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**T&A Worker Setup**

Time and Attendance

This is a three-part process

Advice: practise in Sandbox first & get Sue P to double check things over 😊

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# Part One – Setting up time registration on worker

1. The T&A setup for a worker in Naxt is as follows – You will need the following information.
   1. Cost Centre =
      1. 1001 = Main shop
      2. 1002 = Field Service
      3. 1003 = Truck Shop
      4. 1004 = Spec Shop
   2. Division = ESV.
   3. Location = 60, 21
   4. Job Title = Heavy Diesel Tech.
   5. Pay Rate = See end of document for rates
2. GGNZ/Human resources/Common/Workers/Employees – Filter on the employee’s name.  
   A screenshot of a computer

   Description automatically generated
3. Double click to open.
4. Employment TAB – Time Registration – Click on **Activate on Registration**  
   A screenshot of a computer

   Description automatically generated
5. Populate the following areas with the correct data for the location of the employee.
6. Using the Drop-down box to select the correct configuration.  
   Graphical user interface, application

   Description automatically generated
   1. Activation Date = the start date of their employment – **do not do the date in advance as it causes issues. Set up T&A on the day the worker starts.**
   2. Calculation Group = 10=Location-ESV=Service-MS=Main Shop Depends on the Cost centre from Financial Dimensions – see page 1
   3. Default Calculation Group = Same as Calculation Group
   4. Approval Group – Same as Calculation Group
   5. Standard Profile = ESV-TECH (This may be different if they are on roster or work in Mine).
   6. Pay Agreement = Equipment-ID
   7. Profile Group = EQUIPMENT (This may be different if they are on roster or work in Mine). Check the similar user to help
   8. New Bundle – Remove the Tick
   9. Select OK.  
      Graphical user interface, text, application

      Description automatically generated
7. Make sure the location is stated on the worker

Graphical user interface, text, application, email

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# Part Two – Setting up the worker resource record

1. GGNZ/Organisation administration/Common/Resources/Resources – open.
2. Filter on the employee to confirm that it is not loaded.  
   Graphical user interface, application

   Description automatically generated
3. Select **Resource** – Populate the following:
   1. Staff Number.
   2. Staff name.
   3. Select Human Resource.
   4. Filter to find worker and select.
   5. Also tick Finite Capacity.

Table

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Graphical user interface, application

Description automatically generated

1. Financial Dimension – populate as per the Financials Dimensions on the Worker Setup.
   1. Cost Centre = 1001
   2. Department = ESV
   3. Division = ESV
   4. Location = Branch
   5. Salesperson = Staff Number (02988)  
      Graphical user interface, text, application

      Description automatically generated
2. Resource Group will be the same as the one in the approval Group at T&A Setup. You populate the calendar that is assigned to the group. Close  
   Graphical user interface, application

   Description automatically generated
3. Below are the names of the locations that come under the calendars

Graphical user interface, application, email

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# Part Three – Setting up the worker’s pay rate

1. Select - GGNZ/Human resources/Setup/Time and attendance/Payroll/Pay Types – you will select either of the two below.
   1. ESV-CL-STD represents Collective Agreement (Union)
   2. ESV-ID-STD represents Individual Agreement. – ***most of the it is usually this one***
   3. Always pick the Standard time one as the others are calculated from this one.  
      Graphical user interface, application

      Description automatically generated
2. Select the pay type:
   1. Rates.
   2. Worker Rates.
   3. Control N = new line.  
      Graphical user interface, application, table

      Description automatically generated
3. You populate the rate from the list below and the staff number.  
   Table

   Description automatically generated

This is the list to use for rates. If however the employee has a new title that isn’t listed, consult Jimmy La for what their pay rate should be.

Table

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Ps. Service Specialist is the new name for Lube Truck Technician

**Close all screens.**