

## 03 – Hourly Personnel

Provides an hourly wage plan and a means for:

- Keeping track of wage review dates
- Keeping track of layoffs and recalls
- Maintaining employee profiles
- Maintaining job assignment and wage histories

Rich text editor toolbar including icons for Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Font Color, Background Color, Text Color, Text Background Color, and other text formatting options.

### 01 - Production Departments

▶	0100	Stockroom
	0200	Pattern Shop
	0300	Tool Room
	0400	Maintenance
	0500	Foundry
	0600	Machining - General
	0610	Machining - Shafts
	0620	Machining - Propellers
	0700	Polishing
	0800	Shipping
	0900	Quality Control
	1000	Production Control
*		

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### 02 - Labor Relation Events

▶	1	Commendation
	2	Demotion
	4	Performance Review
	5	Promotion
	6	Reprimand or Disciplinary Action
	7	Transfer or Reassignment
	3	Wage Change
*		

List the the labor relations events that are meaningful to your operation.

Rich text editor toolbar with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Font Color, Background Color, Text Color, Text Background Color, and other text formatting options.

### 03 - Employment Status

▶	1	Military Leave - Start
	2	Military Leave - Return
	3	Leave of Absence - Start
	4	Leave of Absence - Return
	5	Laid-off - Start
	6	Recalled - Return
	7	Disciplinary Suspension - Start
	8	Disciplinary Suspension - Return
	9	Termination
*	0	

Record the employment status events that are meaningful to your operation.

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### 04 - Hourly Wage Plan

Plan No.	Wage Category	Grade	Adjustable		Adjustable		
			Current Base	% Increase	Calculated Rate	Proposed Base	% Increase
01	Temporary & Part Time	1	\$9.00	2.50	\$9.23	\$9.25	2.78
02	Laborer & Janitor	1	\$9.00	2.75	\$9.25	\$9.25	2.78
03	Laborer & Janitor	2	\$9.50	2.75	\$9.76	\$9.75	2.63
04	Laborer & Janitor	3	\$10.00	2.75	\$10.28	\$10.25	2.50
05	Shipper & Expeditor	1	\$11.00	2.50	\$11.28	\$11.25	2.27
06	Shipper & Expeditor	2	\$11.25	2.50	\$11.53	\$11.50	2.22
07	Shipper & Expeditor	3	\$11.50	2.50	\$11.79	\$11.80	2.61
08	Machine Operator & Furnaceman	1	\$11.25	2.55	\$11.54	\$11.55	2.67
09	Machine Operator & Fi		\$11.75	2.55	\$12.05	\$12.05	2.55
10	Machine Operator & Fi		\$12.00	2.55	\$12.31	\$12.30	2.50
11	Molder & Welder		\$11.50	2.75	\$11.82	\$11.80	2.61
12	Molder & Welder		\$12.00	2.75	\$12.33	\$12.35	2.92
13	Molder & Welder	3	\$12.50	2.75	\$12.84	\$12.85	2.80
14	Storeroom Attendent & Quality Technician	1	\$12.25	2.75	\$12.59	\$12.60	2.86
15	Storeroom Attendent & Quality Technician	2	\$12.75	2.75	\$13.10	\$13.10	2.75
16	Storeroom Attendent & Quality Technician	3	\$13.25	2.75	\$13.61	\$13.65	3.02
17	Polisher	1	\$13.00	3.00	\$13.39	\$13.40	3.08
18	Polisher	2	\$13.50	3.00	\$13.91	\$13.90	2.96
19	Polisher	3	\$14.00	3.00	\$14.42	\$14.45	3.21
20	Machinist & Maintenceman	1	\$14.00	2.75	\$14.39	\$14.40	2.86
21	Machinist & Maintenceman	2	\$14.50	2.75	\$14.90	\$14.90	2.76
22	Machinist & Maintenceman	3	\$15.00	2.75	\$15.41	\$15.40	2.67
23	Patternmaker & Toolmaker	1	\$15.00	3.25	\$15.49	\$15.50	3.33
24	Patternmaker & Toolmaker	2	\$15.50	3.25	\$16.00	\$16.00	3.23

Create your own wage categories and grade levels, establish a current base rate, and then play the "what if" game with increases. The program calculates the percent increase.

