

Setting up the Advanced Job Costing Module's System Options

This step is OPTIONAL. Only do this step if you want to track the time employees spend in each workers compensation category to minimize your employee workers compensation liability. (See the prior document, *Overview- Advanced Job Costing & Payroll*, for an example.)

What's the purpose of this setup step?

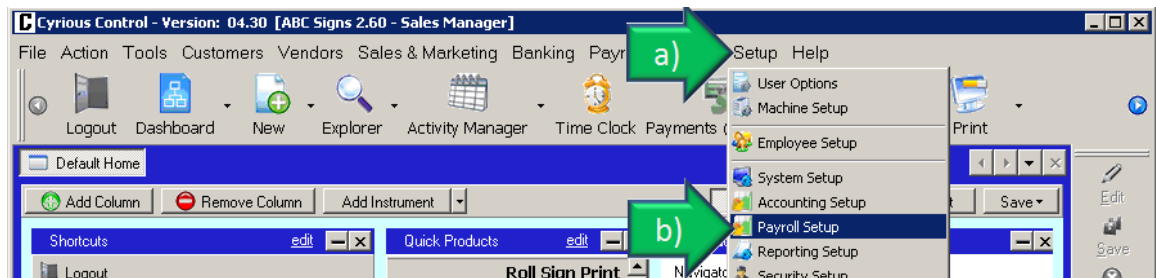
for the advanced job costing system:

In this step you will set up the following things

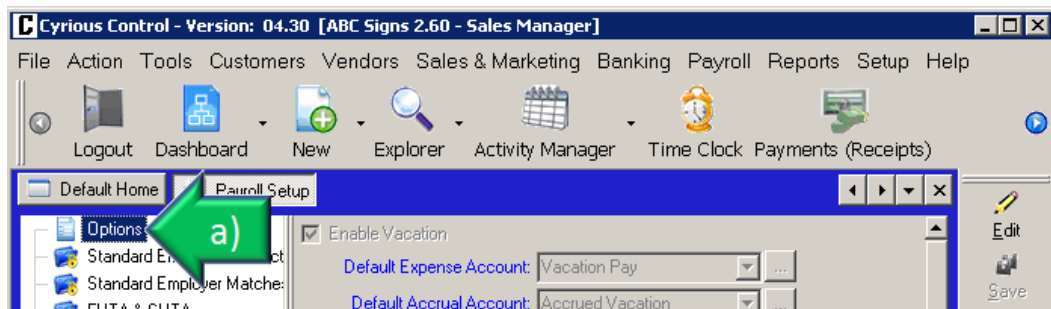
- Some general options related to overtime; and,
- The workers compensation codes and rates.

A. Let's first set up of the general Options.

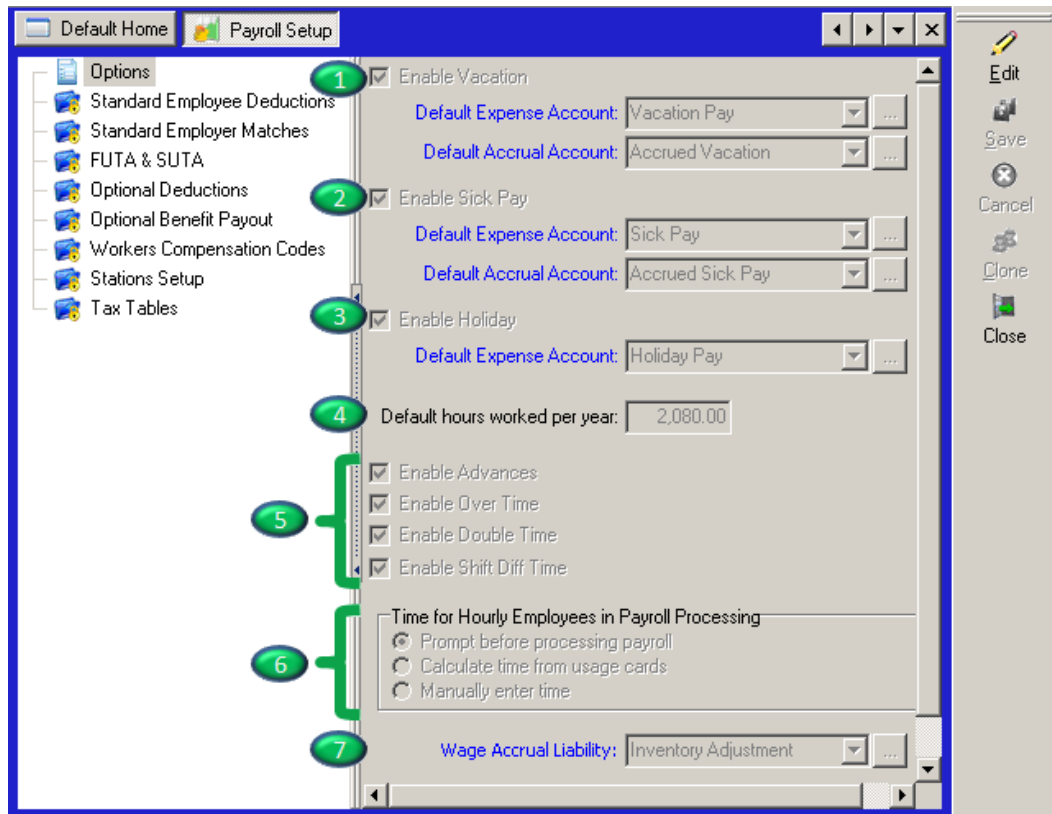
- 1) In Control:
 - a) Click **Setup**.
 - b) Click **Payroll Setup**.



