

JDE Online Job Request

Quick Steps on New Job Setup Process

This new workflow will :

- Speedup process time
- Reduce typos
- Offer authorization through
 - ✓ Email
 - ✓ eSign
 - ✓ Print & sign

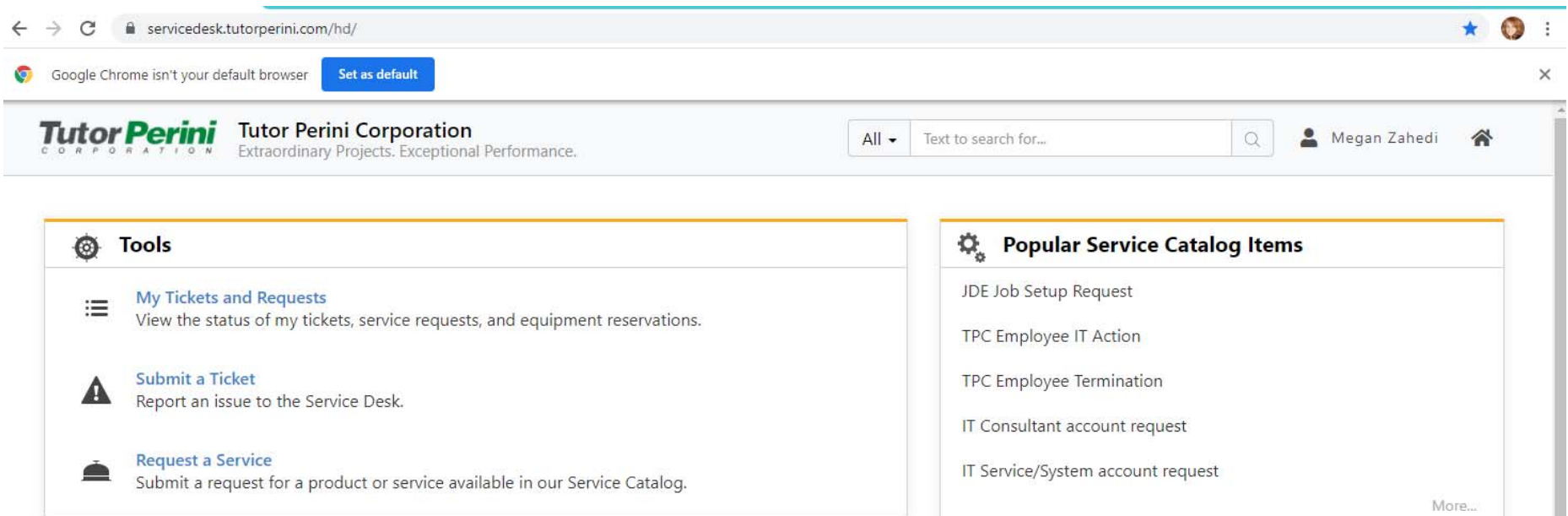
So throw away the old job setup form and let's move into the 21st Century.

Key notes to remember...

- Name of those who will be filling out the information.
 - ✓ Users need to be granted access by Adam Smith.
- Each individual form will have:
 - ✓ Only one project or main job
 - ✓ Could contain multiple subjobs (up to 3) with the same address as the main job.
- Once the Form is filled and submitted, the data can not be retrieved for changes.
 - ✓ Minor changes can be requested through current process of email to JDESETUP, after the job is released.
- The Review & Release step can be eliminated, if noted in the comment section.

New Job Setup Process

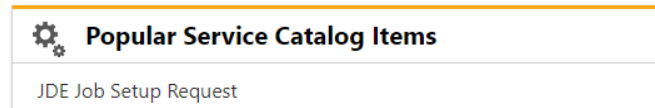
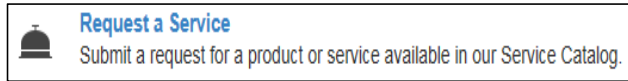
1. Use the link <https://servicedesk.tutorperini.com/hd/>
 - Press CTRL + Click on the above link or copy and paste it into your browser.
 - It is recommended that you add the above link in your favorites for quick access.




