

Contractor Enhanced Payroll User Guide for the Rig

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1 Overview

Contractor Enhanced Payroll is a feature of the Pason Electronic Drilling Recorder (EDR) that eliminates the need for rig personnel to manually enter employee payroll information like Social Security Numbers (SSN), Social Insurance Numbers (SIN), and employee numbers into the tour sheet. Instead, all you have to do is download an up-to-date list of available crew members that your office maintains. Use this list to update the rig's crew list and add crew members to the tour sheet.

This document describes the Contractor Enhanced Payroll procedures carried out by rig personnel. See *DOCU187 Contractor Enhanced Payroll User Guide for the Office* for a description of the responsibilities of payroll office personnel.

Before you set up Contractor Enhanced Payroll consider these important points:

- You only need to perform the setup steps once, but always perform them between tours.
- Ask your payroll office to confirm that all information on the submitted tour sheets for the current pay period is correct, before you delete members from the crew list or tour sheet. During the transition to Contractor Enhanced Payroll, problems can arise when unsigned submitted tour sheets to correct them.

Setting up Contractor Enhanced Payroll involves these steps:

1. Deleting members from the existing crew list.
2. Deleting crew members from the tour sheet.

Using Contractor Enhanced Payroll involves these steps:

1. Updating the picklist.
2. Updating the crew list using the Add from Payroll feature.
3. Saving the updated crew list to the DataHub.
4. Adding crew members to the tour sheet's current shift using the updated crew list.

The rest of this document describes these procedures in more detail. They are written based on EDR version 3.5.2 or higher. The procedures differ between CAODC rigs (Canada) and IADC rigs (US and international), so use the steps that apply to your rig.

Note:

EDR version 3.5.0 or higher is required if the contractor wants to use employee ID as a required crew list identifier.

2 Setting up Contractor Enhanced Payroll (CAODC)

2.1 Deleting Members from the Existing Crew List (CAODC)

Before you start using Contractor Enhanced Payroll, you need to delete people from the crew list to start with a blank slate. From the EDR main screen on the RMPC:

1. Click **Menu**, **Tools**, then **Tour Sheet** (or create a tour sheet, if you haven't already done so). The tour sheet opens to the last view you were in. If necessary, open the tour sheet to the Overview screen.
2. On the Overview screen, click **Setup**, then **Crew List**. The Crew List screen opens.
3. Click in a row to select it, then click **Remove**.

RMPC Mark test Well BIG 32 11:12:21

Position	TechLevel	Name	Nickname	Initials	Employee#	PIN	GovID	Phone#
RIG MANAGER		Mike Roker	Rokes			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
UNASSIGNED CREW								
DERRICK HAND		John Smith	Smitty			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
FLOOR HAND		David Watts	DW			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Buttons: Add, Edit, Remove, Add From Payroll, Move Up, Move Down, Save To Hub, Print, Exit

Figure 1: Crew List screen (CAODC)

4. On the confirmation screen, click **Yes** to remove the crew member from the crew list.
5. Repeat these steps to clear all members from the crew list.

Note:

Do not delete the operator or the operator's representatives from the crew list.

2.2 Deleting Crew Members from the Tour Sheet (CAODC)

You now need to delete crew members from the tour sheet.

Note:

Delete crew members between tours only, so that you don't lose any completed tour data.

From the EDR main screen on the RMPC:

1. Ensure that all crew members sign out of the last completed tour.
2. Click **Menu, Tools**, then **Tour Sheet**. The tour sheet opens to the last view you were in. If necessary, open the tour sheet to the Overview screen.
3. Click in the **Payroll/Boilers** box. The tour sheet's Crew Members screen opens.
4. On the Crew Members tab, click in a row to select it, then click **Remove Row** to remove the crew member from the current shift's crew list.



Figure 2: Tour Sheet Crew Members screen (CAODC)

5. Repeat these steps to clear all members from the current shift's crew.

The setup is complete – you are now ready to use Contractor Enhanced Payroll.

3 Using Contractor Enhanced Payroll (CAODC)

3.1 Updating the Picklist (CAODC)

First, you need to update the picklist with the most current employee information from your payroll office. To do this, follow these steps from the EDR main screen on the RMPC:

1. Click **Menu**, **Setup**, then **Update Picklists**.
2. On the Update Picklists screen, click **Update**.
3. Click **OK** when the downloading message opens. A success screen opens when the picklists are downloaded.

