

Default Setup Worksheet

Main Menu

Print

Technician Labor Costs

Billable Labor Hours Cost per Flat Rate Hour

Non-Billable Labor Expenses

Tech #	Technician Name	Customer Hours	Warranty Hours	Internal Hours	Guarantee Hourly Rate	Misc. Pay Rate 1	Misc. Pay Rate 2	Efficiency % Level	Payroll Controls	
									Hourly (Y/N)	Payroll ID. #
101	Technician Name 1	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 11.00	\$ 10.00	125.0%	Hourly	▼
102	Technician Name 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	Flat Rate	▼
103	Technician Name 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	Flat Rate	▼
104	Technician Name 4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	Flat Rate	▼
105	Technician Name 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	Flat Rate	▼
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	Flat Rate	▼
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	Flat Rate	▼
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	Flat Rate	▼
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	Flat Rate	▼
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	Flat Rate	▼
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	Flat Rate	▼
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	Flat Rate	▼
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	Flat Rate	▼
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	Flat Rate	▼
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	Flat Rate	▼
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	Flat Rate	▼
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	Flat Rate	▼
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	Flat Rate	▼
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	Flat Rate	▼
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	Flat Rate	▼
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	Flat Rate	▼
Hourly Prime Cost of Labor		\$ -	\$ -	\$ -		Average - Desired Efficiency Level		0.0%		

# of Active Technicians	0
Available Daily Clock Hours	0.00

Enter the Total # of Active Technicians, calculates Hourly Prime Cost of Labor and Total Available Clock Hours per day.
 Enter the Average Daily Clock Hours a Technician is scheduled to work on any given day. (Usually 8 or 10 hrs)

Monthly Calendar Setup ~ Day Order, Active Month, Available Technician Hours

Payroll Week - Day Order

Active Month and Date Assignment

Productivity Report Headings

Wednesday-Tuesday	▼
Day 1	Wednesday
Day 2	Thursday
Day 3	Friday
Day 4	Saturday
Day 5	Sunday
Day 6	Monday
Day 7	Tuesday

Current Month	May-2011	▼
Month Start Date #	7	
Month End Date #	37	

Misc. Flagged Time - Max. 20 Characters
Misc. Flagged Time
Non-Billable Labor - Max. 35 Characters
Non-Billable Labor Expenses

The above modifications to report headings are allowed. Review both the Individual Productivity Reports and the Summary Reports prior to changing default values.

Production / Labor Sales - Week 1				Production / Labor Sales - Week 2				Production / Labor Sales - Week 3			
Calendar Date #	Actual Date	# of Available Technicians	Clock Hrs Per Tech-Day	Calendar Date #	Actual Date	# of Available Technicians	Clock Hrs Per Tech-Day	Calendar Date #	Actual Date	# of Available Technicians	Clock Hrs Per Tech-Day
1 - Wed	Apr-25	0	0.00	8 - Wed	May-02	0	0.00	15 - Wed	May-09	0	0.00
2 - Thu	Apr-26	0	0.00	9 - Thu	May-03	0	0.00	16 - Thu	May-10	0	0.00
3 - Fri	Apr-27	0	0.00	10 - Fri	May-04	0	0.00	17 - Fri	May-11	0	0.00
4 - Sat	Apr-28	0	0.00	11 - Sat	May-05	0	0.00	18 - Sat	May-12	0	0.00
5 - Sun	Apr-29	0	0.00	12 - Sun	May-06	0	0.00	19 - Sun	May-13	0	0.00
6 - Mon	Apr-30	0	0.00	13 - Mon	May-07	0	0.00	20 - Mon	May-14	0	0.00
7 - Tue	May-01	0	0.00	14 - Tue	May-08	0	0.00	21 - Tue	May-15	0	0.00
Production / Labor Sales - Week 4				Production / Labor Sales - Week 5				Production / Labor Sales - Week 6			
Calendar Date #	Actual Date	# of Available Technicians	Clock Hrs Per Tech-Day	Calendar Date #	Actual Date	# of Available Technicians	Clock Hrs Per Tech-Day	Calendar Date #	Actual Date	# of Available Technicians	Clock Hrs Per Tech-Day
22 - Wed	May-16	0	0.00	29 - Wed	May-23	0	0.00	36 - Wed	May-30	0	0.00
23 - Thu	May-17	0	0.00	30 - Thu	May-24	0	0.00	37 - Thu	May-31	0	0.00
24 - Fri	May-18	0	0.00	31 - Fri	May-25	0	0.00	38 - Fri	Jun-01	0	0.00
25 - Sat	May-19	0	0.00	32 - Sat	May-26	0	0.00	39 - Sat	Jun-02	0	0.00
26 - Sun	May-20	0	0.00	33 - Sun	May-27	0	0.00	40 - Sun	Jun-03	0	0.00
27 - Mon	May-21	0	0.00	34 - Mon	May-28	0	0.00	41 - Mon	Jun-04	0	0.00
28 - Tue	May-22	0	0.00	35 - Tue	May-29	0	0.00	42 - Tue	Jun-05	0	0.00

of Available Technicians: Enter the total number of Active Technicians which are schedule to work on a given calendar day.
Clock Hrs Per Technician - Per Day: Enter the # of Clock Hours Technicians are scheduled to work on any given calendar day. Usually 8 or 10 hour per day.