

# HUMAN RESOURCES

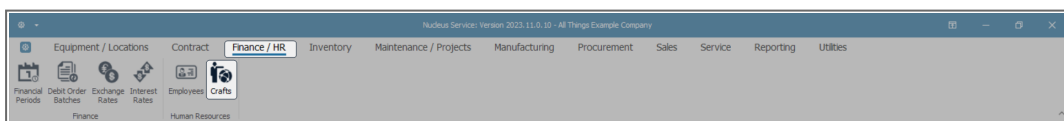
## INTRODUCTION TO CRAFTS

- The **Crafts** application in **Nucleus Service** is a way of classifying the **skills of employees**.
- You have to first set up **Crafts** in **Nucleus Configurator**, [Static Data Crafts](#), before you can [add](#), [edit](#) and [delete](#) **Crafts** in **Nucleus Service**.
- When you [add a new employee](#), each employee can be assigned **more than one Craft** per Site / Branch but **only one** of those **Crafts** can be set as the **Primary Craft**.
- When you [assign](#) a **Craft** to an employee, you can plan resources required for upcoming work, and the employee's time will be booked and charged out against the **Craft**.
- [Tasks](#) can be linked to **Crafts** to ensure that the right employee with the right skills and qualifications is assigned to the right job - this is set up in [Assign Internal Labour Resource](#).

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### Ribbon Access: Finance / HR > Crafts

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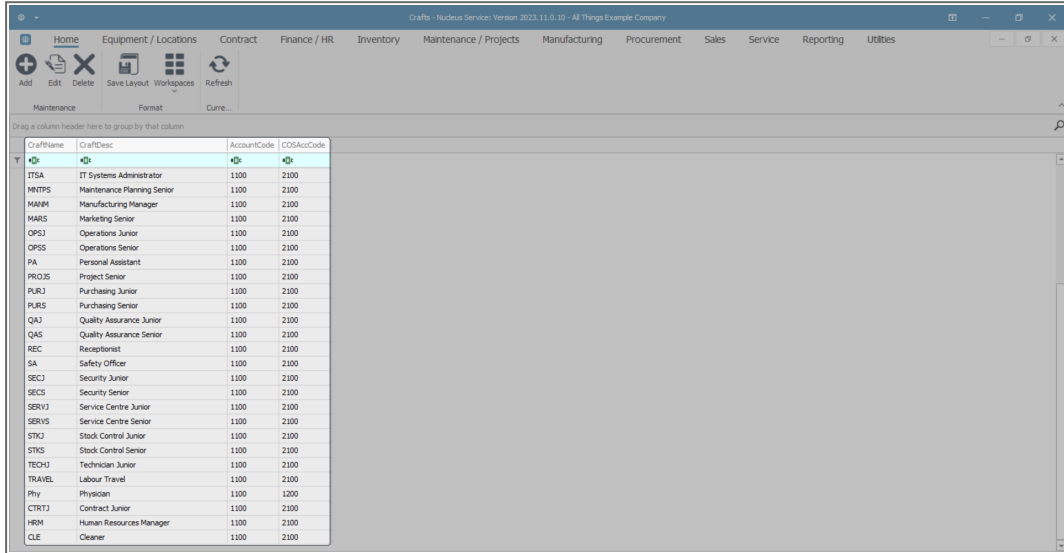
## CRAFTS ACTION BUTTONS

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- Select **Crafts** to:
  - [Add](#) a Craft
  - [Edit](#) a Craft
  - [Delete](#) a Craft

## CRAFTS LISTING SCREEN

- This is a list of **Crafts** that have been added into **Nucleus Service** from the **Crafts** previously set up in **Nucleus Configurator Static Data Crafts**.