3.2 Updating the Crew List using Add from Payroll (CAODC)

Once you have updated the picklist, you can build a new crew list using Add from Payroll. Follow these steps from the EDR main screen on the RMPC:

1. Click **Menu, Tools**, then **Tour Sheet**. The tour sheet opens to the last view you were in. If necessary, open the tour sheet to the Overview screen.
2. Click **Setup**, then **Crew List**. The Crew List screen opens.
3. Click **Add from Payroll**.
4. The Import from Payroll screen opens, displaying a list of employees supplied by the contractor's payroll office. Select the crew member's name by checking the Include checkbox.



Figure 3: Import from Payroll screen (CAODC)

- Click **Sort/Filter** to sort names in the list.
 - Click **Search List** and enter a name to search for (click **Back** to return to the Crew List).
 - Click **Select All** to select all of the names in the list.
 - Click **Deselect All** to deselect all of the names in the list.
5. Click **OK** to download the selected members to the crew list.

6. Any missing employee information will be highlighted in red. If so, select the crew member and click **Edit** to add the required information. Figure 4 shows a successfully updated crew list.
7. Click **Save to Hub** to save the updated crew list to the DataHub.

RMPC
DST CIRRONET RADIO TEST WELL BIG 8
07:52:51

HOLE DEPTH
1051
METERS

BIT DEPTH
1051
METERS

HOOK LOAD
31
KDaN

WT. ON BIT
0.0
KDaN

ROTARY
3
RPM

TORQUE
26
IN-M

Crew List

Position	TechLevel	Name	Nickname	Initials	Employee#	PIN	GovID	Phone#
RIG MANAGER		HERB S KENSEN	HERB S KENSEN	HK		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
DRILLER		JOHN A LANE	JOHN A LANE	L		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
UNASSIGNED CREW								
ASSIST DRILLER		AUGUSTO MARTINEZ	AUGUSTO MARTINEZ	AM		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

This table contains the list of crew members. Each row represents a particular person.

Add

Edit

Remove

Add From Payroll

Move Up

Move Down

Save To Hub

Print

Exit

Figure 4: Crew List screen (CAODC)

3.3 Adding Crew Members to the Tour Sheet (CAODC)

You are now ready for the final step – adding crew members to the tour sheet. Follow these steps from the EDR main screen on the RMPC:

1. Click **Menu, Tools**, then **Tour Sheet**. The tour sheet opens to the last view you were in. If necessary, open the tour sheet to the Overview screen.
2. Click in the **Payroll/Boilers** box. The tour sheet's Crew Members screen opens. Select the current shift from the Shift drop-down list.
3. Click on the drop-down list under the Name heading to display the names in the current crew list. Click on a name to add that person to the current shift's crew (you can also add driller's crews, if you have organized the crew list with driller's crews).

Note:

This list displays the nickname field for employees. If no nickname exists for an employee, then the nickname field displays their standard name. Print and email versions of the crew list always display an employee's standard name.



Figure 5: Tour Sheet Crew Members screen (CAODC)

If you see names from the crew list displayed in the drop-down list, you have successfully set up and used Contractor Enhanced Payroll.

4 Setting up Contractor Enhanced Payroll (IADC)

4.1 Deleting Members from the Existing Crew List (IADC)

Before you begin using Contractor Enhanced Payroll, you need to delete people from the crew list to start with a blank slate.

From the EDR main screen on the RMPC:

1. Click **Menu**, **Tools**, then **Tour Sheet** (or create a new tour sheet, if you haven't yet done so). The tour sheet opens to the last view you were in. If necessary, open the tour sheet to the Overview screen.
2. On the Overview screen, click **Setup**. The ETS Setup screen opens.
3. Click **People**. The Crew List screen opens.
4. Click in a row to select it, then click **Remove**.

RMPC MarkWell AERO 999 16:53:21

HOLE DEPTH 48³ FEET BIT DEPTH 48³ FEET HOOK LOAD 68 ALBS WT. ON BIT 0.0 ALBS ROTARY 3 RPM TORQUE 3 FT-LBS

Crew List

Position	Name	Nickname	Initials	Employee#	PIN	GovID	Phone#
RIG MANAGER	Mike Roker	Rokes	MR	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
UNASSIGNED CREW							
DERRICKMAN	John Smith	Smitty	JS	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
FLOORMAN	David Watts	DW	DSW	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Add Edit **Remove** Add From Payroll Move Up Move Down Save To Hub Print Exit

Figure 6: Crew List screen (IADC)

5. On the confirmation screen, click **Yes** to remove crew member from the crew list.
6. Repeat these steps to clear the crew list.

Note:

Do not delete the operator or the operator's representatives from the crew list.