The screenshot shows a web browser window displaying the Tutor Perini Service Desk homepage. The browser's address bar shows the URL servicedesk.tutorperini.com/hd/. The page header includes the Tutor Perini logo and the text "Tutor Perini Corporation Extraordinary Projects. Exceptional Performance." A search bar with the placeholder "Text to search for..." and a user profile icon for "Megan Zahedi" are also visible. The main content area is divided into two columns. The left column, titled "Tools", contains three items: "My Tickets and Requests" (with a description: "View the status of my tickets, service requests, and equipment reservations."), "Submit a Ticket" (with a description: "Report an issue to the Service Desk."), and "Request a Service" (with a description: "Submit a request for a product or service available in our Service Catalog."). The right column, titled "Popular Service Catalog Items", lists four items: "JDE Job Setup Request", "TPC Employee IT Action", "TPC Employee Termination", and "IT Consultant account request". A "More..." link is located at the bottom right of this column.

New Job Setup Process

2. Select "Request a Service or the option of JDE Job Setup Request:



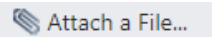
3. Select the  button on the bottom left of the screen to start filling out the form.

4. Requester Information

- a. Fill out the organization name using the drop down menu
- b. Type in the Company #
 - *Make sure the Company # corresponds to the Organization*
- c. Note: Please reference the Main Job # (Project#) if this is a Sub Job. The project number always ends with "00".
- d. The "Requester" field will be filled out automatically according to who is logged into Alloy and opening the service request.
- e. Comments
 - *This area can also be used for special handling instructions that was normally in the body of the Job Request emails previously used. Ex. "ASAP" or "Rush".*

A screenshot of the "JDE Job Setup Request" form. The "Requester Information" section includes fields for "Organization" (Lunda Construction), "COMPANY NO." (2305), and "Requester" (Harry Williams). A "Comments" field contains the instruction: "Provide any special handling instructions such as 'ASAP' or 'Rush'. Also reference the Main Job# if this is a Sub Job." At the bottom are "Back", "Next", and "Cancel" buttons.

- f. Attachments – add signed Job Setup Form, if available.



- Select the  button to move to the next screen.

New Job Setup Process

Designate Approvals

6.
 - a. Enter the designated approvers
 - Name and Title of approvers are **required**.
 - Please Note: ****The Accounting Approver should have reviewed or must be able to review the ASC 606 documentation.**

7. Executed Contract
Is there an executed contract?: *

8. 606 Information
606 Information
Project Specific Insurance: *
Certain projects have insurance allocated via a monthly rate (e.g., 1.5%) added to their billings. Others require project-specific policies to be purchased.
Total contract > \$15mil?: *
If total expected contract value is > \$15m, complete a 606 rev rec questionnaire.
Was pricing/scope negotiated with other projects?: *
Was the pricing/scope of this project negotiated together with any other projects?
More than one performance obligation?: *
Is there more than one performance obligation on the contract?
Any unusual components?: *
Are there any unusual transaction price components (e.g., noncash, financing components, etc).?
Have you completed the 606 rev rec questionnaire?: *

Select the button to move to the next screen.

Designate Approver – Screenshot

JDE Job Setup Request

Designate Approvals

OPERATIONS APPROVER

Approver Name: * Joseph Krajczewski [v] [Q] [x]

Approver Title: * EVP

Approver Company: * WDF [v] [Q] [x]

Approver Date: * 3/24/2021 [calendar icon]

Send a copy to Operations approver:

ACCOUNTING APPROVER

Approver Name: * Andrea Dunn [v] [Q] [x]

Approver Title: * Project Oontroller

Approver Company: * WDF [v] [Q] [x]

Approver Date: * 03/24/21 [calendar icon]

Send a copy to Accounting approver:

Back Next Cancel

New Job Setup Process

9. Job Header

Job Header

- a. Enter job information For a new Job Site #, leave this field blank. You will have the opportunity to fill out the details once you select next.
 - For a new Job Site #, leave this field blank. You will have the opportunity to fill out the details once you select next.
 - For a new Customer #, leave this field blank. You will have the opportunity to fill out the details once you select next.

Job Header

JOB NAME: *	<input type="text"/>
BU TYPE: *	<input type="text"/> <input type="button" value="v"/> <input type="button" value="x"/>
STATE: *	<input type="text"/> <input type="button" value="v"/> <input type="button" value="x"/>
JOB DESCRIPTION 02:	<input type="text"/>
JOB DESCRIPTION 03:	<input type="text"/>
JOB DESCRIPTION 04:	<input type="text"/>
JOB ADDRESS NO.:	<input type="text"/> <input type="button" value="v"/> <input type="button" value="v"/>
<i>Leave blank if there is no existing address number.</i>	
CUSTOMER NO.:	<input type="text"/> <input type="button" value="v"/> <input type="button" value="v"/>
<i>Leave blank if there is no existing customer number.</i>	

Select the button to move to the next screen.

