Time Analysis

For any issues relating to any of the items included please contact the Pinewood Helpdesk at support.portal@pinewood.co.uk

Contents

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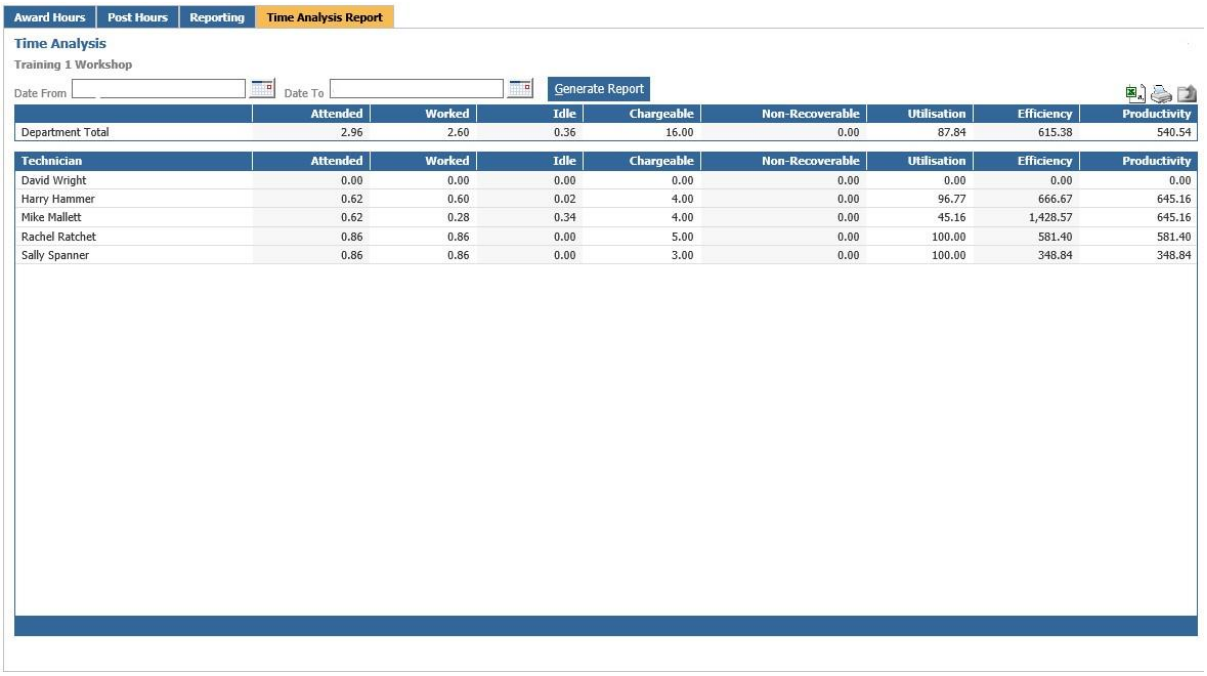

	Attended	Worked	Idle	Chargeable	Non-Recoverable	Utilisation	Efficiency	Productivity
Department Total	2.96	2.60	0.36	16.00	0.00	87.84	615.38	540.54

Technician	Attended	Worked	Idle	Chargeable	Non-Recoverable	Utilisation	Efficiency	Productivity
David Wright	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Harry Hammer	0.62	0.60	0.02	4.00	0.00	96.77	666.67	645.16
Mike Mallett	0.62	0.28	0.34	4.00	0.00	45.16	1,428.57	645.16
Rachel Ratchet	0.86	0.86	0.00	5.00	0.00	100.00	581.40	581.40
Sally Spanner	0.86	0.86	0.00	3.00	0.00	100.00	348.84	348.84

Attended

Attended hours is calculated based on a number of different values.

Firstly, the system will check for posted hours (in **Workshop -> Time Analysis -> Post Hours).** If there are attended hours posted here, these will be used for the Time Analysis report.

If no attended hours have been posted, then the system will next look for manual amendments to the technician's start and end times (in **Workshop -> Reporting -> Time Management -> Attendance -> Amendments tab**). If amendments have been made here, the system will use the time between the given start and end times as the attended hours for the day.

If no amendments have been made on the Attendance report, and no attended hours have been posted, the system will determine the actual start and end time of the technician on the day based on his/her clockings. It will then calculate the attended hours as the amount of time between the actual start and end time of the technician.

There are a number of rules that decide what a technician's actual start and end times are for a given day. They take into account the default start and end time, which are explained elsewhere in this documentation.

If you clock in before your default start time and start work on a job or allowed idle time, the time of that first clocking is your start time.

If you clock in before your default start time, but do nothing until after your default start time, then your default start time is used to start the attended hours.

If you clock in after your default start time, then the time you clock in is used as the start time for your attended hours.

If you clock out before your default end time this time is used as the end time for your attended hours.

If you clock out after your default end time, but there are no clockings on jobs or allowed idle time after your default end time, then your default end time is used as the end time for your attended hours.

If you clock out after your default end time and there are clockings on jobs or allowed idle time after the default end time, then the last valid clocking time will be used as your end time to calculate your attended hours.

