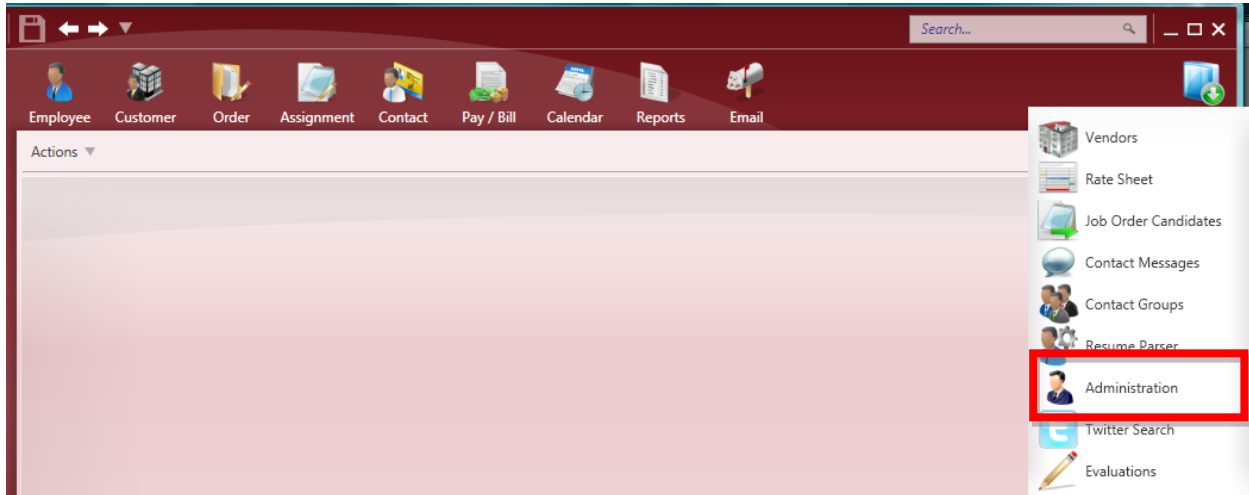


## Enterprise 12R7 Multiplier Code Set up

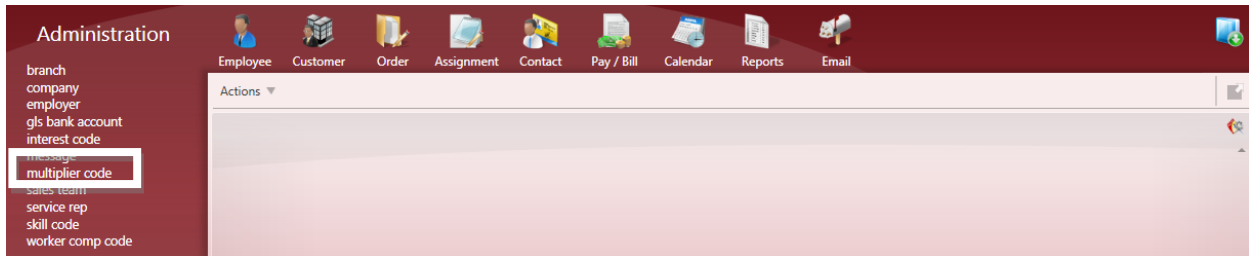
Creating and editing *Multiplier Codes* is part of the **Administration** form. This form is accessed from the



