How to Correct a Labor Claim Record

Labor Invoice screen displays with specific instructions for each Business Unit
Additional Instructions on How to Correct Labor Claims

• Before reviewing this power point presentation, you should review the video demonstration for this lesson – How to Correct Labor Claims which will display all screens and steps to this procedure. This .ppt or .pdf will only display minimal information. It is being provided so you can see the actual display of each Invoicing Labor screen applicable to your business unit since some of the fields are different. Although the different BU screen examples are slightly different, I suggest you review the entire power point which provides different types of adjustments such as:
  – Changing a Charge Number, add a Work Center and remove Overtime hours (slides 6 - 8)
  – Changing the Detail Description and Charge Number (slides 9 – 11)
  – Changing a Line Item only (slides 12 – 14)
  – Adding a Work Order, Adding Regular Hours and decreasing DNP hours (slides 15 – 17)
  – Add a Work Order, Remove the Regular Hours and place in the Overtime hours fields (slides 18 – 20)
  – Adding Regular and Overtime hours to a field with hours in it (slides 21 – 23)
  – Change a Charge number and remove Overtime hours (slide 24)
  – Change the Charge Number, Work Center and add Rework data (slides 25 – 27)

• Note: The “How to Submit a Labor Claim Record” IBT-Internet Based Training lesson provides the definitions of all statuses and fields within VIP

• Labor Claim corrections can be done as far back as 3 years from the current week. However, please consult with your Lead VIP POC’s before going back more than one year. Some business unit’s prefer to not allow more than 1 year of previous corrections.

• There may be occasions where the Approver rejects the labor claim you’ve submitted (new claim or an adjusted claim). This then means you need to make the necessary corrections. When this happens, an email will automatically be sent to the email address in your SSO Gateway Profile. The email should indicate the account and week ending date that was disapproved, as well as the reason. This email process will apply to all business units when a claim has been rejected/disapproved.

• A “Complete Reversal” is another type of an adjustment that can be done to a labor claim, however is explained in another IBT-Internet Based Training lesson.

• “Retro Adjustments” can also be done to a labor claim. However the VIP POC is responsible for this process.
After a successful login to VIP, you will follow the same procedures to get to this screen depending on your VIP role access and make the necessary selections within this screen as you would if inputting a new labor claim. The only difference is you will be selecting a weekending date for a previous week that needs a correction to hours, charge number(s), line item(s), etc if applicable to your business unit Invoicing Labor screen.
DE role screen example: After a successful login to VIP, you will follow the same procedures to get to this screen if you are set up as a **Data Entry** VIP role and make the necessary selections within this screen as you would if inputting a new labor claim. The only difference is you will be selecting a week ending date for a previous week that needs a correction to hours, charge number(s), line item(s), etc if applicable to your business unit Invoicing Labor screen.
Important Helpful Tip: When beginning an adjustment/change of data in any of the existing fields once you are in the VIP Labor Claims Screen, there is **NO NEED to click the CLEAR icon** to make your adjustments. Just change the fields/data that need to be updated, then click the **Daily Input** icon to save your changes. However, if you need to change existing data AND add a new row/line of record or more than one – first change the existing data to the new data, then add your new row/line of record charges, then click the “Daily Input” icon.
Aeronautics (Aero) - Labor Claims Invoicing screen: 1-Notice the Status is **Working** instead of **Processed** however was in the Processed status. 2-Notice the Adj# is 3. Adj#0 represents original claim. This claim has already been adjusted 3 times but was not completed.

VIP LABOR CLAIMS SCREEN

<table>
<thead>
<tr>
<th>W/E DATE:</th>
<th>06/15/2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO Number:</td>
<td>AG7229580</td>
</tr>
<tr>
<td>Owner ID:</td>
<td>NA00000001258</td>
</tr>
<tr>
<td>Job Code:</td>
<td>M100000</td>
</tr>
<tr>
<td>Owner Name:</td>
<td>Bradley Tracy</td>
</tr>
</tbody>
</table>

- **Detail Description**:
  - 130180
  - 1800262EPC004

- **Charge Number**: 0001
- **Work Center**: 2074

- **FRI (06/08)**: Reg 0.0, OT 0.0
- **SAT (06/09)**: Reg 0.0, OT 0.0
- **SUN (06/10)**: Reg 0.0, OT 0.0
- **HOURS MON (06/11)**: Total: 10.0
- **TUE (06/12)**: Reg 10.0, OT 10.0
- **WED (06/13)**: Reg 10.0, OT 10.0
- **THU (06/14)**: Reg 20.0, OT 20.0
- **FRI (06/15)**: Reg 0.4, OT 0.4

- **Reg Subtotals**: 10.0
- **OT Subtotals**: 10.0
- **Total Hrs:** 60.4
Aeronautics (Aero): For this example we have **removed the OT hours** for Monday and Friday in the 1\textsuperscript{st} line of record, **changed the charge number** and **added a Work Center** for the 2\textsuperscript{nd} line of record. Now click “Daily Input”. Go to next slide for final results.

