

A **Work Force** is a collection of employees and/or vendors (subcontractors) who are authorized to charge against a project.

A **Top Level Work Force** requires that the employees and vendors be designated at the highest level of the project. Accordingly, any lower level project node that allows charging is open to the work force associated to the top level of the project.

## Enable Project Work Force Feature

When the Project Work Force Required feature is enabled in the Manage Project User Flow screen, the user must specifically identify the valid ID numbers of the employees or subcontractors that can charge against the Project. On the Manage Project User Flow, the work force checkboxes are on the lower right of the screen. To use this feature, simply enable the **Project Work Force Required** checkbox. Enabling the **Use Top Level Work Force** checkbox activates the work force validation at level one of the project.

**Access:** Projects > Project Setup > Project Master > Manage Project User Flow

1 Project Work Force Required

2 Use Top Level Work Force

## Create a Project Work Force

1 New

2 Query

3 Selected Employees

- 1 Click the **New** button under the Manage Employee Work Force screen.
- 2 Select a project from the look up or use **Query** to find a project.
- 3 Under **Selected Employees** box add the employees authorized to charge time on the project.
- 4 **Save** the Work Force.

To choose employees under the Selected Employees box, highlight the employee(s) under the Employee box and then press the Select button located between the two boxes.

## Assign PLC to Employee

If all previous screens were properly defined, the list of all valid employees associated with the project will appear on the right of the screen. To create an association:

- 1 Highlight an employee and select the appropriate PLC on the left table.
- 2 The Default PLC checkbox must be enabled to designate that this is a default combination. The use of this default combination will enable the PLC to automatically default into the timesheet when the employee name and project number is entered or imported in.

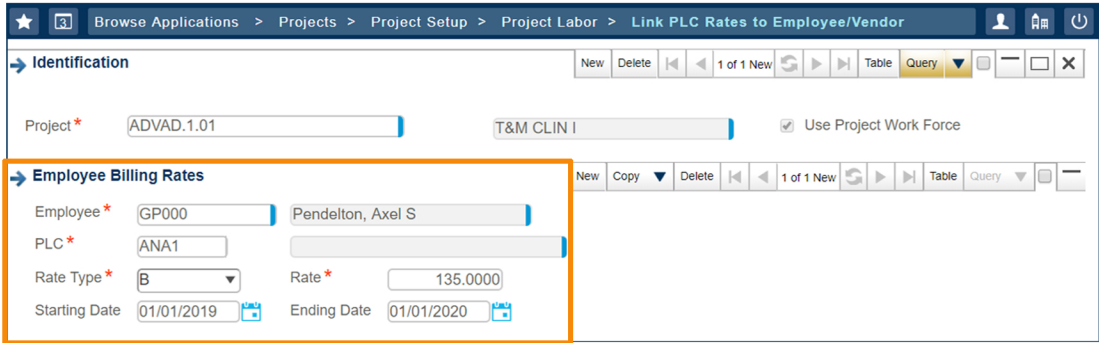
An employee can be associated to more than one PLC; however, an employee may only have one default PLC.

PLCs Assigned to Employee Work Force

PLC *	PLC Description	Default PLC	Employee *	Employee Name
G-ADMA	Advanced Mathematician	<input checked="" type="checkbox"/>	GP001	Borczyk, Vladimir B
G-AQ01	Aquatic Environmentalist 1	<input checked="" type="checkbox"/>	GP002	Checzynski, Cory C

Link PLC Rates to Employee/Vendor

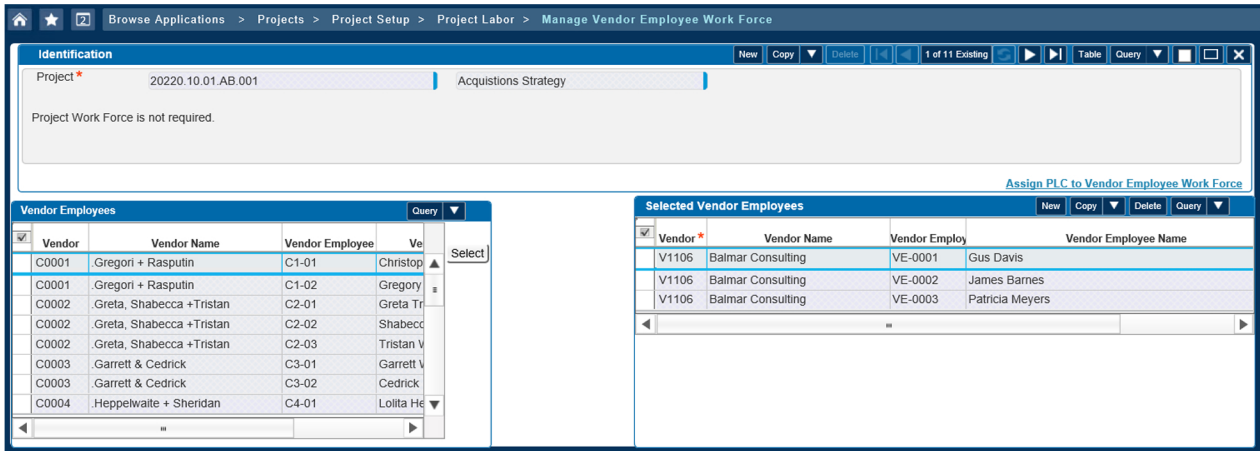
This screen is exclusively used for Time and Material projects. It associates a specific billing rate to a specific employee within a Project Labor Category. **Access:** Projects > Project Setup > Project Labor > Link PLC Rates to Employee/Vendor



Vendor Employee Work Force

Vendor Employee Work Force is identical in setup to the Employee Workforce. Use a vendor employee work force when you want specific subcontract employees to work on the project or when you want specific PLCs to default during data entry. Use this screen as the first in a three step process to establish a vendor employee work force.

**Access:** Projects > Project Setup > Project Labor > Manage Vendor Employee Work Force




Vendor	Vendor Name	Vendor Employee	Vendor Employee Name
C0001	.Gregori + Rasputin	C1-01	Christop
C0001	.Gregori + Rasputin	C1-02	Gregory
C0002	.Greta, Shabecca +Tristan	C2-01	Greta Tr
C0002	.Greta, Shabecca +Tristan	C2-02	Shabecc
C0002	.Greta, Shabecca +Tristan	C2-03	Tristan V
C0003	.Garrett & Cedrick	C3-01	Garrett V
C0003	.Garrett & Cedrick	C3-02	Cedrick
C0004	.Heppelwaite + Sheridan	C4-01	Loitta He

Vendor	Vendor Name	Vendor Employee	Vendor Employee Name
V1106	Balmar Consulting	VE-0001	Gus Davis
V1106	Balmar Consulting	VE-0002	James Barnes
V1106	Balmar Consulting	VE-0003	Patricia Meyers

To establish a vendor employee work force, complete the following steps:

- 1 On the Manage Vendors screen, setup vendor employees. After vendor employees are established, they automatically display in the Vendor Employees group box where they can be selected to be part of the vendor employee work force for a particular project.
- 2 On the Assign PLC to Vendor Employee Work Force subtask of the Manage Vendor Employee Work Force screen, link PLCs to the vendor employees after you have established the vendor work force in this screen. You can assign multiple PLCs to a single vendor employee but only one PLC can be the default. The PLCs assigned in that screen are the only PLCs valid for a particular vendor employee.
- 3 On the Link PLC Rates to Employee/Vendor screen, assign labor rates to the PLCs by vendor employee.

 **Note:** Complete these steps before you enter subcontract labor for this project.