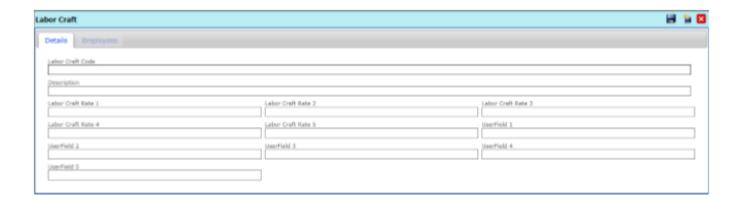
<u>Personnel & Labor Crafts Module Exercise – Adding Labor Crafts</u>



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
	Heating/ Air					
HVAC	Conditioning	20.00	22.00	25.00	30.00	35.00
	Technician					
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

<u>Personnel & Labor Crafts Module Exercise – Adding Employees</u>

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

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

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

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