- 2) To set up the general options, follow these instructions:
 - a) Click on **Options**.



b) Review the settings on the right for areas 5, 6 and 7. Here are some explanations:



1-4. Skip these. They only apply when using the full payroll module.

5. Advances. Ignore this check box. Advances are not used for advanced job costing or tracking workers compensation.

- Overtime, Double, and Shift Differential: Control allows 4 time groupings for hourly employees. In addition to straight time, you can permit the tracking of overtime, double time, and shift differential time by checking these boxes.

6. Time for hourly Employees in Payroll Processing: Cyrious can pull labor usage cards from orders to determine an employee's time. If employees are recording all of their time on the jobs, then you probably want to choose the "Calculate Time from Usage Cards". If you are not tracking employees' times on jobs, you might need to enter time manually. Click on the choice that most closely matches how you want to do this.

7. Wage Accrual Liability: Select the liability account in which to Accrue Wages on the balance sheet. Unless you have a reason to change this, Cyrious recommends you leave this to the default liability account. This option is used for all time not associated with a labor part (which specifies its own wage accrual account).

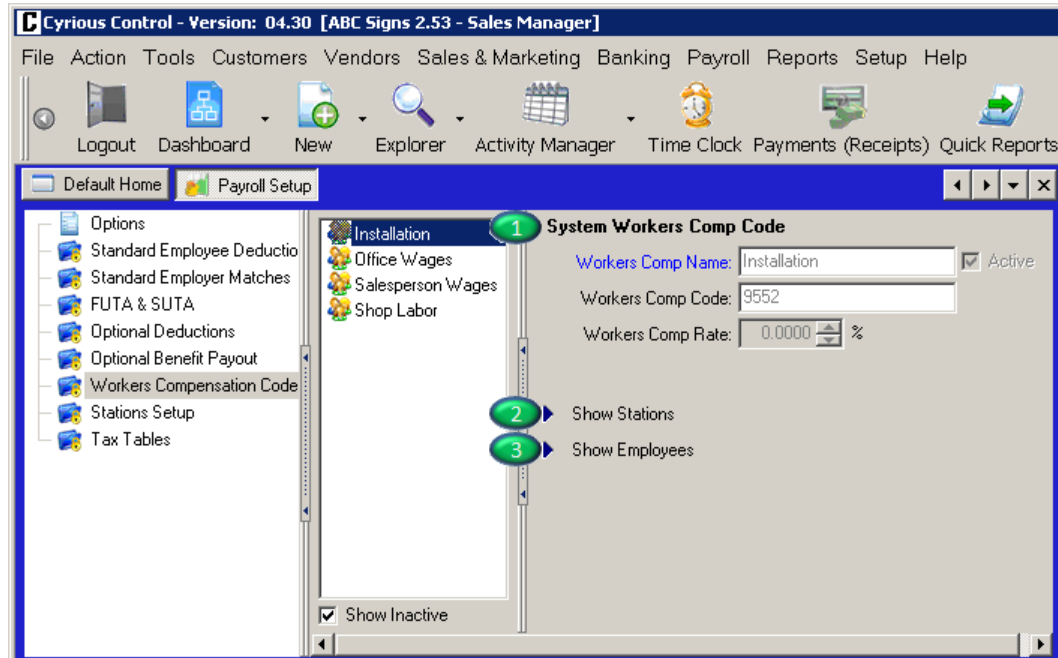
c) To change one of these settings, click **Edit**.

d) Change the desired field(s).

e) Then click **Save**.

B. Set up of the Workers Compensation Codes.

- 1) To set up an Workers Compensation Codes, follow these steps:
 - a) Click on **Workers Compensation Codes**.
 - b) Click the first item in the list in the center.
 - c) Review the settings on the right. Here are explanations of the fields you may not have seen yet:



1. Workers Comp Code:
 - Workers Comp Name: The name of the department or area for this workers comp.
 - Workers Comp Code: The workers comp code that the work that is done in this areas qualifies for.
 - Workers Comp Rate: The rate for this comp code (provided by your insurance company).
2. Show Stations: If you click on this arrow, the screen expands to show the Stations that use this Workers Comp Code. (A "Station" is Cyrious' term for a place where work gets done. You'll setup your Stations later in the setup process.)
3. Show Employees: If you click on this arrow, the screen expands to show the Employees that use this Workers Comp Code.

- d) To change any of these settings, click on the workers comp name in the center list that you want to change the settings for.
 - e) Click **Edit**.
 - f) Change the desired field(s).
 - g) Then click **Save**.
 - h) Repeat d) through g) until you've updated the rest of the workers comp codes.
- 2) To add a new workers comp codes:
- a) Click **New**.
 - b) Fill in the information.
 - c) Click **Save**.
- 3) To deactivate an workers comp codes:
- a) Click **Edit**.
 - b) Uncheck the **Active** checkbox.
 - c) Click **Save**.

The set up of the *Stations Setup* will be done later in the setup process. Skip that screen for now.

Great job! Now you're ready for the next step.