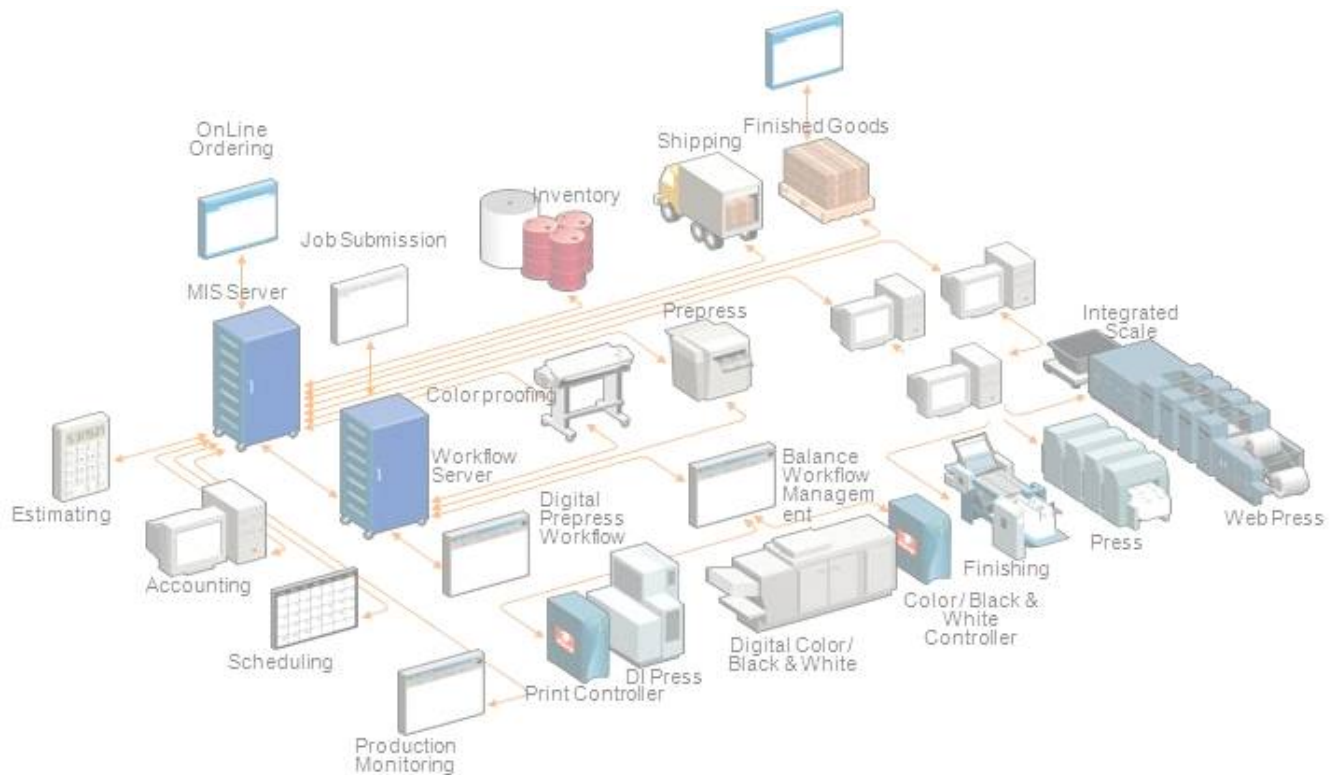


# Shop Floor User's Manual



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## Shop Floor Terms

### Production

Production refers to labor events that are recorded in the system. Production also includes any non-job related activity that is accounted for in payroll from the shop floor.

### Shift Date

The shift date is determined when an employee logs on for the day. This date can be changed upon login, if necessary, to reflect the previous or next day's shift. This feature is commonly used for 3<sup>rd</sup> shift employees whose shift spans two calendar days.

### No Job

The No Job option is used if an employee is not working on a job but needs to track time to a Work Center. Use this when performing functions that cannot be charged directly to a Customer's Job. Examples of this may be meetings, repairs and maintenance, etc.