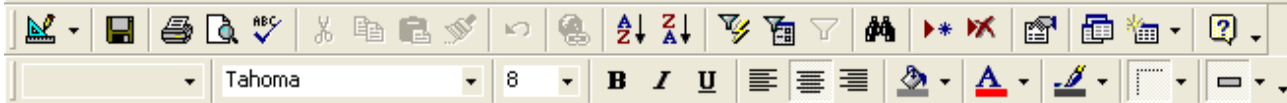
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### 05 - Automatic Review Sequence

Status	No.
First Review	1
Second Review	2
Third Review	3
Forth Review	4
Fifth Review	5
*	

List the frequency with which you want to conduct automatic wage reviews.



## 06 - Hourly Employee Profile

Prefix:  Date of Birth:   
 First Name:  SS No:   
 Middle Initial:  Home Phone:   
 Last Name:  Cell Phone:   
 Address:  NOK Name:   
 City:  NOK Phone:   
 State:  Bank:   
 Zip:  Bank Account:

Scheduled Wage Review Dates

▶ First Review	12/30/2005
Second Review	6/30/2006
* <input type="text"/>	<input type="text"/>

Record:

The search feature and combo box features make it easy to look up and manage employee profiles, and to check the wage and wage review status.

Seniority Date:   
 Clock No:   
 Status:

Job Title:  Base Rate:   
 Department:  Rate Differential:   
 Department No:

Plan ID	Plan No.	Pay Grade	Plan Category	Base Rate	Rate Differential	Current Rate
<input type="text" value="17"/>	<input type="text" value="18"/>	<input type="text" value="2"/>	<input type="text" value="Polisher"/>	<input type="text" value="\$13.50"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$13.50"/>

Reason for Rate Differential:

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### 07 - Employment Events - Hourly Employees

Seniority Clock No. Grade

6/26/1999 191 3 Jerry E Karras Polisher

Event	Recorded by	Date	Wage Change		Comments
			From	To	
Promotion	HH	10/15/1999	\$7.50	\$8.25	Promoted from laborer to polisher. Attendance, attitude and quality of work have been very good. Will start as polisher at the beginning rate.
Performance Review	HH	1/12/2000	\$8.25	\$8.45	Successfully completed the probationary phase as a polisher.
Performance Review	PLT		\$8.45	\$8.75	Successfully completed the six month first phase polisher program. Still slower than the majority of polishers, but the quality of work is excellent. Attitude is good and absenteeism is minimal.
Wage Change	PLT	8/21/2000	\$8.75	\$9.00	Plant-wide wage increase.
Performance Review	PLT		\$0.00	\$0.00	
Commemdation			\$0.00	\$0.00	
Demotion					
Performance Review					
Promotion					
Reprimand or Disciplinary Action					
Transfer or Reassignment					
Wage Change					

The search and combo box features make it easy to maintain wage histories.



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### 08 - Employment Status - Hourly Employees

Clock No. First Name Initial Last Name Job Title  
 191 Jerry E Karras Polisher  
 Seniority Date: 6/26/1999

Status ID		Date
8	Disciplinary Suspension - Return	01-Feb-02
7	Disciplinary Suspension - Start	15-Jan-02
6	Recalled - Return	25-Sep-01
5	Laid-off - Start	26-Jun-99
▶		

- 1 Military Leave - Start
- 2 Military Leave - Return
- 3 Leave of Absence - Start
- 4 Leave of Absence - Return
- 5 Laid-off - Start
- 6 Recalled - Return
- 7 Disciplinary Suspension - Start
- 8 Disciplinary Suspension - Return

Record: [Navigation Icons] 5 of 5

Record: [Navigation Icons] 1 of 42

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### 09 - Hourly Wage Change Analysis

\* indicates the only field that can be changed.

