

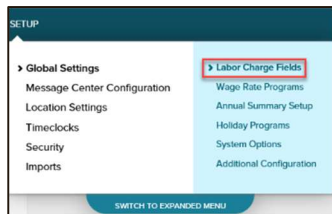
Administration Guide: Adding and Deactivating Labor Charge Fields

Objectives:

- To provide a guide to assist with creating and deactivating entries in the Jobs Labor Charge field in Time and Attendance.

Adding Jobs in Labor Charge Fields

- Setup > Global Settings > **Labor Charge Fields**



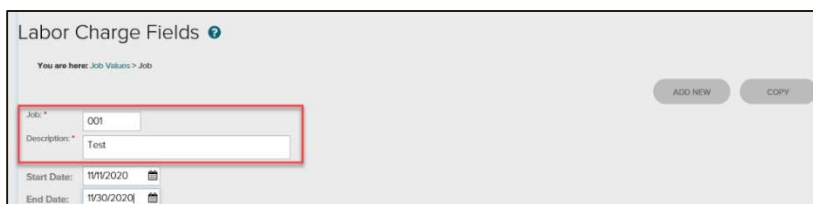
- Click **Job**



- Click **Add New**



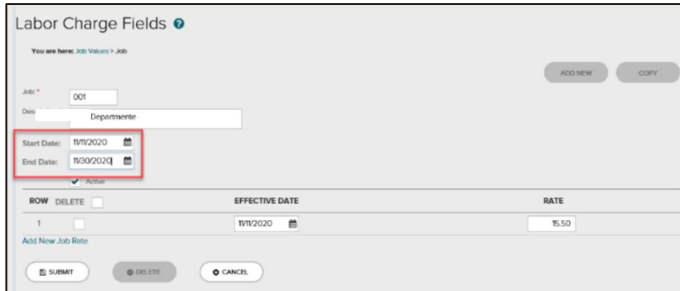
- In the **Job Field** enter the number of the Department (recommended to use numbers for departments when the account is RUN-integrated)
- In the **Description** field enter the name of the Department
These steps can be used with any LCF category ex. Departments, Jobs, etc.



The screenshot shows the 'Labor Charge Fields' page with the 'Add New' form. The 'Job' field is highlighted with a red box and contains the value '001'. The 'Description' field contains the value 'Text'. The 'Start Date' is '11/1/2020' and the 'End Date' is '11/30/2020'.

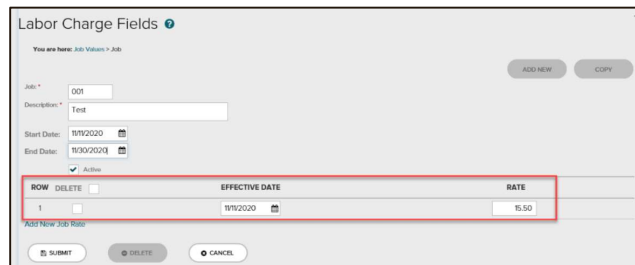
Administration Guide: Adding and Deactivating Labor Charge Fields

- If the job is time limited, you can also enter a **Start** and **End** date at this time as well



The screenshot shows the 'Labor Charge Fields' form. The 'Start Date' is set to 11/1/2020 and the 'End Date' is set to 11/30/2020. These two date fields are highlighted with a red rectangular box. Below the dates, there is a table with columns for 'ROW', 'DELETE', 'EFFECTIVE DATE', and 'RATE'. The first row shows '1', a delete icon, '11/1/2020', and '15.50'. At the bottom, there are 'SUBMIT', 'DELETE', and 'CANCEL' buttons.

- If the Job is to have a **separate rate of pay** from the standard you can enter the **start date** for altered rate calculations as well as the rate of pay here.
 - Time and Attendance does not backdate rate adjustments so the earliest the rate of pay would apply would be the beginning of the current pay period.
 - None of the rate information stored in Time and Attendance will transfer over to payroll and is for reporting purposes only.

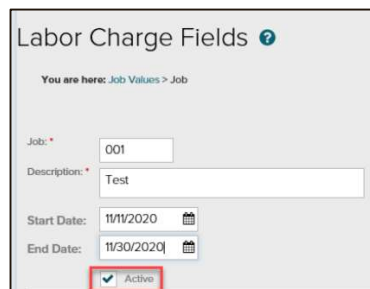


This screenshot is similar to the previous one, but the table row for the new rate is highlighted with a red rectangular box. The table has columns: 'ROW', 'DELETE', 'EFFECTIVE DATE', and 'RATE'. The first row contains '1', a delete icon, '11/1/2020', and '15.50'. The 'SUBMIT', 'DELETE', and 'CANCEL' buttons are at the bottom.

- Once all applicable fields are filled, click **Submit**.

Deactivate Jobs in Labor Charge Fields

- From the Job uncheck **Active** or add an **End date**.
 - Once used in timecards Jobs can only be deactivated but not removed due to historical data attached to the job.



The screenshot shows the 'Labor Charge Fields' form. The 'Active' checkbox is checked and highlighted with a red rectangular box. The 'Job' is '001' and the 'Description' is 'Test'. The 'Start Date' is '11/1/2020' and the 'End Date' is '11/30/2020'. Below the form, there are 'SUBMIT', 'DELETE', and 'CANCEL' buttons.