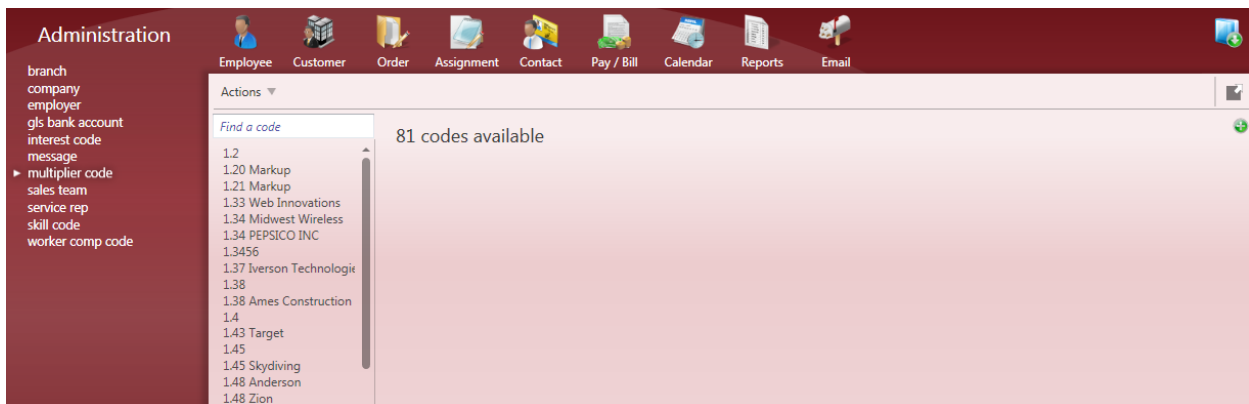
drop down menu in the upper right of the Enterprise screen.



\*Note – Only users that have been given access to administration functionality will have this option available in the drop down menu above.



When the **Administration** form is selected the screen above is displayed with the navigation menu on the left. Select the **Multiplier Code** form to set up or edit *Multiplier Codes*.



Current *Multiplier Codes* will be listed in a menu on the left side of the form. Enter the name of a code into the *Find a Code* look up menu at the top of the list to filter out non-matching codes.

The screenshot shows the 'Main Multiplier Code Info' form. On the left, a 'Find a code' search box is active, displaying a list of codes including 1.2, 1.20 Markup, 1.21 Markup, 1.33 Web Innovations, 1.34 Midwest Wireless, 1.34 PEPSICO INC, 1.3456, 1.37 Iverson Technologie, 1.38, 1.38 Ames Construction, 1.4, 1.43 Target, 1.45, 1.45 Skydiving, 1.48 Anderson (highlighted), 1.48 Zion, 1.5, 1.5325 Alpine, and 1.56 Bracy Temporary Se. The main form displays details for code 1.48 Anderson: Active (checked), Multiplier Code (1.48 Anderson), Hier (High Tech Staffing), Regular Time Markup (1.4800), Over Time Markup (1.4800), Over Time Markup Multiplier (1.5000), Double Time Markup (1.4800), and Double Time Markup Multiplier (2.0000). On the right, there are checkboxes for Apply Bill, Apply Pay (checked), and Default. A Note field is present. Below the form is a 'calculations' section with a table:

|                |        |   |        |                           |         |
|----------------|--------|---|--------|---------------------------|---------|
| Calc RT Markup | 1.4800 |   |        | Calc Pay Rate             | \$10.00 |
| Calc OT Markup | 1.4800 | x | 1.5000 | Calc Bill Rate            | \$14.80 |
| Calc DT Markup | 1.4800 | x | 2.0000 | Calc Overtime Bill Rate   | \$22.20 |
|                |        |   |        | Calc Doubletime Bill Rate | \$29.60 |

Click on a code from the list to display the information for that code as shown in the view above. At this point the user can make any changes to the *Multiplier Code* that are necessary. To add a new code, click on the button in the upper right of the screen.

The screenshot shows the 'Main Multiplier Code Info' form with a new multiplier code. The 'Find a code' search box is active, displaying a list of codes including Isabelle, jathans, John's Repair, Kleenex1.46, Markup Customer, Mel, Mel Demo, MelTest, MelTraining, Minnesota Mining Inc, New Multiplier Code (highlighted), None, Office, PaperMill 1.45, SMT Office, test, Test123, Tolly's, and Trademark. The main form displays details for the new code: Active (checked), Multiplier Code (New Multiplier Code), Hier (High Tech Staffing), Regular Time Markup (0), Over Time Markup (0), Over Time Markup Multiplier (0), Double Time Markup (0), and Double Time Markup Multiplier (0). On the right, there are checkboxes for Apply Bill, Apply Pay (checked), and Default. A Note field is present. Below the form is a 'calculations' section with a table:

|                |   |   |     |                           |         |
|----------------|---|---|-----|---------------------------|---------|
| Calc RT Markup | 1 |   |     | Calc Pay Rate             | \$10.00 |
| Calc OT Markup | 1 | x | 1.5 | Calc Bill Rate            | \$0.00  |
| Calc DT Markup | 1 | x | 2   | Calc Overtime Bill Rate   | \$0.00  |
|                |   |   |     | Calc Doubletime Bill Rate | \$0.00  |

Enter the name of the code into the *Multiplier Code* field and select the *Hier* level from the drop down menu.