![VIP Labor Claims Screen](image-url)

**W/E DATE:** 06/15/2012  
**PG Number:** AG7229580  
**Owner ID:** N40000001256  
**Owner Name:** Bradley, Tracy  
**Week Ending:** 06/15/2012

<table>
<thead>
<tr>
<th>Detail Description</th>
<th>Charge Number</th>
<th>Work Center</th>
<th>Dept</th>
<th>ITEM</th>
<th>FRI (06/08)</th>
<th>SAT (06/09)</th>
<th>SUN (06/10)</th>
<th>HOURS (06/11)</th>
<th>TUE (06/12)</th>
<th>WED (06/13)</th>
<th>THU (06/14)</th>
<th>FRI (06/15)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>130180</td>
<td></td>
<td>2074</td>
<td>0001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>100282EPC006</td>
<td>90C</td>
<td>4771</td>
<td>0001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reg Subtotals:** 0.0  0.0  10.0  0.0  0.0  10.0  10.0  10.0  40.0  
**OT Subtotals:** 0.0  0.0  0.0  10.0  0.0  0.0  0.0  0.0  0.0  10.0  
**Total Hrs:** 0.0  0.0  0.0  10.0  0.0  0.0  10.0  10.0  10.0  10.0  10.0  

**Submit For Approval**  
**Process Complete Reversal**
**Aeronautics (Aero):** Notice the 1\textsuperscript{st} line of record is removed totally. The 2\textsuperscript{nd} line of record went to the top record/row. Notice the OT Subtotals hours is 0.0. The Total hours is now down to 40.0.

![VIP Labor Claims Screen](image_url)
Global Training & Logistics (GTL) - Labor Claims Invoicing screen:

1- Notice the Status is Processed.

2- Notice the Adj# is 0. Adj#0 represents original claim. The adj# will change to 1 once the next adjustment has been updated.
Global Training & Logistics (GTL): For this example we have changed the **Detail Description and Charge Number** for the first time. Now click “Daily Input”. Go to next slide for final results.

![VIP Labor Claims Screen](image)

For this example we have changed the **Detail Description and Charge Number** for the first time. Now click “Daily Input”. Go to next slide for final results.
Global Training & Logistics (GTL): The Adj #, Status field and other changes have successfully updated.
Information Systems & Global Services/Gaithersburg - Labor Claims

Invoicing screen: 1-Notice the Status is **Processed**. 2-Notice the Adj# is 0. Adj#0 represents original claim. The adj# will change to 1 once the next adjustment has been updated.
IS&GS – Gaithersburg: In this example we have changed the Line Item only for this adjustment. Now click “Daily Input”. Go to next slide for final results.
IS&GS – Gaithersburg: The Adj #, Status field and line item changes are successfully updated.
Information Systems & Global Services /Cherry Hill (Plan PO) - Labor Claims Invoicing screen: 1-Notice the Status is **Processed**. 2-Notice the Adj# is 0. Adj#0 represents original claim. The adj# will change to 1 once the next adjustment has been updated.
IS&GS – Cherry Hill (Plan PO): For this example we have added the Work Order to the 1st line of record, added Regular hours to Monday and decreased hours from the DNP field. Now click “Daily Input”. Go to next slide for final results.
IS&GS – Cherry Hill (Plan PO): The Adj # & the Status has changed successfully. Notice the Subtotals for Regular is updated and the DNP Total Hours has decreased to 32 hours.
Information Systems & Global Services/Cherry Hill (UnPlan) - Labor Claims Invoicing screen: 1-Notice the Status is **Processed**. 2-Notice the Adj# is 0. Adj#0 represents original claim. The adj# will change to 1 once the next adjustment has been updated.
IS&GS – Cherry Hill (UnPlan): For this example we have added the Work Order to the 2nd line of record and removed the Regular hours and place the same hours in the OT hours field for Tuesday and Thursday. Now click “Daily Input”. Go to next slide for final results.
IS&GS – Cherry Hill (UnPlan): The Adj # & the Status has changed successfully. Notice the Subtotals for OT is updated and the Total Hours of 50.8 is still the same and should.
Missions Systems and Sensors (MS2)- Labor Claims Invoicing screen:

1-Notice the Status is **Processed**. 2-Notice the Adj# is 1. Adj#0 represents original claim. The adj# will change to 2 once the next adjustment has been updated.