Job & Customer information

→ if left blank

Setup Job Address

You did not specify a job address number. Please enter the data below.

NAME:

Cannot be more than 29 characters

ADDRESS 1:

ADDRESS 2:

ADDRESS 3:

ADDRESS 4:

CITY:

STATE: NY

ZIP:

COUNTRY:

Setup Customer Address

You did not specify a customer address number. Please enter the data below.

NAME:

Cannot be more than 29 characters

ADDRESS 1:

ADDRESS 2:

ADDRESS 3:

ADDRESS 4:

CITY:

STATE:

ZIP:

COUNTRY:

Subjob information

Sub Jobs Needed

Are any sub jobs needed?:

SUBJOBS

QUANTITY OF SUBJOBS:

SUBJOB 01 NAME:

SUB JOB 01 BILLING RATE:

SUBJOB 02 NAME:

SUB JOB 02 BILLING RATE:

SUBJOB 03 NAME:

SUB JOB 03 BILLING RATE:



Job Header (continued)

Job Header (continued)

Threshold %:



Contract Type: *



STATE/TERRITORY: NY

LABOR LOAD FACTOR:

FLAT BURDEN METHOD:

CERTIFIED PAYROLL:



EEO Reporting:



Dates

Dates

PLANNED START DATE: *



PLANNED COMP DATE: *



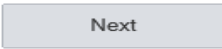
CONTRACT AWARD: *



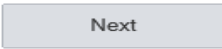
ACTUAL START DATE:




New Job Setup Process


Select the  button to move to the next screen.


10.

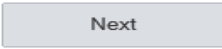
- 
a. All dates are required.

Select the  button to move to the next screen.

11.

- 
a. Please provide both the Employee # and Names of the Job Personnel in this screen.

Select the  button to move to the next screen.



Personnel

Personnel

NOTE: Address book (AB) numbers are only 6 numbers.

PROJECT MANAGER
NAME: *

PROJECT MANAGER AB#: *

VP NAME: *

VP AB#: *

PROJECT EXECUTIVE
NAME: *

PROJ EXEC AB#: *

SUPERINTENDENT
NAME: *

SUPERINTENDENT AB#: *

PROJECT CONTROLLER
NAME:

PROJ CONTROLLER AB#:

OTHER NAME:

Back

Next

Cancel

Cat Code Groups

Cat Code Group 1 of 3

SEGMENT: *	<input type="text"/>	▼	×
END MARKET: *	<input type="text"/>	▼	×
JOB TYPE: *	<input type="text"/>	▼	×
CONTRACT TYPE:	CM		
CLIENT SOURCE: *	<input type="text"/>	▼	×
DEPT: *	<input type="text"/>	▼	×
LOCATION:	<input type="text"/>	▼	×
PROJECT LABOR AGREEMENT:	<input type="text"/>	▼	×
JOB STATUS: *	OPN-Open	▼	×
OWNERSHIP: *	<input type="text"/>	▼	×

Cat Code Groups

...Continue

Cat Code Group 2 of 3

BILLING RATE TABLE:	<input type="text"/>	▼	×
BILLING H.B.U.:	<input type="text"/>		
CONSOLIDATION: *	<input type="text"/>	▼	×
SUB CONSOL TIER I:	<input type="text"/>	▼	×
SUB CONSOL TIER II:	<input type="text"/>	▼	×
SUB CONSOL TIER III:	<input type="text"/>	▼	×
BOND: *	<input type="text"/>	▼	×
INSURANCE: *	<input type="text"/>	▼	×
COUNTY: *	<input type="text"/>	▼	×
HFM JOB STATUS: *	<input type="text"/>	▼	×

Cat Code Groups

...Continue

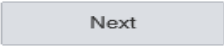
Cat Code Group 3 of 3

PROLOG INTEGRATION: *	N - No	▼	×
TAX STATUS: *	E-EXEMPT	▼	×
RECHARGE RATE:		▼	×
PRIME/SUB CONTRACTOR: *	S-Subcontractor	▼	×
INTERCOMPANY:		▼	×
CONTRACT SCOPE: *	CM-Construction Mgmt	▼	×
SERVICE REQUEST #:	SRQ354582		
FIVESTAR SPECIAL JOBS:		▼	×
PREVAILING WAGES:		▼	×


New Job Setup Process

12. Supplemental Data Needed?

- a. If your Job Request mandates to provide supplemental data select “Yes” and you will have the opportunity to provide the information in another window. Otherwise select “No” to continue.

