# LATE LABOUR ENTRY

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| **LATE LABOUR ENTRY** | | |
| On the last day of every month the posting period is closed in NAXT. Users within specific User groups have the authority continue posting into the previous period. Users within a group allowed to post late labour can post labour until the end of first working day of the new month. Every effort must be made to enter time sheets to NAXT within this timeframe. This guide is for those exceptional circumstances where for very good reason outstanding time sheets are unable to be entered to NAXT on the first working day. Time sheets entered via this method will be monitored and repeated use will be managed accordingly. | | |
|  | J:\Training - Inspire\eMerge training icons\Important Black.pngEnsure the posting period is closed before proceeding | |
|  | Navigate to GGNZ/Service/Journals > Hour | |
|  | J:\Training - Inspire\eMerge training icons\Important Black.pngOne Hour journal is required per Branch  From the Hour journal which opens, create a new journal. A new line will appear | |
|  | | From the Hour journal, select the Lines function button | |
|  | | From the Journal lines for hours from which appears, a line is automatically created. Switch from the Overview to the General tab | |

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|  | Enter data to the General tab from the Time sheet. Move through the following steps in order |

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|  | **Identification field group:**   |  |  |  | | --- | --- | --- | | **Journal lines > General tab** | **Daily Time Sheet** | **Notes** | | Project ID | Service call number / Seg. / Op. | Ensure the Segment / Operation is ‘In process’ | | Line category group | LCG | This may populate automatically from the Segment / Operation. Ensure LCG matches the Time sheet | | Category |  | This will populate automatically after the LCG is entered. **Do not adjust** | | Worker | Personnel number | By default this will be your worker. Change the worker to match the Time sheet | | Line property | OT | How the labour should be paid and charged. Most of the time this will be SC-SS | |
|  | **Transaction field group**   |  |  |  | | --- | --- | --- | | **Journal lines > General tab** | **Daily Time Sheet** | **Notes** | | Description |  | Description should contain Late entry – ‘date of actual labour’ | |

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|  | **Time sheet field group**   |  |  |  | | --- | --- | --- | | **Journal lines > General tab** | **Daily Time Sheet** | **Notes** | | Start date | Date |  | | Start time | Start | Start time from the line on the Time sheet | | End date | Date |  | | End time | Stop | Stop time from the line on the Time sheet | |
|  | From the Journal lines for hours form, select the Financial dimensions function button |

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|  | From the Enter account financial dimension tab which appears the following dimensions are required before selecting OK     |  |  |  | | --- | --- | --- | | **Journal lines > Financial dimensions** | **Source** | **Notes** | | Cost centre | Segment / Operation | Open the Segment / Operation in NAXT and find the Cost centre | | Department | Segment / Operation | For Equipment Service this is always ESV | | Division | Segment / Operation | For Equipment Service this is always ESV | | Location | Segment / Operation | Open the Segment / Operation in NAXT and find the Cost centre | | Project ID | Time sheet | Service call-Segment-Operation | | Sales person |  | Always NA | |

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|  | If further lines are required to be entered from the Time sheet, select the Add function button. This will add a new journal line and switch back to the Overview tab. Repeat steps 5 – 12 until all lines are created, then move to step 13 |
|  | From the Journal lines for hours form, select the Post function button |
|  | Select OK without making any changes |
|  | A sucessfully posted journal will display like this. |
|  | Labour will now appear in the Segment transactions |