**\*Note – *Multiplier Code* names should not be duplicated. It is a best practice to look for a current code by the name that should be added before creating the new code.**

The screenshot shows the 'Main Multiplier Code Info' form with code Training3. The 'Find a code' search box is active, displaying a list of codes including Isabelle, jathans, John's Repair, Kleenex1.46, Markup Customer, Mel, Mel Demo, MelTest, MelTraining, Minnesota Mining Inc, New Multiplier Code (highlighted), None, Office, PaperMill 1.45, SMT Office, test, Test123, Tolly's, and Trademark. The main form displays details for code Training3: Active (checked), Multiplier Code (Training3), Hier (High Tech Staffing), Regular Time Markup (0), Over Time Markup (0), Over Time Markup Multiplier (0), Double Time Markup (0), and Double Time Markup Multiplier (0). On the right, there are checkboxes for Apply Bill, Apply Pay (checked), and Default. A Note field is present. Below the form is a 'calculations' section with a table:

|                |   |   |     |                           |         |
|----------------|---|---|-----|---------------------------|---------|
| Calc RT Markup | 1 |   |     | Calc Pay Rate             | \$10.00 |
| Calc OT Markup | 1 | x | 1.5 | Calc Bill Rate            | \$0.00  |
| Calc DT Markup | 1 | x | 2   | Calc Overtime Bill Rate   | \$0.00  |
|                |   |   |     | Calc Doubletime Bill Rate | \$0.00  |

The *Regular Time Markup* field is where the mark up that will be used for regular time hours should be entered. For example a 50% regular time mark up should be entered as "1.50". The *Over Time Markup* can be the same as that for the regular time or it can be different. The mark up entered into the *Over Time Markup* field will apply to overtime hours only. However the same format for the entry would apply. The same format applies for the *Double Time Markup* as well. The double time mark up will be applied to double time hours only.

The screenshot shows the 'Main Multiplier Code Info' form. The 'Multiplier Code' is 'Training3' and the 'Hier' is 'High Tech Staffing'. The 'Regular Time Markup' is 1.58, 'Over Time Markup' is 1.58, and 'Double Time Markup' is 1.58. The 'Over Time Markup Multiplier' is 0 and 'Double Time Markup Multiplier' is 0. The 'Apply Pay' checkbox is checked. The 'calculations' section shows: Calc RT Markup 1, Calc OT Markup 1 x 1.5, and Calc DT Markup 1 x 2. The 'Calc Pay Rate' is \$10.00, 'Calc Bill Rate' is \$0.00, 'Calc Overtime Bill Rate' is \$0.00, and 'Calc Doubletime Bill Rate' is \$0.00.

The *Over Time Markup Multiplier* is the amount that would normally be paid to the **Employee** for overtime worked. The same applies to the *Double Time Markup Multiplier*. However both of these amounts can be manipulated to calculate the amounts that are required.

The screenshot shows the 'Main Multiplier Code Info' form. The 'Multiplier Code' is 'Training3' and the 'Hier' is 'High Tech Staffing'. The 'Regular Time Markup' is 1.58, 'Over Time Markup' is 1.58, and 'Double Time Markup' is 1.58. The 'Over Time Markup Multiplier' is 1.5 and 'Double Time Markup Multiplier' is 2.0. The 'Apply Pay' checkbox is checked. The 'calculations' section shows: Calc RT Markup 1, Calc OT Markup 1 x 1.5, and Calc DT Markup 1 x 2. The 'Calc Pay Rate' is \$10.00, 'Calc Bill Rate' is \$0.00, 'Calc Overtime Bill Rate' is \$0.00, and 'Calc Doubletime Bill Rate' is \$0.00.

