

Factory Labor Master

Module Guide: Factory Labor Master

Module Location

Settings > Production > Factory Labor Master

Module Purpose

The **Factory Labor Master** module serves as a data hub for managing specific information about the direct labor force on the production floor. The main focus of this module is on **labor cost** and the allocation of personnel into work teams or workgroups. It acts as a bridge between employee data from HR and the planning and cost accounting needs of the production department.

1. Main View (Factory Labor List)

The main page displays a list of all employees classified as factory labor, along with their wage information and assignments.

View Explanation

- **Filter:** Allows for a quick search for a specific employee by **Employee Code**.
- **Instructions:** There are important notes at the top:
 - "To add new labor, use Employee Data menu.": This indicates that basic employee data is not created here but is pulled from the **Employee Data** module.

- "To Assign labor to Section use Master Section menu.": This shows that the process of assigning a worker to a workgroup is done in another module, namely **Master Section**.

- **Labor List Table:**

- **Employee Code & Employee Name:** The ID and full name of the worker.
- **Wage:** Displays the wage per unit of time (e.g., per hour or per day) that has been set for that worker. This is key data for cost calculation.
- **Section / Workgroup:** Shows the workgroup or production section where the worker is currently assigned. A status of "Not Assigned" means the worker has not yet been allocated.

2. Detail Page (Section - Employee's Workgroup)

This page, accessible by clicking a row on the main page, displays the details of wage setting and workgroup assignment for a specific worker.

View Explanation

- **Labor Information:** Displays the **Employee Name** and **Code**.
- **Wage:** A field to set or change the worker's wage amount.

- **Workgroup List:** A table that will display all sections or workgroups of which the employee is a member.
- **Action Buttons:** **Change** to save any changes to the wage.

3. Steps for Use

- **Register Employee:** Ensure the employee is already registered in the **Employee Data** module. This module only displays existing employees.
- **Set Wage:** Find the employee in the **Factory Labor Master** module. Click on their name, then enter the **Wage** amount on the detail page and click **Change**.
- **Allocate to Workgroup:** Go to the **Master Section** module (a separate module) to assign the employee to one or more workgroups on the production floor.

4. Integrated Workflow & Business Process

- **Direct Labor Cost Calculation:** The **Wage** data set here is a fundamental component for cost accounting. When a **Work Order** is executed by a workgroup for 8 hours, the system will sum the hourly wages of all members of that workgroup and charge the total cost to the **Work Order** as **Direct Labor Cost**.
- **Labor Planning:** By knowing which workers belong to which workgroup, production managers can plan work schedules, manage labor capacity, and ensure each production line has an adequate number of personnel.

- **Basis for Payroll:** Although the hourly wage is set here, the calculation of the total salary (e.g., hourly wage multiplied by total hours worked) and the payment process are likely handled in the payroll module, which would pull the wage data from this module.

5. Tips & Important Notes

- The accuracy of the **Wage** data is crucial for the accuracy of the Cost of Production (COGS) calculation. Ensure this data is always in line with employment contracts or applicable wage regulations.
- This module works very closely with the **Master Section** and **Employee Data** modules. Understand the workflow among these three for effective labor management.
- Because it contains sensitive information about wages, access to change data in this module should be restricted, ideally only to the HR department or authorized production managers.

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