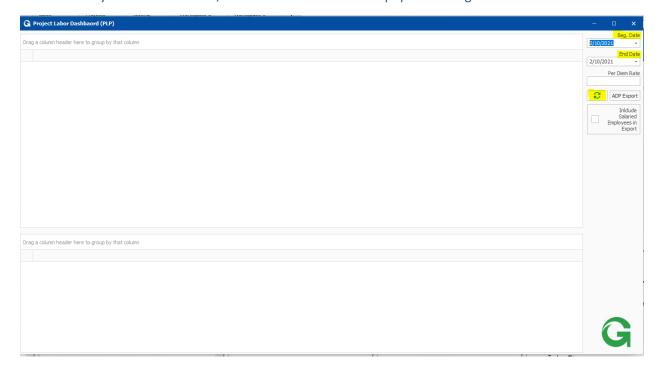


- 3. For employees that are union members, you will need to click the 'Union Rate' button to setup their rates for each project.
  - a. The Union Rates screen will open, and you will see the project information at the top, and all hourly employees in the INST department. Once you enter the correct rates, click 'Save' to write them to the custom table.

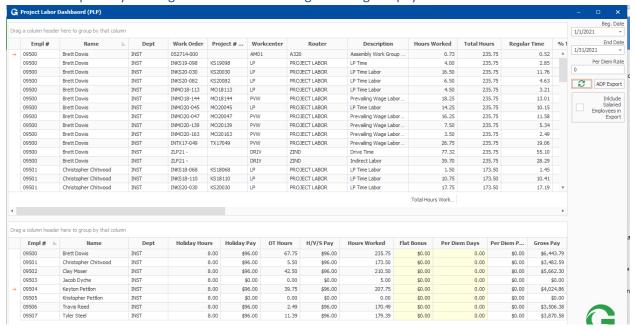




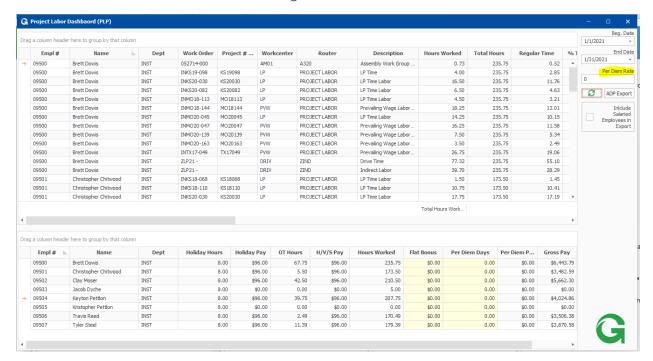
- 4. For the employees to appear in the Project Labor Dashboard, they must be in the INST department, and they must have 'PET' in the Comments 3 field on Employee Master. If they are using 'LP' time, it also has to be setup in Employee Master Comments 2. This is specific for Preferred Lightning Protection.
- 5. When you are done setting up the rates for project and employees are setup correctly, you can start using the Project Labor Dashboard.
- 6. To load information into the dashboard, you must select a beginning and end date. Once you have your dates selected, click the Refresh button to populate the grids.



- 7. The top grid will populate with Job Detail information that falls between the date range. The Job detail is based off the Charge Date.
- 8. The Prevailing Wage pay amounts and Union pay amounts are calculated using the rates setup on the Project Master. The Regular Hours amount and OT hours amount are calculated based on the Workcenter. For Example, if the workcenter is PVW, the Prevailing Wage Regular Time rate will be multiplied by the Regular Hours worked to get the regular pay amount.



9. The bottom grid is a summation of Hours Worked for that date range, Holiday Hours, Overtime Hours, Per Diem Days, Per Diem Pay and Gross Pay. The Per Diem Pay is calculated using the Per Diem Rate set in the text box on the right.



- 10. The ADP export defaults to exclude Salaried employees in the spreadsheet. If you need to include Salaried Employees, you must check the Checkbox in the right panel.
- 11. To export the spreadsheet, click the 'ADP Export' button in the right panel.