Active Employees Only

	Seniority Date	Clock No	Grade	Plan No		Wage Differential		Base Rate		Hourly Rate		% Incre
						Current	*Proposed	Current	Proposed	Current	Proposed	
0100 - Stockroom	6/19/1993	036	3	16	Calvin P Carpenter, Stockroom - Leader	\$0.65	\$0.85	\$13.25	\$13.65	\$13.90	\$14.50	4.32
0100 - Stockroom	5/5/2005	025	2	15	Allan R Smith, Storekeeper	\$0.00	\$0.00	\$12.75	\$13.10	\$12.75	\$13.10	2.75
0200 - Pattern Shop	3/28/1987	045	3	25	Darryl J Simpson, Patternmaker	\$0.00	\$0.00	\$16.00	\$16.50	\$16.00	\$16.50	3.13
0200 - Pattern Shop	10/10/1986	048	3	25	Geoffrey P Keating, Patternmaker - Leader	\$0.50	\$0.50	\$16.00	\$16.50	\$16.50	\$17.00	3.03
0200 - Pattern Shop						\$0.00	\$0.00	\$15.50	\$16.00	\$15.50	\$16.00	3.23
0300 - Tool Room					ader	\$0.50	\$0.50	\$16.00	\$16.50	\$16.50	\$17.00	3.03
0300 - Tool Room	5/30/1989	119	3	25	Peter D Riggs, Toolmaker	\$0.00	\$0.00	\$16.00	\$16.50	\$16.00	\$16.50	3.13
0300 - Tool Room	5/15/2006	122	1	23	Georgia P Dipple, Toolmaker - Apprentice	\$0.00	\$0.00	\$15.00	\$15.50	\$15.00	\$15.50	3.33
0400 - Maintenance	3/7/1976	265	3	13	David P Yeo, Maintenceman	\$0.00	\$0.00	\$12.50	\$12.85	\$12.50	\$12.85	2.80
0400 - Maintenance	12/17/2005	288	2	21	Ronald Y Appleford, Maintenceman	\$0.00	\$0.00	\$14.50	\$14.90	\$14.50	\$14.90	2.76
0400 - Maintenance	9/21/1996	145	3	22	Allan P Trammel, Electrician	\$0.00	\$0.00	\$15.00	\$15.40	\$15.00	\$15.40	2.67
0400 - Maintenance	11/16/1969	301	3	22	Andrew Lewis, Maintenceman - Leader	\$0.50	\$0.50	\$15.00	\$15.40	\$15.50	\$15.90	2.58
0500 - Foundry	6/6/1996	323	3	13	Boyle E Endicotte, Molder	\$0.00	\$0.00	\$12.50	\$12.85	\$12.50	\$12.85	2.80
0500 - Foundry	11/16/2002	352	3	04	Charles C Keating, Grinder	\$0.00	\$0.00	\$10.00	\$10.25	\$10.00	\$10.25	2.50
0500 - Foundry	4/26/1998	369	3	13	John L Lewiston, Molder	\$0.00	\$0.00	\$12.50	\$12.85	\$12.50	\$12.85	2.80
0500 - Foundry	12/12/2003	369	3	04	Richard K Wakefield, Grinder	\$0.00	\$0.00	\$10.00	\$10.25	\$10.00	\$10.25	2.50
0500 - Foundry	6/16/1999	369	3	13	Walter D Drogo, Molder - Leader	\$0.50	\$0.60	\$12.50	\$12.85	\$13.00	\$13.45	3.46
0500 - Foundry	10/5/2005	369	2	12	Berry K Ponpey, Molder	\$0.00	\$0.00	\$12.00	\$12.35	\$12.00	\$12.35	2.92
0500 - Foundry	10/12/2001	552	3	10	Albert L Kaline, Furnaceman	\$0.00	\$0.00	\$12.00	\$12.30	\$12.00	\$12.30	2.50
0600 - Machining - General	7/15/1994	633	3	22	James S Delsing, Machinist	\$0.00	\$0.00	\$15.00	\$15.40	\$15.00	\$15.40	2.67
<b>Totals</b>									<b>\$572.65</b>	<b>\$589.80</b>	<b>2.99</b>	

Provides an easy way to analyze the impact of wage changes both in terms of the individual and overall effect.

**01 - Production Departments**

Monday, October 02, 2006

Dept. No.	
0100	Stockroom
0200	Pattern Shop
0300	Tool Room
0400	Maintenance
0500	Foundry
0600	Machining - General
0610	Machining - Shafts
0620	Machining - Propellers
0700	Polishing
0800	Shipping
0900	Quality Control
1000	Production Control