CraftName	CraftDesc	AccountCode	COSAccCode
ITSA	IT Systems Administrator	1100	2100
MNTPS	Maintenance Planning Senior	1100	2100
MANNM	Manufacturing Manager	1100	2100
MARS	Marketing Senior	1100	2100
OPBJ	Operations Junior	1100	2100
OPSS	Operations Senior	1100	2100
PA	Personal Assistant	1100	2100
PROJSS	Project Senior	1100	2100
PURJ	Purchasing Junior	1100	2100
PURS	Purchasing Senior	1100	2100
QAJ	Quality Assurance Junior	1100	2100
QAS	Quality Assurance Senior	1100	2100
REC	Receptionist	1100	2100
SA	Safety Officer	1100	2100
SEJ	Security Junior	1100	2100
SECS	Security Senior	1100	2100
SERVJ	Service Centre Junior	1100	2100
SERVSS	Service Centre Senior	1100	2100
STKJ	Stock Control Junior	1100	2100
STKS	Stock Control Senior	1100	2100
TECHJ	Technician Junior	1100	2100
TRAVEL	Labour Travel	1100	2100
Phy	Physician	1100	1200
CTRTJ	Contract Junior	1100	2100
HRM	Human Resources Manager	1100	2100
CLE	Cleaner	1100	2100

## CRAFTS ACCOUNT CODES

- Each **Craft** will be linked to a General Ledger **Account Code** and **COS Account Code**:

CraftName	CraftDesc	AccountCode	COSAccCode
BAJ	Business Analyst Junior	1100	2100
CTRTS	Contract Senior	1100	2100
DEVJ	Developer Junior	1100	2100
DEVS	Developer Senior	1100	2100
DIR	Director	1100	2100
ENJ	Engineer Junior	1100	2100
ENSS	Engineer Senior	1100	2100
EXCO	Executive Manager	1100	2100
IMPLJ	Implementations Junior	1100	2100
IMPLS	Implementations Senior	1100	2100
ITDBA	IT Database Administrator	1100	2100
ITHT	IT Hardware Technician	1100	2100
ITSA	IT Systems Administrator	1100	2100
MNTPS	Maintenance Planning Senior	1100	2100
MANM	Manufacturing Manager	1100	2100
MARS	Marketing Senior	1100	2100
OPJ	Operations Junior	1100	2100
OPSS	Operations Senior	1100	2100
PA	Personal Assistant	1100	2100
PROJS	Project Senior	1100	2100
PURJ	Purchasing Junior	1100	2100
PURS	Purchasing Senior	1100	2100
QAJ	Quality Assurance Junior	1100	2100
QAS	Quality Assurance Senior	1100	2100
REC	Receptionist	1100	2100
SA	Safety Officer	1100	2100

- You will assign the **Account Code** and **COS Account Code** when you add a **Craft** in **Nucleus Service**.

Processing

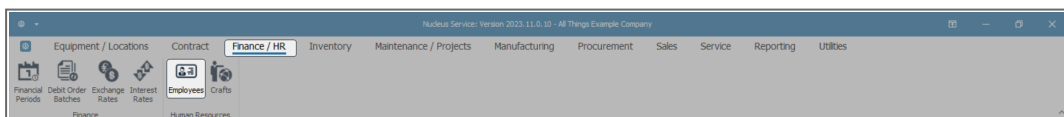
Craft Name: [Phy]

Account Code: 1100

COS Acc Code: 1200

## CRAFTS NEW EMPLOYEE

### Ribbon Access: Finance / HR > Employees



- When you add a new employee, you will link a **Craft** to the employee in the **Crafts Panel** - this is where you will include the following details:
  - Craft Name**
  - Site Description**

- **Cost Estimate** for the **Craft**
- **Current Rate** of the **Craft**
- **Primary Craft status** - for multiple **Crafts** per Site / Branch, you will indicate which **Craft** is the **Primary Craft**.

The screenshot displays the 'Edit Employee' form in the CO3 system. The form is divided into several sections: 'Links' on the left, 'Employee Information' in the top left, 'Physical Address' and 'Postal Address' in the top middle, 'Dependants' and 'Shifts' on the right, and 'Crafts' at the bottom right. The 'Crafts' section contains a table with the following data:

CraftName	CraftDesc	SiteDescription	AccountCode	COSAccCode	CostEstimate	Rate	SPPrimary
EXCO	Executive Manager	KwaZulu-Natal	1100	2100	500.00	1,000.00	No
Phy	Physician	KwaZulu-Natal	1100	1200	600.00	1,200.00	Yes

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