**TEKNOWLEDGE SHARED SERVICES-SRI LANKA**

**OPR: DAILY LABOR ALLOCATION-US USING NEW EXCEL MODULE**

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| SUBJECT | DAILY LABOR ALLOCATION-US USING NEW EXCEL MODULE |
| DEPARTMENT | LABOR PLANNING |
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Guide line

1. **Required documents**

* Weekly labor schedule
* Schedule change details if any
* Daily production Plans- 193, 292, 651, 500
* Dry good Prep
* Shipment Planner
* Daily meeting discussion points related to labor allocation

1. **Main Page**

* Provide the production date & prepared by.
* All activities are listed and open the relevant page by clicking on the tab.
* Summary of the labor allocation is on right hand table. By clicking the “sort list”, employee list will be sorted as per the assigned hours (ascending).
* Once the Labor allocation is finalized, need to Sort the employee list and update the planned IN time for each employee.

1. **Employees List**

Currently available employees are listed in this tab. You can add or remove employees from this page. “New employee” spaces available at the bottom of the list and you can replace that with new employee name.

Since this is the source of employee list use in any other page, currently available Employee list must be maintained.

Note: Other activities which used for dropdown lists are available on this page. These lists can be updated as required.

1. **Betta**

All the 193 betta activities are listed in this page and relevant information are required to update.

Betta sorting 193

1. Item name/EOQ/Number of bags of betta to be copied from production plan and paste. Assigned person must be selected from dropdown list. Required hours will be calculated as per bench marks

**Betta Opening/Betta Washing/Betta Sealing/Betta Counting**

1. Number of betta fish to be provided to calculate hours. Type of the fish is not mandatory.
2. For example, if we have 2000 bettas to be open/wash etc. regardless the type of fish, required hours must be considered. If the Betta shipment arrives on Sunday, projected betta opening/re-bagging quantity must be 2% of shipment quantity. From Tuesday to Wednesday 3-5% from remaining stock must be planned for opening & re bagging. After Thursday production, all remaining betta must be open.
3. Required hours will be calculated as per number of fish and labor to be allocated accordingly
4. Daily stock sorting/opening/re-bagging can be allocated separately under betta opening-bottom potion.

**Station set up & Cleaning**

1. Same persons must be allocated for Set up & Cleaning those who used for betta processing

**Betta distribution**

1. 10 min are allocated for one distribution. Depend on the quantity of betta, distributions can be allocated up to 4 times.

**Label Printing**

1. Excel will calculate the number of labels and provide the required hours. Just need to allocate some one from betta team to print the labels
2. **BAGGING & CLIPPING**
3. Need to get the fish requirement from the production plan and paste under below categories.

Guppy

Fresh Water

Frag

Salt water

Plant

Fresh water Promo

Salt water Promo

Inverts Promo

Toads

1. Only to copy item name, EOQ & bag qtys.
2. Select the person to be assigned

**Bagging other Tasks**

1. Label printing- Excel will count the number of bags and provide the required hours. Need to allocate labor
2. Bagging support- up to 2 persons can be added and need to provide the hours as bagging support
3. Bag distribution- allocated 10 min per time and up to 5 times labor can be allocated (depend on the number of bags)
4. Station setup & cleaning- all involved labor must be allocated for bagging

**CLIPPING**

1. Excel will calculate number of FW & SW bags and calculate the hours as per bench mark
2. Need to assign people as per the total required hours & assigned the relevant hours manually. (as per the total required hours, you can assign more person. But not all will get 8 hrs and need to adjust as required)
3. Station setup & cleaning- all involved labor must be allocated for clipping
4. **PACKING & CLOSING**

**PACKING**

Packing are categorized under 193, 651, B2B/Wholesale.

**193 Packing**

1. Need to provide planned box & planned bags to calculate required hours for packing
2. Allocate labor for production line. Once the employee selected for the production line task, hours will be updated. **Still you can change the hours if required.**
3. If anyone is planned for packing support, allocated hours must be provided.
4. Wood Rock Packing- Number of Wood/Rock & Packages to be updated to calculate hours
5. Depend on the required time, up to 2 persons can be allocated.
6. Station setup & cleaning- all involved labor must be allocated for packing

**651/B2B/Wholesale Packing**

1. Number of fish bas to be provided as per variety
2. Number of packages to be provided to be shipped
3. Depend on the required time, up to 2 persons can be allocated.
4. Station setup & cleaning- all involved labor must be allocated for packing
5. For the B2B or Wholesale, Driver must be allocated to drop to the airport if the package to be Air shipped

**CLOSING & DISPATCHING**

1. Number of box information to be provided
2. Heat/Ice pack prepping quantities to be provided
3. Up to 2 persons can be used as per the required hours
4. Station setup & cleaning- all involved labor must be allocated for closing
5. **292 PROCESSING**

All 292 activities are available on this tab.