02 - Hourly Wage Plan

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Plan No.	Grade	Base Rate	Job Classification
01	1	\$9.00	Temporary & Part Time
02	1	\$9.00	Laborer & Janitor
03	2	\$9.50	Laborer & Janitor
04	3	\$10.00	Laborer & Janitor
05	1	\$11.00	Shipper & Expeditor
06	2	\$11.25	Shipper & Expeditor
07	3	\$11.50	Shipper & Expeditor
08	1	\$11.25	Machine Operator & Furnaceman
09	2	\$11.75	Machine Operator & Furnaceman
10	3	\$12.00	Machine Operator & Furnaceman
11	1	\$11.50	Molder & Welder
12	2	\$12.00	Molder & Welder
13	3	\$12.50	Molder & Welder
14	1	\$12.25	Storeroom Attendent & Quality Technician
15	2	\$12.75	Storeroom Attendent & Quality Technician
16	3	\$13.25	Storeroom Attendent & Quality Technician
17	1	\$13.00	Polisher
18	2	\$13.50	Polisher
19	3	\$14.00	Polisher
20	1	\$14.00	Machinist & Maintenceman
21	2	\$14.50	Machinist & Maintenceman
22	3	\$15.00	Machinist & Maintenceman
23	1	\$15.00	Pattermaker & Toolmaker

**03 - Seniority Dates - Hourly Employees**

Monday, October 02, 2006

**0100 Stockroom**

6/19/1993 Mr. Calvin P Carpenter, Stockroom - Leader  
5/5/2005 Mr. Allan R Smith, Storekeeper

**0200 Pattern Shop**

10/10/1986 Mr. Geoffrey P Keating, Patternmaker - Leader  
3/28/1987 Mr. Darryl J Simpson, Patternmaker  
10/18/2005 Mr. Andrew K Garver, Patternmaker

**0300 Tool Room**

7/15/1978 Mr. Michael O Peltonen, Toolmaker - Leader  
5/30/1989 Mr. Peter D Riggs, Toolmaker  
5/15/2006 Mrs. Georgia P Dipple, Toolmaker - Apprentice

**0400 Maintenance**

11/16/1969 Mr. Andrew Lewis, Maintenance man - Leader  
3/7/1976 Mr. David P Yeo, Maintenance man  
9/21/1996 Mr. Allan P Trammel, Electrician  
12/17/2005 Mr. Ronald Y Appleford, Maintenance man

**0500 Foundry**

6/6/1996 Mr. Boyle E Endicotte, Molder  
4/26/1998 Mr. John L Lewiston, Molder  
6/16/1999 Mr. Walter D Dropo, Molder - Leader  
10/12/2001 Mr. Albert L Kaline, Furnaceman  
11/16/2002 Mr. Charles C Keating, Grinder  
12/12/2003 Mr. Richard K Wakefield, Grinder  
10/5/2005 Mr. Berry K Ponpey, Molder

**0600 Machining - General**

7/15/1994 Mr. James S Delsing, Machinist  
8/26/1997 Mr. Lewis S Carpenter, Machinist - Leader

### 04 - Hourly Employees - Wage Rates

Monday, October 02, 2006

Status	Clock No		Seniority	Grade	Base Rate	Differential	Current Rate
<b>0100 Stockroom</b>							
a	036	Mr. Calvin P Carpenter, Stockroom - Leader	6/19/1993	3	\$13.25	\$0.65	\$13.90
a	025	Mr. Allan R Smith, Storekeeper	5/5/2005	2	\$12.75	\$0.00	\$12.75
<b>0200 Pattern Shop</b>							
a	065	Mr. Andrew K Garver, Patternmaker	10/18/2005	2	\$15.50	\$0.00	\$15.50
a	048	Mr. Geoffrey P Keating, Patternmaker - Leader	10/10/1986	3	\$16.00	\$0.50	\$16.50
a	045	Mr. Darryl J Simpson, Patternmaker	3/28/1987	3	\$16.00	\$0.00	\$16.00
<b>0300 Tool Room</b>							
a	122	Mrs. Georgia P Dipple, Toolmaker - Apprentice	5/15/2006	1	\$15.00	\$0.00	\$15.00
a	097	Mr. Michael O Pettonen, Toolmaker - Leader	7/15/1978	3	\$16.00	\$0.50	\$16.50
a	119	Mr. Peter D Riggs, Toolmaker	5/30/1989	3	\$16.00	\$0.00	\$16.00
<b>0400 Maintenance</b>							
a	288	Mr. Ronald Y Appleford, Maintencemen	12/17/2005	2	\$14.50	\$0.00	\$14.50
a	301	Mr. Andrew Lewis, Maintencemen - Leader	11/16/1969	3	\$15.00	\$0.50	\$15.50
a	145	Mr. Allan P Trammel, Electrician	9/21/1996	3	\$15.00	\$0.00	\$15.00
a	265	Mr. David P Yeo, Maintencemen	3/7/1976	3	\$12.50	\$0.00	\$12.50
<b>0500 Foundry</b>							
a	369	Mr. Walter D Dropo, Molder - Leader	6/16/1999	3	\$12.50	\$0.50	\$13.00
a	323	Mr. Boyle E Endicotte, Molder	6/6/1996	3	\$12.50	\$0.00	\$12.50
a	552	Mr. Albert L Kaline, Furnaceman	10/12/2001	3	\$12.00	\$0.00	\$12.00
a	352	Mr. Charles C Keating, Grinder	11/16/2002	3	\$10.00	\$0.00	\$10.00
a	369	Mr. John L Lewiston, Molder	4/26/1998	3	\$12.50	\$0.00	\$12.50
a	369	Mr. Berry K Ponpey, Molder	10/5/2005	2	\$12.00	\$0.00	\$12.00
a	369	Mr. Richard K Wakefield, Grinder	12/12/2003	3	\$10.00	\$0.00	\$10.00

