How to Submit a Labor Claim Record

Labor Invoice screen displays with specific instructions for each Business Unit
Agenda

• Labor Claimer Invoicing Screen (Slide 3)
• Data Entry role Invoicing Screen (Slides 4-6)
• Invoicing Screens specific to Business Units:
  – Aeronautics (Slide 7)
  – Global Training & Logistics (Slide 8)
  – Information Systems & Global Services-Gaithersburg (Slide 9)
  – Information Systems & Global Services-Cherry Hill (Slides 10-11)
  – Missions Systems and Sensor (Slide 12)
  – Enterprise Operations (Slide 13)
  – Missiles and Fire Control (Slide 14)

• 9/80 Labor Claims information (Slide 15)
This screen print example is from the VIP IBT lesson “How to Submit a Labor Claim Record”. A VIP user will only see this type of screen if set up as a Labor Claimer_VIP role. It is possible for a Labor Claimer to have more than one billing account profile set up and to see those accounts listed in the drop-down as displayed in this example.
The next 3 slides are examples of what a Data Entry (DE) VIP role user will see for their process. These screen examples are not displayed in the VIP IBT lessons. To begin the process of inputting labor hours, click the X top right of pop up window or click the Close icon.
This screen is considered the “**Report Page**” for the Data Entry role and will populate the **current Week End Date** data. The data entry role may begin with entering hours by clicking on the first **Claim Details** link left of the screen for the first **Account Owner** at the top of the screen OR select any other user randomly. Go to slide 6.
Once the Data Entry role user is in this screen, only the top half of the screen is different than for the Labor Claimer role. This can be compared & viewed in the VIP IBT video “How to Submit a Labor Claim Record” lesson. The DE role has several options in this screen. To select an ‘Account Owner’ for input of labor hours, the Previous or Next icons can be selected OR the dropdown arrow which lists All the billing account profiles assigned to the DE role. **Note:** If a different claim week needs to be selected, you may click the calendar icon to change the Week Ending date.
**Detail Description** – is not a required 15 character field (alpha/numeric/spaces). It will assist in identifying the applicable charge number in the drop-down field after the Save or Update button has been clicked. Please get instructions from your LM Point of Contact on how to utilize this field.

**Charge number** – Up to 16 alpha/numeric characters. Can have a period (.) embedded.

**Work Center** – Not required. If recorded, 2 or 3 alpha/numeric characters. Contact your LM Point of Contact on how to utilize this field.

**Dept Charged** - If not recorded, defaults to assigned department set up in the billing account profile created by your LM Point of Contact. However, the department number can be overridden with a different department value. A 4 alpha/numeric character field. Contact your LM Point of Contact on how to utilize this field.

**ITEM** - field also known as PO Line Item – 4 numerical characters. Will not be an input field when first entering a new claim if the LM Point of Contact has set up the billing account profile with a line item value. However if a line item is not populated, you are required to enter the data for the first time. After the first update, the data will be populated in the dropdown for selection.

**Hour fields** - You will also have the ability to input time in less than half hour increments such as 7.1 or .5, etc. The rules that apply for Aero contract users only are the following: .0 = 1 to 2 minutes; .1 = 3 to 8 minutes; .2 = 9 to 14 minutes; .3 = 15 to 20 minutes; .4 = 21 to 26; .5 = 27 to 32; .6 = 33 to 38; .7 = 39 to 44; .8 = 45 to 50; .9 = 51 to 56.

**Subtotals & Total Hrs** - Notice the updated totals near the bottom right of the screen.
Detail Description – is not a required 15 character field (alpha/numeric/spaces). It will assist in identifying the applicable charge number in the drop-down field after the Save or Update button has been clicked. Please get instructions from your LM Point of Contact on how to utilize this field.

Charge number – Up to 16 alpha/numeric characters. Can also have 2 character Acronyms; Example “IN” as seen in screen print. Most common charge numbers will be 12 characters. Contact your LM Point of Contact for clarification.

T&M Code – Must be 3 characters in length (alpha/numeric), not a required field. Contact your LM Point of Contact for clarification of this field.

ITEM - field also known as PO Line Item – 4 numerical characters, will not be an input field when first entering a new claim if the LM Point of Contact has set up the billing account profile with a line item value. However if a line item is not populated, you are required to enter the data for the first time. After the first update, the data will be populated in the dropdown for selection.

