

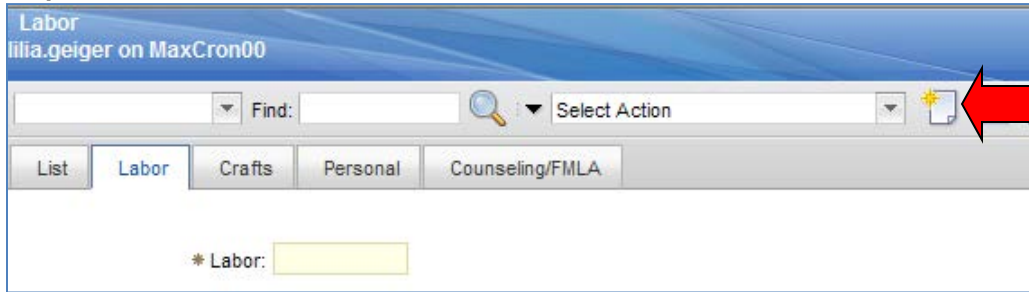


Los Angeles Unified School District / Maximo 7.5 Procurement

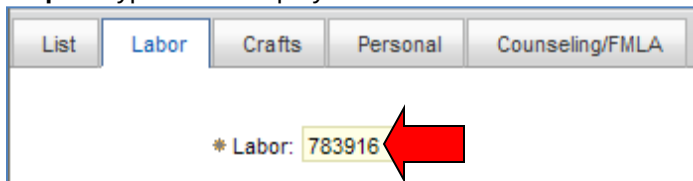
How to create a new labor record

Step 1: Go to the Labor application (Go To → Administration → Resources → Labor).

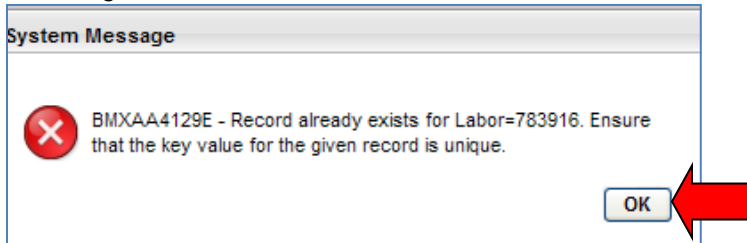
Step 2: Click on the New Labor  icon.



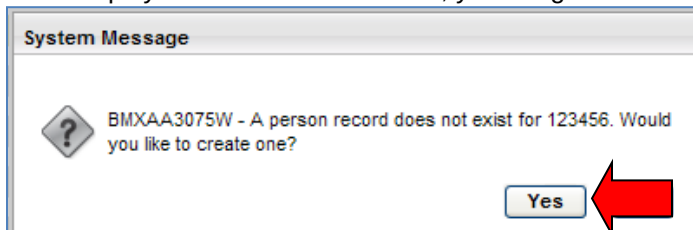
Step 3: Type in the employee number in the Labor field.



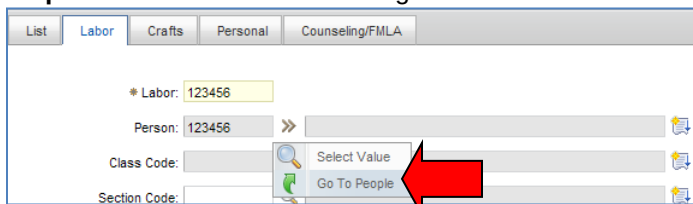
If the employee record already exists, you will receive the following System Message. If you get this message, click on the OK button and contact the Maximo team to move the labor record to your Area/Region.



If the employee record does not exist, you will get the following System Message. Click on the Yes button.



Step 4: Click on the  to the right on the Person field and select Go to People.





Step 5: You will be taken to the People application, click on the New Person  icon.

Step 6: Type in the employee number in the Person field, type in the First Name, Last Name and rearrange the Display Name to be Last Name, First Name. Click on the floppy disk  icon to save. Click on the Return button to go back to your Labor record.