**05 - Hourly Rate Differential**

Monday, October 02, 2006

Department	Employee	Differential
0100 Stockroom	Mr. Calvin P Carpenter, Stockroom - Leader	\$0.65
0200 Pattern Shop	Mr. Geoffrey P Keating, Patternmaker - Leader	\$0.50
0300 Tool Room	Mr. Michael O Peltonen, Toolmaker - Leader	\$0.50
0400 Maintenance	Mr. Andrew Lewis, Maintencenceman - Leader	\$0.50
0500 Foundry	Mr. Walter D Dropo, Molder - Leader	\$0.50
0600 Machining - General	Mr. Lewis S Carpenter, Machinist - Leader	\$0.50
0620 Machining - Propellers	Mr. James P Orth, Machinist - Leader	\$0.50
0700 Polishing	Mr. Donald D McDuff, Polisher - Leader	\$0.50
0800 Shipping	Mr. Jeffery H Flick, Shipping Clerk	\$0.25
0900 Quality Control	Mr. Hugh M Hemmingway, Quality Technician - Leader	\$0.50

## 06 - Summary of Automatic Review Dates

Clock No.		Base	Differential	Seniority Date
<b>0100</b>	<b>Stockroom</b>			
025	Allan R Smith, Storekeeper	\$12.75	\$0.00	5/5/2005
	First Review			8/5/2005
	Second Review			2/5/2006
<b>0200</b>	<b>Pattern Shop</b>			
065	AndrewK Garver, Patternmaker	\$15.50	\$0.00	10/18/2005
	First Review			1/18/2006
	Second Review			7/18/2006
<b>0300</b>	<b>Tool Room</b>			
122	Georgia P Dipple, Toolmaker - Apprentice	\$15.00	\$0.00	5/15/2006
	First Review			8/5/2006
	Second Review			2/5/2007
<b>0400</b>	<b>Maintenance</b>			
288	Ronald Y Appleford, Maintenceman	\$14.50	\$0.00	12/17/2005
	First Review			3/17/2006
	Second Review			9/17/2006
<b>0500</b>	<b>Foundry</b>			
369	Berry K Ponpey, Molder	\$12.00	\$0.00	10/5/2005
	First Review			1/5/2006
	Second Review			7/5/2006
<b>0600</b>	<b>Machining - General</b>			
654	Donald O Fisher, Machinist	\$14.50	\$0.00	11/1/2005
	First Review			2/1/2006
	Second Review			6/1/2006
566	Loretta L Kampa, Machinist - Apprentice	\$14.00	\$0.00	3/23/2006



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**07 - Wage Change Analysis - Wage Plan**