### Start and Stop Job

A **Start job** entry is used to note when an entry was started in Shop Floor. Start job entries are not required but necessary for status reporting of employees and work centers. Start job entries are recommended whenever possible.

A **Stop job** entry is used to note when an entry was completed in Shop Floor. Monarch requires a stop job entry. A Stop job entry is the only "event trigger" in Monarch. Scheduling updates, Job Costing, etc. are only updated by the entries.

### Department Groups, Departments, Work Centers, Operations, Reason Codes and Work Types

**Department Groups** are a way of grouping like equipment and staff for reporting purposes. Examples would be: Sheetfed Pressroom, Bindery, etc. Each Department is associated to a Department Group.

**Departments** are used to describe functional areas of the plant. Job cost is transferred to the General Ledger and accounting functions through the department designation. Each Work Center is associated to a specific Department.

A **Work Center** is a piece of equipment or area of work used when entering production transactions. Work Centers hold the hourly rate (cost) of each machine or area. Reporting time in a specific Work Center to a job number, for example, allocates the actual cost to the job. Work Centers describe individual pieces of equipment in the plant. Work Centers are a required entry in all production transactions. A list of your specific Work Centers will be provided as a handout in the training class.

**Operations** are used to define the activities performed at a work center. Make ready is an example of an operation. There are no dollars associated with Operations. If an event needs to have a different hourly rate, a new Work Center is needed. With each labor transaction entered for a job, operators are required to enter what work center they are working at, as well as what operation they are performing.

**Reason Codes** are attached to specific Work Center and Operation combinations. These codes are used to allow deeper descriptions to the operations performed. Reason Codes state the "why" and "what" happened in a transaction. Certain Work Center / Operation codes have a list from which the operator can select from to explain what occurred during production. Examples of Reason Code use would be to capture the reason for a plate remake, reasons for downtime on a press, or the type of a meeting attended, to name a few. While Operation Codes are pre-determined and controlled by a committee, Reason Codes are plant specific

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and the plant can add, change, or delete these codes to capture measures important to that plant. They also facilitate the replacement of "off-line" tracking of these important measures.

When an operator starts a job, he or she must assign a **Work Type** to the function they are performing. If an operator is starting to work on a job that is assigned a customer and a job number, they are only allowed to use the three basic Work Types:

**OR- Original** – Time planned and usually estimated and chargeable to the job.

**AC- Alteration Chargeable** – Additional tasks required above the original job specs. Usually authorized by the Customer.

**RN-Rework Non-chargeable**. This is work that has to be re-done or excessive time caused by plant inefficiencies. The cost is recorded as spoilage by the Plant.

**RC-Rework Chargeable**. This is work that has to be re-done or excessive time caused by customer error. The cost is not recorded as spoilage or original work by the Plant.

When a No Job function is started, the operator has the option to use any of the active **Indirect** Work Types.

They are:

1. Maintenance
2. Training
3. General Indirect

Chargeability is an important measure to the organization. Work Type is the primary factor in calculating Chargeability. Work Type is a required entry in a production transaction and accuracy is critical for proper company metrics.

## Count 1 and Count 2

Count 1 and Count 2 data fields are used to record the quantities for each operation. Each field is defined on the screen as to what numbers are to be recorded. Since some operations do not require entry into both fields, each entry will have unique requirement. A label will appear beside each operation that requires a quantity. If not quantity is needed, no field will appear.

## Number Up Field

The number up field is used for multiples of the same product that are produced on the same sheet. Since Monarch uses the number of cycles in its calculation, this field was added to identify final product quantity. The number of cycles (sheets, signatures, books, etc.) is entered into the count 2 field. The number of products per sheet is entered into the Number up field and the system will automatically calculate the finished product count. For example, a folder is producing a two up four-page brochure and has 5000 sheets from the press. The folder runs 5,000 sheets and enters this number into the count 2 field. In the number up field, the operator enters 2 which give a total product count of 10,000. This application is also to be used by cutters performing finished product cutting and boxing. Example: 1,000 press sheets of fliers 8 up per sheet. Count 2 entry is 1000 with 8 entered into the number up field. Total fliers produced equals 8,000

## Material Usage

Material usage refers to the materials charged to a job. The operator will create a material usage transaction in Shop Floor indicating the item and job to charge.