The *ApplyPay* check box will be checked by default when a new code is created. *ApplyPay* indicates that the *Bill Rate* will be determined by the *Pay Rate* selected. If the *Pay Rate* is changed on the **Order** or **Assignment**, the *Bill Rate* will automatically be updated to reflect the calculation of *Multiplier Code* selected (and vice versa).

Find a code

Active  Apply Bill

Multiplier Code  Apply Pay

Hier  Default

Regular Time Markup  Note

Over Time Markup

Over Time Markup Multiplier

Double Time Markup

Double Time Markup Multiplier

calculations

|                |   |   |     |                           |         |
|----------------|---|---|-----|---------------------------|---------|
| Calc RT Markup | 1 |   |     | Calc Pay Rate             | \$10.00 |
| Calc OT Markup | 1 | x | 1.5 | Calc Bill Rate            | \$0.00  |
| Calc DT Markup | 1 | x | 2   | Calc Overtime Bill Rate   | \$0.00  |
|                |   |   |     | Calc Doubletime Bill Rate | \$0.00  |

The *ApplyBill* check box should be selected if the *Bill Rate* is to be calculated separate from the *Pay Rate* as shown above. When the *Multiplier Code* is set up as *ApplyBill* the *Bill Rate* will not be updated when the *Pay Rate* is changed on the **Order** or **Assignment**.

*\*Note – If the Multiplier Code should be a system default, the Default check box needs to be selected.*

multiplier code

Multiplier Code

Priority

| Code          | Priority | Level    |
|---------------|----------|----------|
| 1.21 Markup   | 1        | Employer |
| 1.5325 Alpine | 2        | Employer |
| Training3     | 3        | Customer |

To add the new code to the **Customer** open the **Customer** record and select the **Defaults** form. In the multiplier codes area click on the button for that section. When the *Multiplier Code* form opens, select the code from the drop down menu and select the *Priority*. The *Priority* is the sequence that the *Multiplier Code* will be listed in on the **Order** and **Assignment**. A *Priority* of "3" would be listed third in the *Multiplier Code* drop down menu. Click on the *Save* button to add the new code to the **Customer** record. This code can now be selected from the *Multiplier Code* drop down menu on the **Order Details** or the **Assignment Details** forms.

**Order Details:**

TempWorks Enterprise

Employee Customer Order Assignment Contact Pay / Bill Calendar Reports Email

Order Details Web Options

creative solutions, Primary Unknown

customer information

|             |                    |           |  |
|-------------|--------------------|-----------|--|
| Customer    | Creative Solutions | Work Site | Corporate Office<br>123 Main St<br>Eagan, MN 55121 |
| Department  | Primary            |           |  |
| Customer ID | 778501             |           |  |
| Worker Comp | 8810               |           |  |
| Directions  | North on Hwy 10    |           |  |

financial details

|                 |         |              |                |
|-----------------|---------|--------------|----------------|
| Pay Rate        | \$0.00  | Multiplier   |                |
| Bill Rate       | \$0.00  | Pay Periods  | Code Training3 |
| Overtime Bill   |         | GP Percent   |                |
| Doubletime Bill |         | GP Estimate  |                |
| Overtime Plan   | PlanSTD | Desired GM % | 32.26%         |

job information

contacts

**Assignment Details:**

TempWorks Enterprise

Employee Customer Order Assignment Contact Pay / Bill Calendar Reports Email

New Assignment Search Actions Reports Favorites

Brandt, Paula  
Creative Solutions  
Unknown

assignment information

|            |                    |
|------------|--------------------|
| Employee   | Brandt, Paula      |
| Alident    | 16133              |
| Customer   | Creative Solutions |
| Department | Primary            |

financial details

|             |        |                  |                                 |
|-------------|--------|------------------|---------------------------------|
| Multiplier  |        | Overtime Factor  | 1.5                             |
| Hourly Bill |        | Code             | Reg. Markup OT Markup DT Markup |
| Hourly Bill |        | Training3        | 1.5800 1.5800 1.5800            |
| Unit Bill   | \$0.00 | Unit Pay Rate    | \$0.00                          |
|             |        | Other Agency Pay |                                 |