

Personnel & Labor Crafts Module Exercise – Adding Labor Crafts

The screenshot shows a software window titled "Labor Craft". It has two tabs: "Details" (which is active) and "Employees". The "Details" tab contains the following fields:

- Labor Craft Code
- Description
- Labor Craft Rate 1
- Labor Craft Rate 2
- Labor Craft Rate 3
- Labor Craft Rate 4
- Labor Craft Rate 5
- UserField 1
- UserField 2
- UserField 3
- UserField 4
- UserField 5

Add three (3) records to the Labor Craft Master File using the examples below:

Labor Craft Code	Description	Rate 1	Rate 2	Rate 3	Rate 4	Rate 5
HVAC	Heating/ Air Conditioning Technician	20.00	22.00	25.00	30.00	35.00
ELEC	Electrician	20.00	22.00	25.00	30.00	35.00
MECH-V	Vehicle Mechanic	20.00	22.00	25.00	30.00	35.00

Personnel & Labor Crafts Module Exercise – Adding Employees

Add three (3) records to the Employee Master File using the examples below:

Employee Number:	0001	Address: 125 W. Main St. Menomonee Falls, WI 53354 (262) 943-6044 allenh@omni.com
Employee Name:	Allen Henkle	
Start Date:	May 01, 2002	
Division:	Division 002	
Department:	Maintenance	

Employee Number:	0003	Address: 4515 N. 35 th St. Milwaukee, WI 53204 (414) 271-4692 walters@omni.com
Employee Name:	Walter Smith	
Start Date:	August 25, 2000	
Division:	Division 002	
Department:	Maintenance	

Employee Number:	0005	Address: 5518 W. Hilgore Ct. Brookfield, WI 53265 (414) 845-6954 gordank@omni.com
Employee Name:	Gordan Kaysen	
Start Date:	January 01, 2002	
Division:	Division 002	
Department:	Maintenance	