

# JOB LABOR GUIDELINES



Best practices for real-time labor reporting, standard-hours completions, and keeping shop control current.

## 1. CORE GUIDELINES

1



### Enter Labor as Sequences Finish

Update job labor through the Work Center Schedule as each sequence is completed so work center queues stay current.

2



### Standard Hours Are Recommended

Standard-hours completions are fast, simple, and improve throughput and costing. They avoid the burden of collecting detailed actual hours.

3



### Use Caution with Actual Hours

Actual-hours reporting is difficult for many shops. Errors or omissions can distort cost of sales after product is already shipped.

4



### Actual Hours Require Full Participation

Actual-hours environments require timely material, labor, subcontract, receipt, and release updates from all workers and supervisors.

5



### Use the Work Center Schedule

The Schedule tab lists active sequences in job-priority order and helps supervisors assign work correctly.

6



### Keep Updates Real Time

Real-time labor entry only takes a few clicks and is easier, faster, and more accurate than end-of-day batch entry.

## 2. WHY JOB LABOR TRACKING MATTERS

A



### Current Work Center Queues

Real-time labor reporting keeps queue conditions current for worker assignments.

B



### Priority-Based Scheduling

Sequence completions support the job-priority calculation that determines the best work order inside each work center.

C



### Faster Job Receipts

Finished jobs can be receipted without delays for missing labor costing.

D



### Better Throughput

Timely labor reporting reduces manual tracking and unnecessary expediting.

## 3. COMMON QUESTIONS

Q1

### Is the Work Center Schedule mandatory?

DBA is designed around timely material and labor updates through the Work Center Schedule. It is far easier and more efficient than manual planning and expediting.

Q2

### Is real-time updating practical?

Yes. Entries are simple, repetitive, and can be done by workers or supervisors in just a few clicks. Real-time updating saves time and improves shop throughput.

Q3

### Do payroll hours reconcile with job hours?

No. Payroll is separate. DBA job hours can include standard, actual, or multi-job hours and are costed at work center rates. Payroll is used only to provide direct labor cost inputs for shop rates.



**Best practice:** Report job labor as sequences finish, use standard hours for most shops, and keep the Work Center Schedule current in real time.