4.2 Deleting Crew Members from the Tour Sheet (IADC)

You now need to delete crew members from the tour sheet.

Note:

Delete crew members between tours only, so that you don't lose any completed tour data.

Follow these steps from the EDR main screen on the RMPC:

1. Ensure that all crew members sign out of the last completed tour.
2. Click **Menu, Tools, then Tour Sheet**. The tour sheet opens to the last view you were in. If necessary, open the tour sheet to the Overview screen.
3. Click the **Crew List** box for the current shift. The tour sheet opens to the crew section.
4. Click on a crew member's name to select him/her, then click **Remove**.

RMPC MarkWell AERO 999 17:39:07
 Tour Sheet 04/20/10 SHOW BOXES Main

DRILLING CREW PAYROLL DATA

DATE	4/20/2010
WELL NAME & NO.	MarkWell
COMPANY	AERO DRILLING
TOOLPUSHER	RIG NO. 999

MORNING TOUR	FROM	TO	CREW	EMPLOYEE ...	NAME	HRS
	0000	1400				
			RIG MANAGER	1	Rokes	
			DERRICKMAN	2	Smitty	
			FLOORMAN	3	DW	

OVERVIEW REMOVE INSERT - + ENTER KEYBOARD HELP EXIT

Figure 7: Tour Sheet Crew Screen (IADC)

5. Repeat these steps to clear the current shift's crew.

The setup is complete – you are now ready to use Contractor Enhanced Payroll.

5 Using Contractor Enhanced Payroll (IADC)

5.1 Updating the Picklist (IADC)

First, you need to update the picklist with the most current employee information from your payroll office. To do this, follow these steps from the EDR main screen on the RMPC:

1. Click **Menu**, **Setup**, then **Update Picklists**.
2. On the Update Picklists screen, click **Update**.
3. Click **OK** when the downloading message opens. A success screen opens when the picklists are downloaded.

5.2 Updating the Crew List using Add from Payroll (IADC)

Once you updated the picklist, you can build a new crew list by using Add from Payroll.

Follow these steps from the EDR main screen on the RMPC:

1. Click **Menu, Tools**, then **Tour Sheet**. The tour sheet opens to the last view you were in. If necessary, open the tour sheet to the Overview screen.
2. On the Overview screen click **Setup**. The ETS SETUP screen opens.
3. Click **People**. The Crew Screen Opens.
4. Click **Add from Payroll**. The Import from Payroll screen opens, displaying a list of employees supplied by the contractor's payroll office.

RMPC MarkWell AERO 999 17:55:08

HOLE DEPTH 101³ FEET BIT DEPTH 101³ FEET HOOK LOAD 70 KLS WT. ON BIT 0.0 KLS ROTARY 3 RPM TORQUE 3 KFT-LBS

Import From Payroll

Include	First Name	Last Name	Middle Name	Initials	SSN	Emp. Ref. No.	Phone Number
<input checked="" type="checkbox"/>	AARON	MARTIN		AM	*****3333		
<input checked="" type="checkbox"/>	HERB	JOHNSON	S	HJ	*****2222		
<input checked="" type="checkbox"/>	JOHN	DOE	A	JD	*****1111		

Figure 8: Import from Payroll Screen (IADC)

5. Select the crew member's name by checking the Include checkbox. You can also use these options:
 - Click **Sort/Filter** to sort the names in the list.
 - Click **Search List** and enter a name to search for (click **Back** to return to the Crew List).
 - Click **Select All** to select all of the names in the list.
 - Click **Deselect All** to deselect all of the names in the list.
6. Click **OK** to download the selected members to the crew list.

7. Any missing employee information will be highlighted in red. If so, select the crew member and click Edit to add the required information. Figure 9 shows a successfully updated Crew List.
8. Click **Save to Hub** to save the updated crew list to the DataHub.

RMPC
MarkWell AERO 999
17:58:14

HOLE DEPTH
103⁹
FEET

BIT DEPTH
103⁹
FEET

HOOK LOAD
74
MLBS

WT. ON BIT
0.0
MLBS

ROTARY
3
RPM

TORQUE
3
WT-LBS

Crew List

Position	Name	Nickname	Initials	Employee#	PIN	GovID	Phone#
UNASSIGNED CREW							
	HERB S JOHNSON	HERB S JOHNSON	HJ	1122	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	AARON MARTIN	AARON MARTIN	AM	1133	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	JOHN A DOE	JOHN A DOE	JD	1144	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Add

Edit

Add From Payroll

Move Up

Move Down

Save To Hub

Print

Exit

Figure 9: Crew List screen (IADC)