Select the  button to move to the next screen.

13. Review


- a. Select “Next” to review the Job Request and information. You will see a window with your Service Request (SRQ) and all the information you entered.
 - *Newly generated SRQ# is at the top of the document. This number will be used to identify the Job Setup Request.*
 - *The information for the Job is in the body of the document.*
 - *The text at the end of the document is for Master Data use only.*
 - *Please Note: At this point you can still go back and make corrections if needed.*
- b. Once the information has been reviewed and confirmed, select  to finalize and submit the SRQ.
 - *Please Note: Once “Finish” has been selected and the request has been submitted you will not be able to change any of the information on the Form.*

Review

Please review your entries.

If changes are needed, click the back button.

Review:



New JDE Job Setup Request - SRQ354582

Requester Information

ORGANIZATION	WDF
COMPANY #	1451
BUSINESS UNIT	
PROJECT #	
REQUESTER	Megan Zahedi

body h2

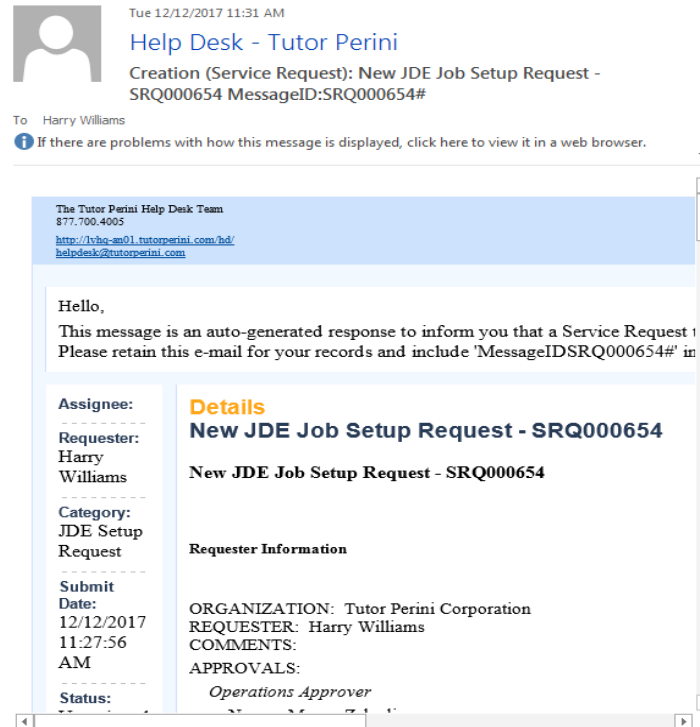
New Job Setup Process

14. Authorization:

a) For manual authorization

You will receive an email from helpdesk-TutorPerini with the details of your Service Request.

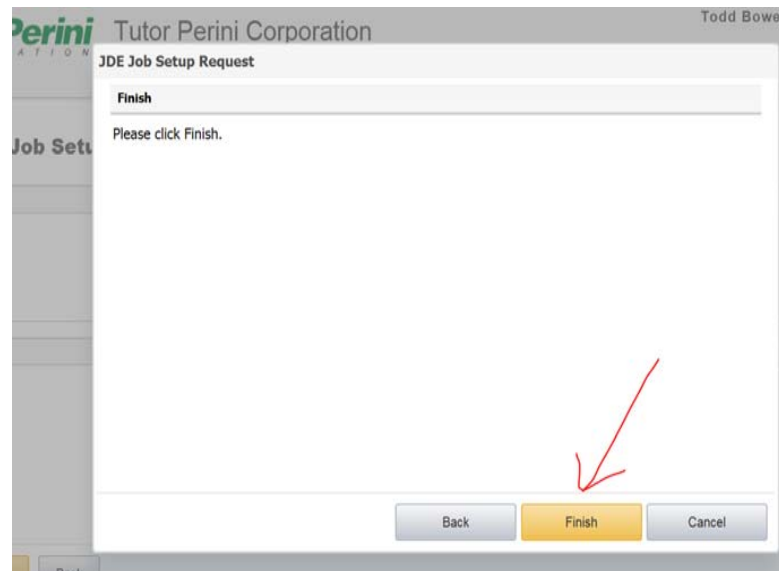
- Print the form to PDF and have the designated approvers sign the form. Scan the form and attach it to the email. Reply all to the email and send it back. This will attach



New Job Setup Process

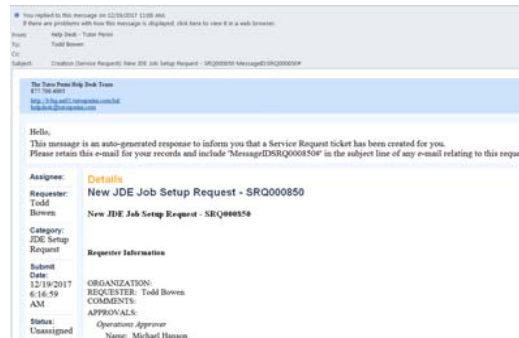
b) For email authorization

- Enter data into New Job Setup System and submit it by clicking the “Finish” button.