**292 Betta sorting**

Since all 292 betta EOQs are 55, just allocated the number of bags for the person and assign the employee name.

**292 Betta opening/re bagging/sealing**

Allocate the people as per the fish quantity.

**292 Guppy bagging**

Allocate the people as per the fish bags.

**292 Clipping**

Excel will calculate the number of bags and relevant hours. Allocate sufficient people accordingly.

**Station setup and cleaning-** allocate to all planned 292 crew.

**292 packing and closing**

Provide number of Guppy boxes and Betta boxes

Excel will calculate labor

Distribute evenly to all planned 292 crew

**292 Drop off**

2Hrs are allocated and Driver must be planned as per completion of packing. Up to two drop offs can be planned.

1. **SHIPMENT & ACCLIMATION**
2. Shipment Planner details must be taken and update the first table with Country code, Number of boxes and Arrival time.
3. Up to 4 shipments can be updated
4. Shipment acclimation Matrix-
5. Provide the shipment number (as mentioned in first table)
6. Select fish type
7. Provide the number of boxes relevant to the selected type
8. Provide the number of bags relevant to the selected type
9. Excel will calculate shipment wise labor requirement and provide in bottom tables
10. Check the total hors required for acclimation and allocate labor as per the guide line to complete acclimation within acceptable time frame.
11. Allocate labor accordingly
12. Do this for all shipments available for the day
13. **PREPPING (DRY)**
14. Refer the dry good prep report and update cup/box and other item quantities
15. Allocate labor as required
16. Allocate same labor for station set up and cleaning
17. **PREPPING PLANTS**
18. Provide the quantity of each variety to calculate required hours
19. Allocate labor as sufficient
20. Allocate labor for station setup and cleaning
21. **OTHER**

**Fragging**

Provide the number of colonies to frag and number of pullouts (the quantity planned to ship)

Allocate the labor as required

**Housekeeping/Construction/QA & Husbandry**

Allocate the hours and assign labor

**Other Task**

If any special task to be performed during the day, provide the description of the task, allocate hours and assign labors

**Inventory taking**

Inventory type must be selected from the drop-down list and allocate labor

**Container unloading**

Container type must be selected from the drop-down list and allocate labor

1. **Daily Summary**

Once update all go to first page and sort the list, check the hours allocated for each employee (at first page). If the assigned tasks are enough, go to daily summary page and select the row labels cell, press Alt+F5 to refresh data.

It will calculate labor allocation and update the **Planned Vs Actual** sheet with planned details

1. **MAPs**

Map creation button will update relevant information for all planned employees.

Check,

* Maps available for all planned employees
* Check the individual task sequence, correct as required- To correct the sequence, interchange the SR# of tasks.
* Update the task sequence on the individual maps

Check the tasks for all and if the information are correct, copy whole sheet and paste the data only. Manual adjustment can be done now.

1. **PRINT MAPS**

Check the number of people available and create PDFs accordingly. Remotely log in to US printer and print the maps. Once this done send the PDF copies to USWH by email.

Note: Map printing must be completed prior to start shift.

1. **PLANNED SUMMARY**

Once the labor allocation completed and refresh the data in Daily summary tab, all the assigned tasks, hours will be updated against the employees.

Once the production date completed, all the Productivity Work Sheets to be received by the Labor management and data update is required to do on Data Entry sheet.

* If anyone did not send the PWS, check the time sheet and update tasks according to actual working hours and plan- highlight this kind of updates
* If anyone worked out of schedule, add his name on actual sheet and update his tasks.

Excel will compare the Planned and Actual, provide the variances in last table.

**Labor Analysis**

Once the PWS information are updated, Excel will provide details needed for labor analysis.

Information available

1. Main activity wise planned vs Actual- (Qty/Hrs)
2. Employee wise planned vs Actual- (Qty/Hrs)
3. Packing line performances
4. Employee wise & task wise details- identify the higher variances from above tables (favorable/unfavorable), find out relevant employees and tasks, update the bottom list