

# Labor Management



Provides the management of labor skills as well as the planning and tracking of labor

## Overview

The work force is a critical aspect of any manufacturing operation. It's necessary to organize employees into teams, manage their work calendar, track their skills, and ensure that only qualified personnel perform certain tasks. Furthermore, it's necessary to provide tools to facilitate the communication of information from one shift to the next.

The Labor Management module provides features to support for the management of employees, the tracking of certifications and qualifications, shift planning as well as it includes a shift logbook to pass information between shifts.

The screenshot shows a mobile application interface for 'Certifications'. It has three tabs: 'MY CERTIFICATIONS', 'MANAGED BY ME', and 'SUBORDINATES'. The 'SUBORDINATES' tab is selected, showing a list of certifications for a 'Technician' (3 items). The table below lists the details for each certification.

EMPLOYEE	PLANNED DATE	CERTIFICATION DATE	VALID TO	REMARKS	GRANT TYPE	STATE
John Smith		12/27/2019 02:19 PM	06/27/2020 02:19 PM		Manual	Active
John Doe		12/27/2019 02:19 PM	06/27/2020 02:19 PM		Manual	Active
Mary Smith		12/27/2019 02:19 PM	06/27/2020 02:19 PM		Manual	Active

Figure 1 Certification management

## Key Features

- Management of the Employee Qualifications and Certifications.
- Capability to define that Qualifications and Certifications expire after a certain time interval, so that the Qualification or Certification need to be renewed.
- Ability to define minimum Certification requirements and automatic assignment of Employees to that Certification when they meet those requirements.
- Capability to enforce Certifications when performing operations on a given Resource, Step or Product.
- Capability to enforce Certifications when performing a certain Maintenance Activity.
- Creation and management of Shift Plans. A Shift Plan defines the workgroup personnel requirements and supports the distribution of personnel according to the personnel certifications.
- Capability to generate and manage team and individual Employee Calendars.
- Support for Employee attendance (at the factory).
- Support for Check-In / Check-Out to and from the Equipment or to a Maintenance Activity to track the activity of the different Employees.
- Provision of a Shift Logbook per Area for exchanging information between shifts.
- Integration with the Costing module for both Material and Maintenance Activity cost calculations.
- Integration with the Scheduling module for labor scheduling.
- Support for Trainees who require the supervision of a senior Supervisor to perform some Resource and Material operations.

## Benefits

- Improved work force management
- Improved work force planning and scheduling
- Improved shift-to-shift communication
- Improved regulatory compliance

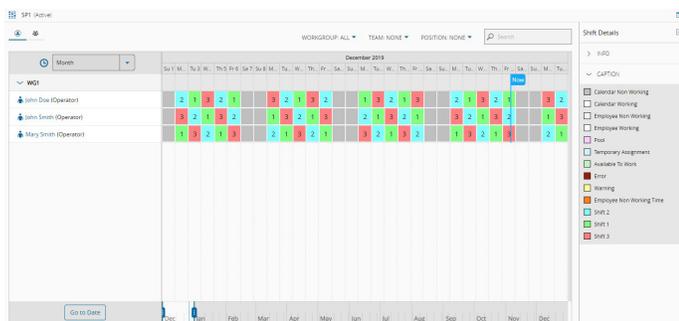


Figure 2 Shift Planning example

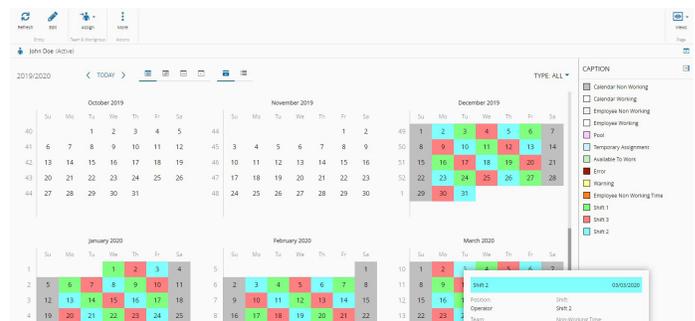


Figure 3 Employee calendar example

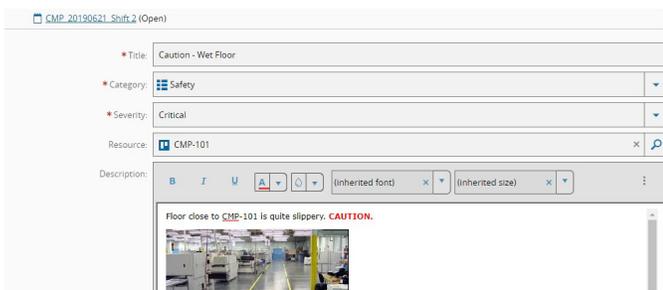


Figure 4 Shift Logbook entry example

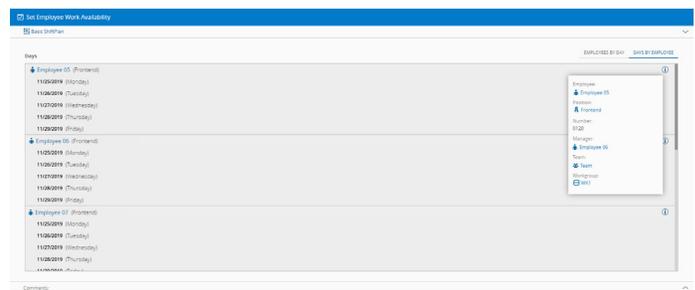


Figure 5 Team Work Availability