## Location Changes and Returns

Location Changes and Returns are a method to track specific milestones of status in the production of a job. Locations can track a portion of a job that leaves the plant and its

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expected return, For example, Out to Vendor / Back from Vendor, Proof Out / Proof In. It may also track critical status of internal work such as Stock at Press, Ready for Billing, or Plates at Press. A Location Change and expected Return can be entered for a job or portions of a job. A Locations Due report will show which items are due, over-due, or complete. Shop floor personnel are usually only responsible to enter a Location Return indicating that an expected result has occurred and when.

## Alterations

Alterations are the changes the customer makes to the job specifications after the job was originally quoted. With each alteration entered, a price can be entered if there is an additional charge.

## Job Planning Specifications

Job Planning Specifications gives production the detailed information for working on the job. They tell the operators how many forms they will be working with as well as the allotted time and materials for the task.

## Lunches

Lunch is considered non-payroll time and is not used in the calculation of the total hours for the workday.

## Entry Report

The Entry report, or time sheet, represents the employee's time sheet for the day. It contains a description of work performed and payroll information. The Entry Report provides useful information for each job and the activities performed. The report displays information such as total hours worked (actual, production, and non-payroll) job number, customer name, work center, operation, and start and stop times and reason codes used. At the end of the report, Total hours, Payroll and Non-payroll hours are listed at the bottom.

**Note:** *It is required for each employee to inspect their time sheet for errors. Errors are to be noted on the time sheet, the sheet is to be signed, and turned in to their supervisor at the end of each shift.*

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## Reason Codes

Reason Codes are designed to allow a deeper definition and detail to an operation code. Reason Codes capture the “why” and “what” of events reported in the system. In the past employees have had to capture this type of information in Production notes on their timesheets or use “off-line” systems such as spreadsheets. Production Notes did not have the ability to report and categorize the information due to an inconsistency in language and methods. By allowing the employee to enter one more piece of information from a specific list, the plant has the ability to capture data inside the system and dynamically report the results.

### Characteristics:

- Reason Codes are a function of the Work Center/Operation Code they are assigned to.
- They are used to bring definition and explanation to events that occur in an operation.
- Used to define reasons for Material usage in a Rework scenario or above the planned allotments.
- Sort capabilities to categorize activity.
- Provide a better visibility to “Run Speeds” by categorizing types of work or configurations.
- Allow the plant to gain deeper detail of Operation Codes