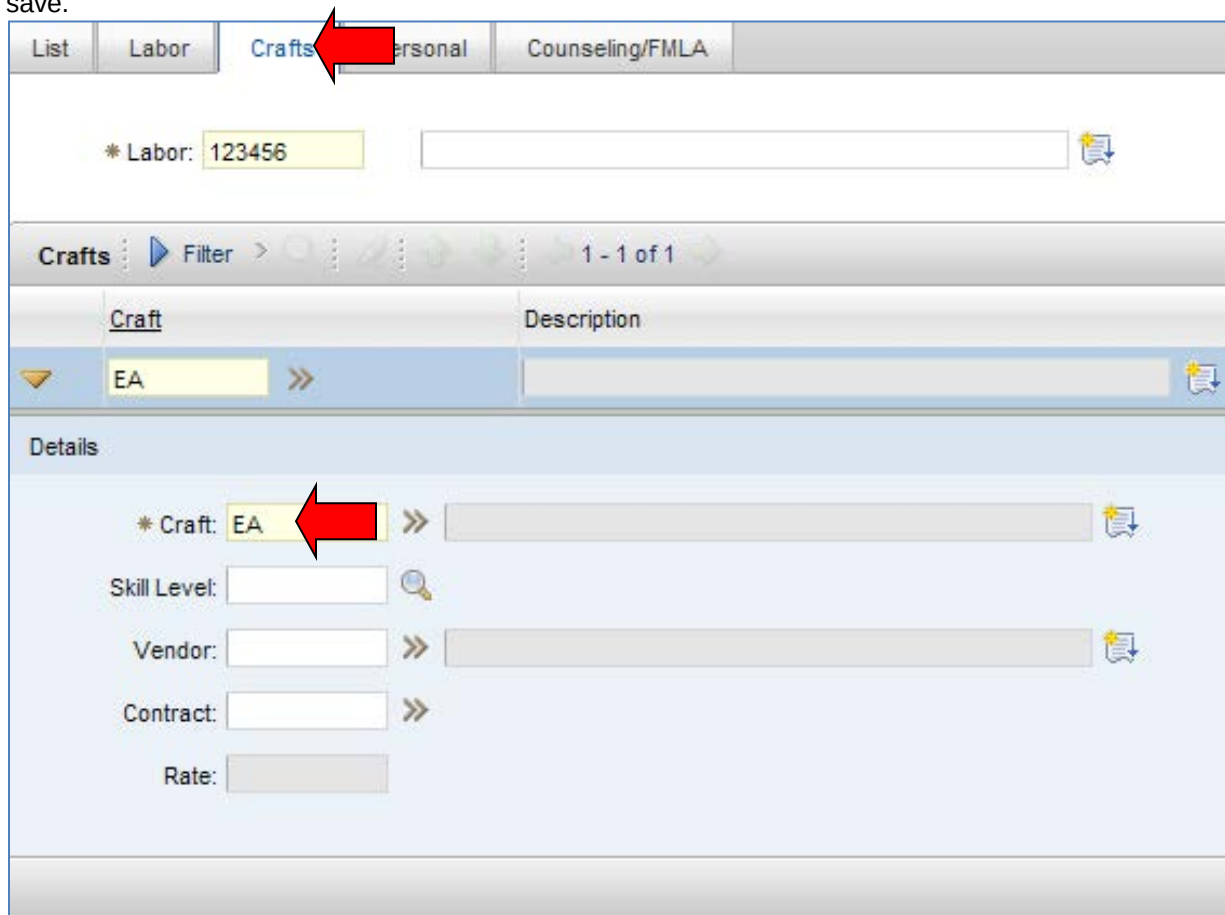
Step 7: In the Labor record, fill in the remaining fields, Area/Region, Person Group, Work Type. All other fields are optional. Click on the floppy disk  icon to save. The Class Code, Section Code will auto-populate based on the employee's SAP information the following day.

Employee Location	Area/Region Value
N1, N2	REGION-NORTH
C1, C2, C3	REGION-CENTRAL
S1, S2	REGION-SOUTH
Project Unit North	PROJ-N
Project Unit Central	PROJ-C
Project Unit South	PROJ-S
M&O Central	M&O CENTRAL



Step 8 (Optional): If you are reporting time for this individual on the same day, you will need to add a Craft code to his/her labor record. Otherwise, the Craft code will auto-populate the next day.

Click on the Crafts tab → New Row → Enter Craft Code in Craft field. Click on the floppy disk  icon to save.



The screenshot shows the Maximo 7.5 interface for creating a new labor record. The top navigation bar includes tabs for List, Labor, Crafts, Personal, and Counseling/FMLA. The Crafts tab is selected, indicated by a red arrow. Below the tabs, there is a section for Labor with a field labeled '* Labor:' containing the value '123456'. Below this is a section for Crafts with a 'Filter' button and a '1 - 1 of 1' indicator. A table with columns 'Craft' and 'Description' is shown, with a single row containing 'EA' and a right-pointing arrow. Below the table is a 'Details' section with fields for '* Craft:', 'Skill Level:', 'Vendor:', 'Contract:', and 'Rate:'. The '* Craft:' field contains 'EA' and has a right-pointing arrow, with a red arrow pointing to it. The 'Skill Level:' field has a magnifying glass icon. The 'Vendor:', 'Contract:', and 'Rate:' fields have right-pointing arrows.

Should you have any questions on this guide, please contact Danny Lu (danny.lu@lausd.net / 213-241-1121), Mark Merrick (mark.merrick@lausd.net / 213-241-8620), John Herweg (john.herweg@lausd.net / 213-241-1127 or Rick Peterson (richard.peterson@lausd.net / 213-241-6274).