Hour fields - You will also have the ability to input time in less than half hour increments such as 7.1 or .5, etc. The rules that apply are the following: .0 = 1 to 5 minutes; .1 = 6 to 11 minutes; .2 = 12 to 17 minutes; .3 = 18 to 23 minutes; .4 = 24 to 29 minutes; .5 = 30 to 35 minutes; .6 = 36 to 41 minutes; .7 = 42 to 47 minutes; .8 = 48 to 53 minutes; .9 = 54 to 59 minutes.

Subtotals & Total Hrs - Notice the updated totals near the bottom right of the screen.
Detail Description – is not a required 15 character field (alpha/numeric/spaces). It will assist in identifying the applicable charge number in the drop-down field after the Save or Update button has been clicked. Please get instructions from your LM Point of Contact on how to utilize this field.

Charge number – Up to 12 alpha/numeric characters.

Work ORDER – Not required. If recorded, accepts up to 20 alpha/numeric characters. Contact your LM Point of Contact on how to utilize this field.

ITEM - field also known as PO Line Item – 4 numerical characters. Will not be an input field when first entering a new claim if the LM Point of Contact has set up the billing account profile with a line item value. However if a line item is not populated, you are required to enter the data for the first time. After the first update, the data will be populated in the dropdown for selection.

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DNP also known as Do Not Pay or Uncompensated Hours (not Billable hours): This field only accepts hours. Contact your LM Point of Contact on how to utilize this field.

Subtotals & Total Hrs - Notice the updated totals near the bottom right of the screen.
Charge number – For this Plan Service Type PO set up, you are only required to charge with the number that is automatically populated for you.

Work ORDER – Not required. If recorded, accepts up to 20 alpha/numeric characters. Contact your LM Point of Contact on how to utilize this field.

ITEM - field also known as PO Line Item – 4 numerical characters. Will not be an input field when first entering a new claim if the LM Point of Contact has set up the billing account profile with a line item value. However if a line item is not populated, you are required to enter the data for the first time. After the first update, the data will be populated in the dropdown for selection.

Hour fields - You will also have the ability to input time in less than half hour increments such as 7.1 or .5, etc. The rules that apply are the following: .0 = 1 to 5 minutes; .1 = 6 to 11 minutes; .2 = 12 to 17 minutes; .3 = 18 to 23 minutes; .4 = 24 to 29 minutes; .5 = 30 to 35 minutes; .6 = 36 to 41 minutes; .7 = 42 to 47 minutes; .8 = 48 to 53 minutes; .9 = 54 to 59 minutes.

DNP also known as Do Not Pay or Uncompensated Hours (not Billable hours): This field only accepts hours. Contact your LM Point of Contact on how to utilize this field.

Subtotals & Total Hrs - Notice the updated totals near the bottom right of the screen.
**Detail Description** – is not a required 15 character field (alpha/numeric/spaces). It will assist in identifying the applicable charge number in the drop-down field after the Save or Update button has been clicked. Please get instructions from your LM Point of Contact on how to utilize this field. Notice this field is now populated after selecting the line item.

**Charge number** – a minimum of 27 alpha/numeric characters but a max of 30. Notice this field is now populated after selecting the line item.

**Work ORDER** – Not required. If recorded, accepts up to 20 alpha/numeric characters. Contact your LM Point of Contact on how to utilize this field.

**ITEM** - field also known as PO Line Item – 5 numerical characters.

**Hour fields** - You will also have the ability to input time in less than half hour increments such as 7.1 or .5, etc. The rules that apply are the following: .0 = 1 to 5 minutes; .1 = 6 to 11 minutes; .2 = 12 to 17 minutes; .3 = 18 to 23 minutes; .4 = 24 to 29 minutes; .5 = 30 to 35 minutes; .6 = 36 to 41 minutes; .7 = 42 to 47 minutes; .8 = 48 to 53 minutes; .9 = 54 to 59 minutes.

**DNP** also known as Do Not Pay or Uncompensated Hours (not Billable hours): This field only accepts hours. Contact your LM Point of Contact on how to utilize this field.

**Subtotals & Total Hrs** - Notice the updated totals near the bottom right of the screen.
Detail Description – is not a required 15 character field (alpha/numeric/spaces). It will assist in identifying the applicable charge number in the drop-down field after the Save or Update button has been clicked. Please get instructions from your LM Point of Contact on how to utilize this field.

Charge number – Up to 16 alpha/numeric characters. Can also have 2 character Acronyms; Example “IN”. Most common charge numbers will be 10 or 12 characters. Contact your LM Point of Contact for clarification.