02-Oct-06 5:32:43 PM

Plan No.	Grade	Job classification	Current Rate	Proposed Rate	% Increase
01	1	Temporary & Part Time	\$9.00	\$9.25	2.50
02	1	Laborer & Janitor	\$9.00	\$9.25	2.75
03	2	Laborer & Janitor	\$9.50	\$9.75	2.75
04	3	Laborer & Janitor	\$10.00	\$10.25	2.75
05	1	Shipper & Expeditor	\$11.00	\$11.25	2.50
06	2	Shipper & Expeditor	\$11.25	\$11.50	2.50
07	3	Shipper & Expeditor	\$11.50	\$11.80	2.50
08	1	Machine Operator & Furnaceman	\$11.25	\$11.55	2.55
09	2	Machine Operator & Furnaceman	\$11.75	\$12.05	2.55
10	3	Machine Operator & Furnaceman	\$12.00	\$12.30	2.55
11	1	Molder & Welder	\$11.50	\$11.80	2.75
12	2	Molder & Welder	\$12.00	\$12.35	2.75
13	3	Molder & Welder	\$12.50	\$12.85	2.75
14	1	Storeroom Attendant & Quality Technician	\$12.25	\$12.60	2.75
15	2	Storeroom Attendant & Quality Technician	\$12.75	\$13.10	2.75
16	3	Storeroom Attendant & Quality Technician	\$13.25	\$13.65	2.75
17	1	Polisher	\$13.00	\$13.40	3.00
18	2	Polisher	\$13.50	\$13.90	3.00
19	3	Polisher	\$14.00	\$14.45	3.00
20	1	Machinist & Maintenceman	\$14.00	\$14.40	2.75
21	2	Machinist & Maintenceman	\$14.50	\$14.90	2.75
22	3	Machinist & Maintenceman	\$15.00	\$15.40	2.75
23	1	Pattermaker & Toolmaker	\$15.00	\$15.50	3.25

**08 - Wage Change Analysis - Employees**

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	Plan No	Grade	Base Rate		Differential		Total Hourly Rate		% Increase	
			Current	Proposed	Current	Proposed	Current	Proposed		
<b>0100 - Stockroom</b>										
036	Calvin P Carpenter, Stockroom - Leader	16	3	\$13.25	\$13.65	\$0.65	\$0.85	\$13.90	\$14.50	4.32
025	Allan R Smith, Storekeeper	15	2	\$12.75	\$13.10	\$0.00	\$0.00	\$12.75	\$13.10	2.75
<b>Sub Totals</b>								<b>\$26.65</b>	<b>\$27.60</b>	<b>3.56</b>
<b>0200 - Pattern Shop</b>										
045	Darryl J Simpson, Patternmaker	25	3	\$16.00	\$16.50	\$0.00	\$0.00	\$16.00	\$16.50	3.13
048	Geoffrey P Keating, Patternmaker - Leader	25	3	\$16.00	\$16.50	\$0.50	\$0.50	\$16.50	\$17.00	3.03
065	Andrew K Garver, Patternmaker	24	2	\$15.50	\$16.00	\$0.00	\$0.00	\$15.50	\$16.00	3.23
<b>Sub Totals</b>								<b>\$48.00</b>	<b>\$49.50</b>	<b>3.13</b>
<b>0300 - Tool Room</b>										
097	Michael O Peltonen, Toolmaker - Leader	25	3	\$16.00	\$16.50	\$0.50	\$0.50	\$16.50	\$17.00	3.03
119	Peter D Riggs, Toolmaker	25	3	\$16.00	\$16.50	\$0.00	\$0.00	\$16.00	\$16.50	3.13
122	Georgia P Dipple, Toolmaker - Apprentice	23	1	\$15.00	\$15.50	\$0.00	\$0.00	\$15.00	\$15.50	3.33
<b>Sub Totals</b>								<b>\$47.50</b>	<b>\$49.00</b>	<b>3.16</b>
<b>0400 - Maintenance</b>										
265	David P Yeo, Maintenceman	13	3	\$12.50	\$12.85	\$0.00	\$0.00	\$12.50	\$12.85	2.80
288	Ronald Y Appleford, Maintenceman	21	2	\$14.50	\$14.90	\$0.00	\$0.00	\$14.50	\$14.90	2.76
145	Allan P Trammel, Electrician	22	3	\$15.00	\$15.40	\$0.00	\$0.00	\$15.00	\$15.40	2.67
301	Andrew Lewis, Maintenceman - Leader	22	3	\$15.00	\$15.40	\$0.50	\$0.50	\$15.50	\$15.90	2.58
<b>Sub Totals</b>								<b>\$57.50</b>	<b>\$59.05</b>	<b>2.70</b>