

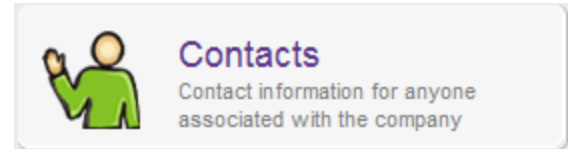
**Entering Labor Rates**


**Billable rates for labor are determined one of two ways:**

- Based on the person performing the work
- Based on the type of work being performed

**If the rate is based on the Contact person doing the work:**

- Go to the Contact capsule
- Enter each staff members' *Hourly Charge* and *Hourly Cost*
- **Save** changes



**Contact** 

<p>Code: <input type="text" value="BROWN.CHARLIE"/> 100BE</p> <p>Alias: <input type="text"/></p> <p>Name: <input type="text" value="Charlie Brown"/></p> <p>Title: <input type="text" value="Engineer"/></p> <p>Salutation: <input type="text" value="Dear Charlie Brown"/></p> <p>Email: <input type="text" value="cbrown@awaremanager.com"/></p> <p>Organization: <input type="text"/></p> <p>Building-Floor: <input type="text"/></p> <p>Location: <input type="text"/></p> <p>Room: <input type="text"/></p> <p>Workstation ID: <input type="text"/></p> <p>Notes: <input type="text"/></p>	<p>Phone: <input type="text" value="617-575-7878"/> <input type="checkbox"/> Inactive</p> <p>Home Phone: <input type="text"/></p> <p>Fax: <input type="text" value="617-787-6363"/></p> <p>Cell Phone: <input type="text"/></p> <p>Address: <input type="text" value="100 Beacon Street"/></p> <p>City: <input type="text" value="Boston"/></p> <p>State: <input type="text" value="MA"/></p> <p>Zip Code: <input type="text" value="02190"/></p> <p>Country: <input type="text" value="USA"/></p>
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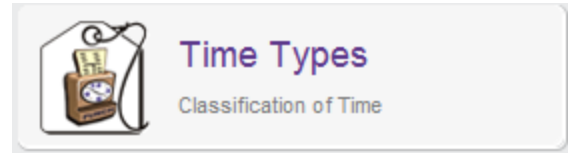
<p>Department: <input type="text" value="ENG"/> Engineering</p> <p>Work Type: <input type="text"/></p> <p><b>Time Type:</b> <input type="text" value="REG"/> Regular Time</p> <p>Hourly Charge: <input type="text" value="50.0000"/></p> <p>Hourly Cost: <input type="text" value="40.0000"/></p>	<p><b>Costs</b> represent the contact person's wage/earnings. If you intend to track the profitability of your work, contact costs must be entered.</p> <p>What if you do not want to enter cost because that is private information?</p> <p>If you do not want to enter in each individual staff person's salary amounts, instead enter the Average Hourly Cost for the position. Many of our clients also figure in the cost of insurance</p>
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22/197 Available Records: 197

**Note:** In order for the Hourly Charge/Cost to default on a Work record, the Work record must first be marked Billable.

Overtime, Double Time, and other variations can be recorded by using a different time type:

Time Type records contain fields for Charge and Cost Multipliers.



**Note:** The Charge and Cost Multipliers allow numbers to 15 decimal places.

**Time Type** [Home] [Menu] [Add] [Edit] [Delete] [Search] [Filter] [Print] [Export] [Import] [Refresh] [Close]

Code:   Inactive

Alias:

Description:

Charge Multiplier:

Cost Multiplier:

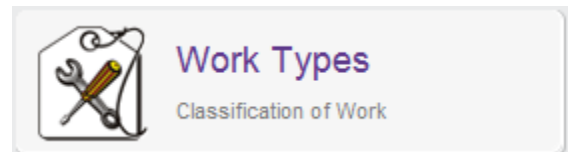
External Reminders

Mobile Text:

Available Records: 2

If the rate is based on the type of work that is being performed:

- Go to the Work Type Capsule
- Enter the Hourly Charge and Hourly Cost
- **Save** changes



**Work Type** [Home] [Menu] [Add] [Edit] [Delete] [Search] [Filter] [Print] [Export] [Import] [Refresh] [Close]

Code:  100BE  Inactive

Description:

Department:  Maintenance/Janitorial

Vendor:  Cleantime USA

Priority:  Immediate Priority (Re...

Work Status:  Open

Paragraph:

Work Category:  Cleaning

Estimated Hours:

Hourly Charge:

Hourly Cost:

**Note:** This hourly charge is the amount you charge the Client when this type of work is done, regardless of who performs the work. Therefore, if you enter a work record with a Worker and a Work Type with associated Hourly Charges and Costs, the values associated with the Work Type will take precedence.