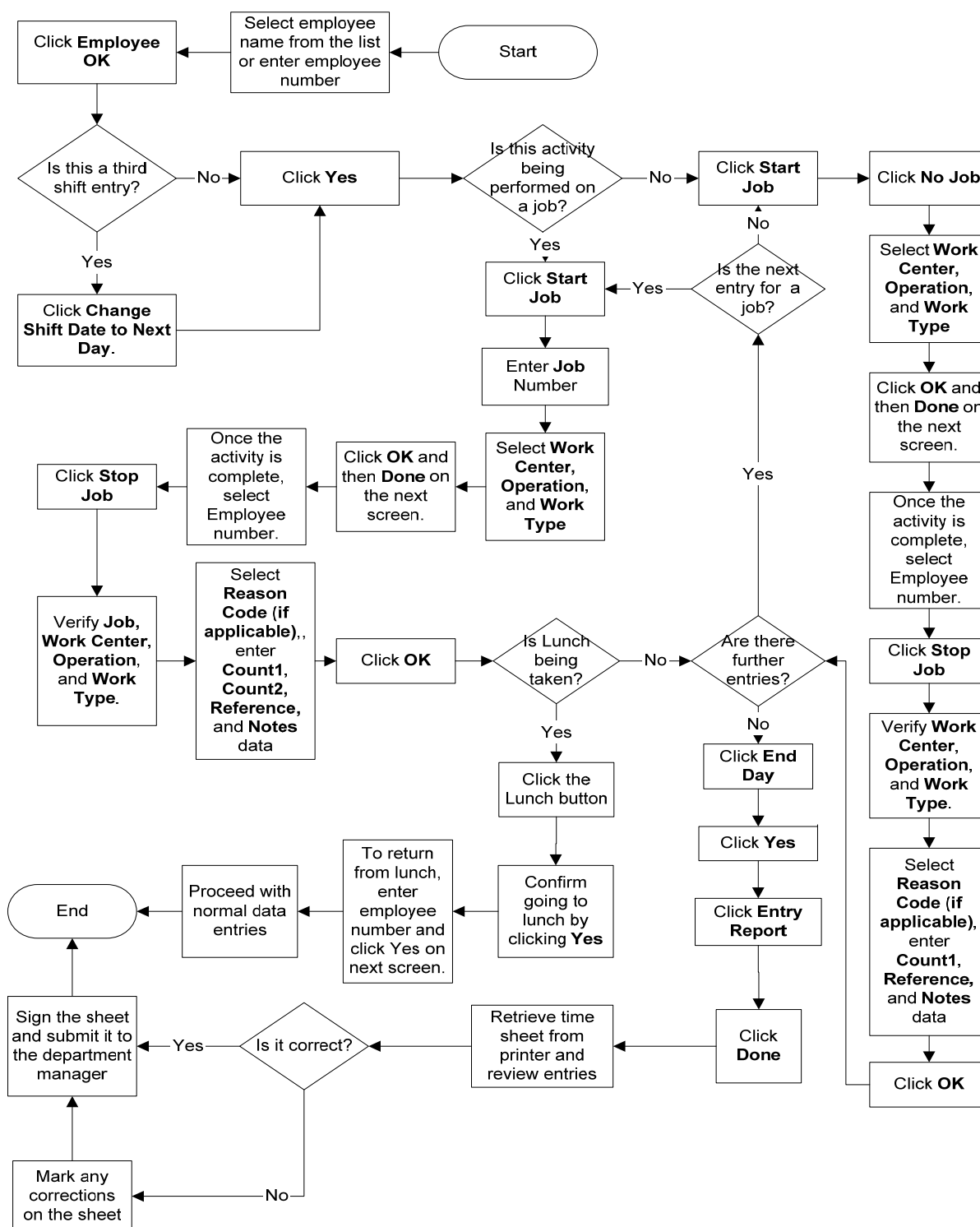
### Terms:

- **Reason Codes** are linked to specific operations codes and Work Center combinations. A reason code may define why an activity occurred, such as why a press was down waiting on plates, or what happened in an activity, such as what hand bindery function was being performed on a job. Also, a reason code can add definition to material usage on the shop floor. For example, rework plate material transaction can be marked as to the cause. The reason code numbering field can contain up to fifteen characters and can be either alpha or numeric.
- **Reason Class 1 and Reason Class 2** – Reason classes are not selectable by the shop floor. They are two additional fields associated with Reason Codes to classify the code for reporting purposes. Each Reason Code can be linked to one or both of these fields. These codes are used to quickly summarize the occurrence of specific types and categories of codes used.
  - **Reason Class 1** codes are used to determine different “types” of codes for reporting. This is a grouping code to collect like codes into a report independently of their order or range.
  - **Reason Class 2** codes are used to identify the source, department or entity responsible for spoilage type reason codes. Not every reason code will require this field. An example would be collecting all of the operational hours and cost caused by Vendors.

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## Basic Shop Floor Data Entry

This flow chart represents an overview of a generic shop floor data entry. The reporting flow will alter depending on the reporting requirement and selected options for each department.



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