
Job Costing Data Entry From Time Sheets

1.0 Objective & Scope

The objective of this procedure is to ensure that all employee labor hours are accurately captured and allocated to the correct job orders, work orders, or inventory transactions within the SupplyGrid WMS. This enables precise job costing, accurate inventory valuation, and reliable labor productivity reporting. This SOP applies to all warehouse associates, inventory clerks, and supervisors who complete or process time sheets for job costing purposes.

2.0 Required Systems, Tools & Materials

- Completed paper or digital time sheets from all warehouse personnel for the shift or day.
- Access to the SupplyGrid WMS Dashboard with Job Costing module enabled.
- Desktop computer or tablet with internet browser.
- List of active job orders and work order numbers for the period.
- Calculator or spreadsheet for verifying total hours.
- Pen and clipboard for manual notes or corrections.

3.0 Safety & Handling Precautions

- Ensure the work area is free of clutter and cables to prevent tripping hazards.
- Take regular breaks to avoid eye strain and repetitive motion injuries when performing data entry for extended periods.
- Maintain proper posture with feet flat on the floor and monitor at eye level.

4.0 Step-by-Step Procedure

1. Collect all completed time sheets from the designated drop-off location or digital submission portal at the end of the shift.
2. Verify that each time sheet includes the employee name, date, start time, end time, total hours, and the job order or work order number for each task performed.
3. Log into the SupplyGrid WMS using your unique credentials and navigate to the Job Costing module from the main dashboard.
4. Select the 'Enter Time Sheet Data' option to open the data entry form.
5. Enter the employee ID or name in the employee field, then input the date of the shift.
6. For each line item on the time sheet, select the correct job order or work order from the dropdown list. If the job order is not listed, pause and verify the number with the supervisor before proceeding.
7. Enter the start time and end time for the task, or directly input the total hours worked on that job. Ensure the hours are recorded in decimal format (e.g., 7.5 hours for 7 hours 30 minutes).
8. Add a brief description of the work performed in the notes field (e.g., 'Picking order #12345' or 'Cycle count of aisle A').

9. Click 'Add Line' to save the entry and proceed to the next task on the time sheet. Repeat steps 6 through 9 for each separate job or task listed.
10. After entering all tasks, review the total hours entered for the employee against the total hours on the time sheet. Use the system's running total display to confirm they match.
11. Click 'Submit Time Sheet' to finalize the entry. The system will allocate the labor costs to the respective job orders.
12. If the time sheet includes overtime or premium labor rates, apply the appropriate rate code from the dropdown before submission. Flag any discrepancies to the supervisor immediately.

5.0 Verification & Discrepancy Reporting

1. After submission, run the 'Job Costing Summary Report' for the date range to verify that all entered hours appear correctly against the intended job orders.
2. Compare the total labor hours entered in the system against the total hours from the physical time sheets. Any variance greater than 0.5 hours must be investigated.
3. If a job order number is missing or invalid, do not guess. Place the time sheet in a 'Pending Review' folder and notify the Inventory Manager or Supervisor via email or Slack within 30 minutes.
4. If an employee's time sheet shows hours that exceed their scheduled shift by more than 15 minutes without prior approval, flag the entry and escalate to the Warehouse Manager for resolution.
5. Document all discrepancies in the 'Job Costing Discrepancy Log' spreadsheet, including the date, employee name, job order, expected hours, actual hours entered, and corrective action taken.
6. For any corrected entries, re-run the Job Costing Summary Report and obtain sign-off from the Inventory Manager before closing the daily batch.

Regulatory Disclaimer: This document is a generic operational template provided for educational purposes. The end-user assumes all liability for reviewing, adapting, and validating all step sequences and material handling protocols against local shop capabilities.