---

### VIP LABOR CLAIMS SCREEN

<table>
<thead>
<tr>
<th>W/E DATE:</th>
<th>01/15/2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO Number:</td>
<td>DW383747</td>
</tr>
<tr>
<td>OWNER ID:</td>
<td>NA00000001230</td>
</tr>
<tr>
<td>SUBMIT BY ID:</td>
<td>EX_000180129</td>
</tr>
<tr>
<td>APPROVED BY ID:</td>
<td>EX_000180130</td>
</tr>
<tr>
<td>ADJ#:</td>
<td>1</td>
</tr>
<tr>
<td>ACCOUNT:</td>
<td>DW383747</td>
</tr>
<tr>
<td>DESCRIPTION:</td>
<td>Labor 2 DW383747</td>
</tr>
<tr>
<td>SUBMIT DATE:</td>
<td>07/06/2012 01:04 PM</td>
</tr>
<tr>
<td>APPROVED DATE:</td>
<td>07/05/2012 01:25 PM</td>
</tr>
<tr>
<td>LM APPROVED BY ID:</td>
<td>Not Found</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Detail Description</th>
<th>Charge Number</th>
<th>ITEM</th>
<th>MON (01/09)</th>
<th>TUE (01/10)</th>
<th>WED (01/11)</th>
<th>THU (01/12)</th>
<th>FRI (01/13)</th>
<th>SAT (01/14)</th>
<th>SUN (01/15)</th>
</tr>
</thead>
<tbody>
<tr>
<td>itc3 1</td>
<td>1E8783KLR093</td>
<td>0001</td>
<td>Reg</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>OT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>itc3 2</td>
<td>Y63460005116</td>
<td>0001</td>
<td>Reg</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>OT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Reg Subtotals:** 0.0 10.0 10.0 10.0 10.0 0.0 0.0 40.0
- **OT Subtotals:** 0.0 0.0 0.0 0.0 0.0 0.3 0.0 0.3

**Total hrs:** 10.0 10.0 10.0 10.0 10.0 0.3 0.3 40.3
Missions Systems and Sensors (MS2): In this example we added Regular hours to Tuesday and Overtime hours to Saturday. Now click “Daily Input”. Go to next slide for final results.
Missions Systems and Sensors (MS2): Notice the Adj# and Status fields have changed. Also notice the Subtotals and Total Hours have been updated successfully.
Enterprise Operations - Labor Claims Invoicing screen: This example is demonstrated in the Video Demonstration VIP IBT website. Go to the website to review this lesson as mentioned in the Additional Instructions slide 2 of this powerpoint documentation.

We will now demonstrate how to change a charge number and remove overtime hours from one line of record and Submit for Approval.

Notice the ADJ# changed from 2 to 3. This means this claim week has now been adjusted a third time. Also, notice the Status has changed from Processed to Working.

We are now ready to send the claim to the Approver by clicking the Submit for Approval icon.
Missiles and Fire Control (MFC) - Labor Claims Invoicing screen: 1- Notice the Status is **Processed**. 2- Notice the Adj# is 0. Adj#0 represents original claim. The adj# will change to 1 once the next adjustment has been updated.

![VIP Labor Claims Screen](image)

<table>
<thead>
<tr>
<th>Detail Description</th>
<th>Charge Number</th>
<th>Work Center</th>
<th>Re work</th>
<th>Dept</th>
<th>ITEM</th>
<th>FRI (04/04)</th>
<th>SAT (05/01)</th>
<th>SUN (05/02)</th>
<th>HOURS MON (05/03)</th>
<th>TUE (05/04)</th>
<th>WED (05/05)</th>
<th>THU (05/06)</th>
<th>FRI (05/07)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0001</td>
<td>4.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0001</td>
<td>2.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0001</td>
<td>2.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0001</td>
<td>2.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0001</td>
<td>2.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reg Subtotals:** 4.0 0.0 0.0 9.0 9.0 9.0 0.0 0.0 40.0

**OT Subtotals:** 2.0 8.0 0.0 0.0 0.0 0.0 0.0 0.0 10.0

Total hrs: 6.0 8.0 0.0 9.0 9.0 9.0 2.0 0.0 50.0

**Uncomp hrs:** 0.0
Missiles and Fire Control (MFC): In this example we have changed the Charge Number, Work Center and added Rework data. Now click “Daily Input”. Go to next slide for final results.
Missiles and Fire Control (MFC): The Adj #, Status field and other changes have successfully updated.