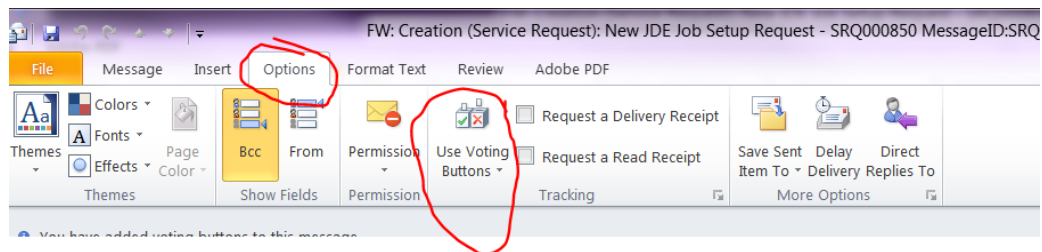


New Job Setup Process

- Helpdesk sends an email informing user that a Service Request Ticket has been created.



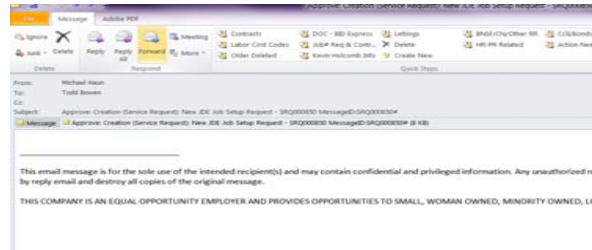
- User forwards Service Request Ticket Confirmation email to designated approvers utilizing Outlook Email "Voting" feature.



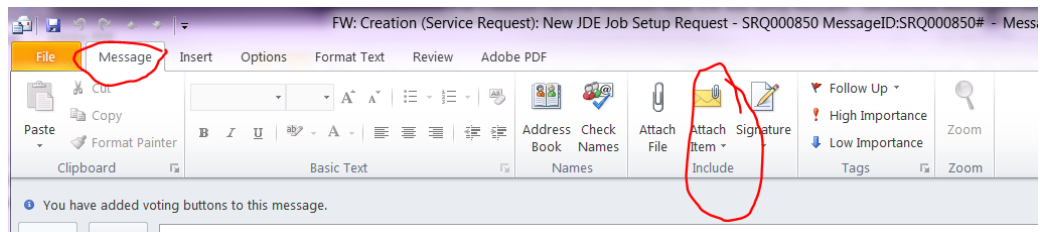
- Options Tab
- Use Voting Buttons
- Select Approve/Reject Selection

New Job Setup Process

- Operations/Accounting Approvers review Job Setup Service Ticket and “Accept” or “Reject” Job Setup summary included in the email.
 - i. Outlook automatically returns their response via email to user.



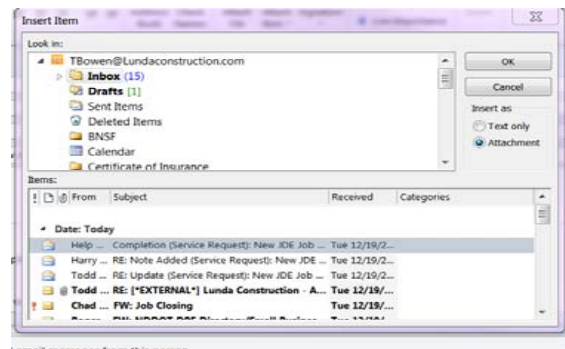
- User replies to Helpdesk Service Request Ticket Confirmation email and attaches Approvers email using Outlook Email attachment feature.



- i. Message tab
- ii. Attach item button
- iii. Outlook item selection

New Job Setup Process

- iv. Locate emails received from Operations/Accounting Approvers
- v. Left click on desired emails
 - *Note: Hold down "CTRL" key to select multiple items*
- vi. Select "OK"



- vii. Send email to Helpdesk