Sample of calculation (1):

Given a technician with default start time is 8.00 and the default end time is 17.00, has the following information on a day:

Action	**Start Time**	**End Time**	**Duration**	**Duration for calculation**
Clock in	7:45	7:45	0.00	
Idle	7:45	8:30	0.75	0.50
Job	8:30	12:30	4.00	4.00
Clock out	12:30	12:30	0.00	
Clock in	13:30	13:30	0.00	
Idle	13:30	15:00	1.50	1.50
Allowed Idle	15:00	16:30	1.50	1.50
Idle	16:30	17:15	0.75	0.50

Attended = Hours Clocked on Jobs or Allowed Idle + Hours Clocked as Idle between Default Start Time and Default End Time = 4.00 + 1.50 + 1.50 + 0.50 + 0.50 = 8.00

Sample of calculation (2):

Given a technician with default start time is 8.00 and the default end time is 17.00, has the following information on a day:

Action	Start Time	End Time	Duration	Duration for calculation
Clock in	7:45	7:45	0.00	
Job	7:45	8:30	0.75	0.75
Job	8:30	12:30	4.00	4.00
Clock out	12:30	12:30	0.00	
Clock in	13:30	13:30	0.00	
Idle	13:30	15:00	1.50	1.50
Allowed Idle	15:00	16:30	1.50	1.50
Job	16:30	17:15	0.75	0.75

Attended = Hours Clocked on Jobs or Allowed Idle + Hours Clocked as Idle between Default Start

Time and Default End Time = 0.75 + 4.00 + 1.50 + 0.75 + 1.50 = 8. 50

Attended Standard

Attended Standard hours are the attended hours of a technician that fall within their default start **Attended Overtime** and end time on the given day.

Attended Overtime hours are the attended hours of a technician that do not fall within their default **Sickness/Training/Holiday** start and end time on the given day.

The amount of hours the technician has taken as sickness training or holiday for the period of time,

respectively.

Worked

Allowed Idle All time spent clocked on workshop jobs for the date range. **Non-Allowed Idle** Total of all clockings for the given date range that fall under allowed idle reasons.

Total of all clockings for the given date range that are marked as Idle between the Default Start Time and Default End Time.

Sample of calculation:

Given a technician with default start time is 8.00 and the default end time is 17.00, has the following information on a day:

Action	Start Time	End Time	Duration	Duration for calculation	
Clock in	7:45	7:45	0.00		
Idle	7:45	8:30	0.75	0.50	
Job	8:30	12:30	4.00		
Clock out	12:30	12:30	0.00		
Clock in	13:30	13:30	0.00		
Idle	13:30	15:00	1.50	1.50	
Allowed Idle	15:00	16:30	1.50		
Idle	16:30	17:15	0.75	0.25	

Non-Allowed Idle = 0.50 + 1.50 + 0.25 = 2.25

Idle

Chargeable / Awarded Sum of (Allowed Idle + Non-Allowed Idle – In House Training Reason) time for the date range.

Available Sum of awarded hours for the time frame. **Non-Recoverable** Attended– Allowed Idle hours for the date range.

Sold (Worked Hours – Chargeable Hours) for the date range. If negative then 0 will be displayed.

Sold hours are worked out as a total of sold hours earned from work on operations by a technician within the selected date range.

The sold hours for a single operation can come from a number of sources:

If the operation has more than 0 Invoice Hours, then these will be used as the sold hours. If this is not the case, and the operation has a labour value of more than 0, the sold hours will be equal to Labour Value divided by the calculated Labour Rate.

If neither of these conditions is true, and the operation is an MOT, the sold hours will be equal to the Load Hours associated to the operation.

Otherwise the sold hours will be 0.

Once the sold hours for an individual operation has been calculated, the technician is awarded sold hours in proportion with the percentage of the operation's work he or she carried out. For example, if they did half of the work for the operation, they would receive half of the sold hours calculated

for that operation.

Revenue

WIP All Revenue attached to the job (total as shown on Award Hours screen)

Utilisation Outstanding operations that the tech worked on that have not been invoiced

Two different calculations will be used, depending on if the Technician is set as an Apprentice or not.

Non-Apprentice Technician: (Worked Hours / (Attended Hours – In House Training Time)) * 100.

Apprentice Technician: (Worked Hours / (Productive Hours – In House Training Time)) *100.

***If an Apprentice's Attended Hours are lower than their Productive hours for the day, Attended Hours will be used instead, ie (Worked Hours / Attended Hours – In House Training Time))*100**

If the result of these calculations is negative, 0.00 will be displayed.

Efficiency

(Award Hours / Worked Hours)*100. If value is negative then 0.00 will be displayed. **Productivity**

Two different calculations will be used, depending on if the Technician is set as an Apprentice or not.

Non-Apprentice Technician: (Award Hours / (Attended Hours – In House Training Time))*100.

Apprentice Technician: (Award Hours / (Productive Hours– In House Training Time))*100.

***If an Apprentice's Attended Hours are lower than their Productive hours for the day,**

Attended Hours will be used instead, ie (Award Hours / Attended Hours – In House Training Time))*100 If the result of these calculations is negative, 0.00 will be displayed.