ITEM - field also known as PO Line Item – 4 numerical characters, will not be an input field when first entering a new claim if the LM Point of Contact has set up the billing account profile with a line item value. However if a line item is not populated, you are required to enter the data for the first time. After the first update, the data will be populated in the dropdown for selection.

Hour fields - You will also have the ability to input time in less than half hour increments such as 7.1 or .5, etc. The rules that apply are the following: .0 = 1 to 5 minutes; .1 = 6 to 11 minutes; .2 = 12 to 17 minutes; .3 = 18 to 23 minutes; .4 = 24 to 29 minutes; .5 = 30 to 35 minutes; .6 = 36 to 41 minutes; .7 = 42 to 47 minutes; .8 = 48 to 53 minutes; .9 = 54 to 59 minutes.

Subtotals & Total Hrs - Notice the updated totals near the bottom right of the screen.
**Detail Description** – is not a required 15 character field (alpha/numeric/spaces). It will assist in identifying the applicable charge number in the drop-down field after the Save or Update button has been clicked. Please get instructions from your LM Point of Contact on how to utilize this field.

**Charge number** – 12 required alpha/numeric characters with 3 optional characters can be added to the 12.

**ITEM** - field also known as PO Line Item – 4 numerical characters, will not be an input field when first entering a new claim if the LM Point of Contact has set up the billing account profile with a line item value. However if a line item is not populated, you are required to enter the data for the first time. After the first update, the data will be populated in the dropdown for selection.

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**Subtotals & Total Hrs** - Notice the updated totals near the bottom right of the screen.
Detail Description – is not a required 15 character field (alpha/numeric/spaces). It will assist in identifying the applicable charge number in the drop-down field after the Save or Update button has been clicked. Please get instructions from your LM Point of Contact on how to utilize this field.

Charge number – A Dallas biller can have all 5 codes N, S, C, P or M for the 1st character. An Orlando biller can only have a charge number beginning with N or S for the 1st character.

- N (max of 16 for Dallas, and max of 11 for Orlando),
- S (max of 13 for both Dallas and Orlando),
- C (max of 8 for Dallas),
- P (max of 16 for Dallas),
- M (max of 16 for Dallas)

Work Center – Not required. If recorded, 2 alpha/numeric character field. Contact your LM Point of Contact on how to utilize this field.

Rework – Not required. If recorded, alpha/numeric character field. Contact your LM Point of Contact on how to utilize this field.

Dept Charged – If not recorded, defaults to assigned department set up in the billing account profile created by your LM Point of Contact. However, the department number can be overridden with a different department value. A 6 alpha/numeric character field. Contact your LM Point of Contact on how to utilize this field.

ITEM - field also known as PO Line Item – 4 numerical characters. Will not be an input field when first entering a new claim if the LM Point of Contact has set up the billing account profile with a line item value. However if a line item is not populated, you are required to enter the data for the first time. After the first update, the data will be populated in the dropdown for selection.

Hour fields - You will also have the ability to input time in less than half hour increments such as 7.1 or .5, etc. The rules that apply are the following: .0 = 1 to 5 minutes; .1 = 6 to 11 minutes; .2 = 12 to 17 minutes; .3 = 18 to 23 minutes; .4 = 24 to 29 minutes; .5 = 30 to 35 minutes; .6 = 36 to 41 minutes; .7 = 42 to 47 minutes; .8 = 48 to 53 minutes; .9 = 54 to 59 minutes.

DNP - also known as Do Not Pay or Uncompensated Hours (not Billable hours): This field only accepts hours and will only be utilized by Orlando users (not students) to charge the hours for Training. Contact your LM Point of Contact for additional instructions.

Subtotals & Total Hrs - Notice the updated totals near the bottom right of the screen.
Additional Information about a 9/80 work schedule: Notice the screen will display a Friday thru a Friday date. The examples above are displaying two claim weeks. If weekending 09/07/2012 for example was the week you worked Friday as a full 8 hours, you would key in your 4 hours for the AM in the W/E Date 09/07/2012 claim week screen. To key in the PM hours for that same day, you will need to select W/E 09/14/2012 claim week screen and key in the hours there. Key in the hours in the first Friday field of that screen. You should be able to do this type of transaction on Friday 09/07. Normally a future week is not opened to users, but for 9/80 users to input future time (Saturday and Sunday included), the system will open the future week on that Friday.