

Tracking long-running jobs with UKG AutoTime

Track planned, actual, and remaining hours for long-running jobs

What is a long-running job?

A long-running job is a work process that requires a significant amount of time to complete, and often the job is completed across multiple shifts. Long-running jobs track the period of time required to produce a quantity of one rather than the more common work-in-process jobs that track quantity produced in a period of time. Examples of long-running jobs are:

- Manufacturing large or complicated items such as a two-spool turbofan that may take weeks to build
- Shipbuilding that may take months or years to complete
- Maintenance, repair, and overhaul (MRO) work that many types of manufacturers perform as part of their operations; in the aerospace and defense industries, MRO is commonly associated with aircraft and armored vehicle maintenance and repair

For jobs that span multiple shifts, accurately determining how well the job is proceeding against plan can be difficult. The Planned, Actual, and Remaining time-tracking feature in UKG AutoTime™ (formerly Kronos Workforce AutoTime™) provides the answers needed to stay on track.

Why is tracking planned, actual, and remaining time important to manufacturers?

Companies that manufacture large, complex items; build ships, or repair aircraft or armored vehicles need to be able to measure how much time is required to perform a long-running job:

- **Planned (or budgeted) time:** For long-running jobs, the time required to perform each step of a job is maintained in the ERP or other planning system. That data, along with the rest of the detailed work information, is sent automatically to UKG AutoTime. UKG AutoTime uses the term *planned time*, but it can also be referred to as *budgeted time*.
- **Actual time:** Actual time is the **total** amount of time spent at a given point on the long-running job, including all current open jobs or steps in a job.
- **Remaining time:** Remaining time is planned time minus actual time on a long-running job and is the time available to complete a job or a step in a job.

The moment work is started on a job, an employee immediately sees the complete state of that job (planned, actual, and remaining time). Reports are available for any employee who needs to view the real-time status of jobs, including jobs that are still running.

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How can UKG AutoTime help manage long-running jobs?

- **View remaining hours:** With UKG AutoTime, employees and supervisors can see how much time has been consumed on a job, even when the job is still open.
- **Manage planned (or budgeted) hours:** Because supervisors and employees have immediate visibility into the hours worked on a job, budgets can be managed and re-planned. For example, if more work than was planned remains to complete a job, a planned hours increase can be requested and approved before work continues and goes over the planned hours limit.
- **Manage expectations:** The sooner supervisors know that a project might go over budget, the sooner expectations can be managed. Going over budget is preventable with UKG AutoTime. UKG AutoTime also helps manage overtime.
- **Get paid:** Managing and adjusting budgets accordingly increases the probability of the work being funded by the customer, rather than accidentally going over budget and not getting paid for the additional work.
- **Maintain MRO revenue:** Managing projects accurately helps companies maintain their profit margins for their MRO revenue stream.

Scenario using UKG AutoTime to track a long-running job

In this example, the customer is a firm that provides airplane maintenance and repair services. The descriptions below illustrate a typical day replacing an engine mount.

Employees have immediate visibility into the repair job

1. **Engine mount replacement job: 1,000 hours planned time sent to UKG AutoTime from an ERP system:**
 - Employees Debbie and Kenny have been assigned the same job to replace the engine mount, and the first step of the job (Order 1000, Operation 10) requires 1,000 hours to complete.
 - **Planned time:** The 1,000 hours planned time is automatically sent to UKG AutoTime from the ERP system.
2. **The first employee, Debbie, starts the job and sees all 1,000 hours of planned time remaining:**
 - **At 6:26 a.m.** (rounded to 6:30 a.m. based on rounding rules and not included in time calculations for actual hours), Debbie (employee 100) clocks in using the **UKG AutoTime InTeraCT data collection client**.
 - **Planned time:** Debbie is the first person to work on this engine mount replacement job and sees the total 1,000 planned hours.

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Scenario using UKG AutoTime to track a long-running job (continued)

3. The second employee, Kenny, starts the same job and sees 3.24 hours consumed:
 - At **9:44 a.m.**, Kenny (employee 101) clocks in and starts the same job (Order 1000, Operation 10) that Debbie was working on.
 - **Actual time:** As Kenny starts the job, he instantly sees that 3.24 hours of planned time (shown as actual hours) have already been consumed for this step. The actual hours are the time worked by Debbie between her 6:30 a.m. job start and when Kenny started his work on the same job at 9:44 a.m.
4. Their supervisor has immediate visibility into the job:
 - At **9:46 a.m.**, Debbie's and Kenny's supervisor checks on the job and has an immediate view of all time worked on the job.
 - **Open labor hours:** At that exact moment, the open jobs include the 3.27 hours worked by Debbie and the 0.03 hours worked by Kenny (3.3 hours total actual time for open labor hours).
5. Debbie is done for the day, stops her work on the job, and sees 987.20 hours remaining:
 - At **3:00 p.m.**, (end of shift), Debbie clocks off the job (Order 1000, Operation 10).
 - **Actual time:** She sees that 12.80 hours (8.00 hours by Debbie and 4.80 hours by Kenny) have been worked on the job (actual time). A 30-minute scheduled meal has automatically been excluded from the calculation.
 - **Remaining time:** She also sees there are 987.20 hours remaining to complete the job as planned (remaining time).
6. The supervisor has ongoing visibility into the job's time status:
 - Immediately after Debbie and Kenny clock out for the day, the supervisor can see that a total of 12.80 hours (8.00 by Debbie and 4.80 by Kenny) have been spent on Job 1000, Operation 10.

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Our purpose is people

Building on 70 years of experience from two leaders in HR solutions, UKG (Ultimate Kronos Group) combines the strength and innovation of Ultimate Software and Kronos. Individually, we've always put people at the center of everything we do. Together, we're committed to inspiring workforces and businesses around the world, helping to pave the way forward for our people, customers, and industry.