Labor Rate contract work flow:

1. Create the contract with an approved dollar amount in the Contracts application initiated from a Desktop Requisition.
2. Enter rates schedules per craft. Consider using generic craft called CONTRACTOR. Rate would be the same rate used for all contractors, and is for estimated labor on the plans tab only. Option would be to establish a craft based on each contractor name, such as APF, BAYVALVE, ELWOOD, etc, and attach a rate associated with these crafts to use for the planned labor.
3. Approve the contract. Can't make any changes to an approved contract unless the status is moved to "PNDREV" after it is "APPR".
4. Associate labor with the contract. Contract must be in "APPR" status. You can select only craft and skill combinations that are defined on the rate schedule. This is done in the Labor Rates Contract application. Need to determine if associated labor needs to be by name of the labor.
5. Create a new work order. Use Crew_Group associated with the contractor (APF is Crew_Group 200). Supervisor corresponds to the work area. Planner is work order Planner. *Owner is the individual that will be approving the time on the work order.* Owner, Planner, and Supervisor may end up being the same individual, or three different people. If EDI cannot make the "Labor Contract" field on the labor sub-tab as shown in item #6 a fixed reference then a new Labor Contract field will need to be added to the WO header record and allow selection to populate this field only from available existing contracts (select value).
6. On the labor sub-tab of the work order Plans tab, assign the outside labor. Identify the vendor, the labor contract number, craft, rate (should default from craft association) and number of estimated hours. Best guess at what the hours will be to complete the work. Route to Staff (routing determined by new work type for contractor work) for approval based on labor cost estimate. Materials and rentals will be invoiced and purchased outside of the labor contract using standard purchasing practices and applied directly to the same WO using the material sub-tab of the work order Plans tab.
7. Staff approves the work order. Status goes to APPR, the work order is routed to the appropriate supervisor to hold pending job completion, and is made available to contractor in WorkTech in their dropdown list.
8. Contractor enters time through WorkTech referencing the Maximo work order assigned to contractor crew. The work order must have the labor rate contract number identified. Due to single level approval in WorkTech, we suggest that the people that normally submit the invoices or submit time sheets (the office people) enter the time into WorkTech. All time is validated against the gate times, and the contractor office personnel have the opportunity to verify time sheets are accurate. Per diem needs to be created as a craft code for each contract or vendor and entered on the time sheet when labor is entered.
9. WorkTech time is submitted by contractor office personnel and routed to the Associate Technical Analyst in Maintenance for documentation review and approval distribution. The contract number and work order number must be part of the time sheet entry.
10. After WorkTech time is approved, the hours will flow to the associated Maximo work order.
11. When time shows up on the work order, the owner of the work order will be notified in a Maximo labor reporting portlet that they have time to approve on a work order. Work order needs to be listed in this portlet.

12. In the Labor Reporting application, the owner of the work order must query for unapproved time, referencing the vendor, contract, and work order.
13. Unapproved labor that was selected is then approved under Select Action-Approve Labor.
14. Internal invoices are created by Select Action-create invoice by the individual that approved the labor-presumably the work order owner. Invoice is routed to Accounting for payment and the amount should decrement from the original contract.