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## Adding Labor Transactions

Entering labor hours and [material purchases](#) in Work Order allows you to track the cost of a work order. These transactions open up reporting doors to help you see where resources have been allocated. With labor transactions, you can actually get two different sets of data. You can track just the labor hours for each employee on the work order or you can also track the labor cost. When you enter a [new user](#) into the system, you have the option to add their labor rate to their profile. If you have entered a labor rate for an employee and they enter labor hours on a work order, the system will also calculate their labor cost.

### How to Enter Labor Transactions

- On the work order form, scroll down to the Transactions sections and click on **New Labor Transaction**.

The screenshot shows the 'Labor Entry' form for Work Order ID 104, assigned to Amagan, Laurie. It includes a calendar for November 2015 and a table of labor hours. The table has columns for days of the week and Total Hours. The row for Nov 5 shows 1.5 hours. The Grand Total Hours is 1.5. There are buttons for Save, Reset, and Enter Materials/Enter Note.

Work Order ID/Location	Work Close?	Mon Nov 2	Tue Nov 3	Wed Nov 4	Thu Nov 5	Fri Nov 6	Sat Nov 7	Sun Nov 8	Total Hours
104 Maplewood Park	<input type="checkbox"/>	0	0	0	1.5	0	0	0	1.5
Grand Total Hours		0	0	0	1.5	0	0	0	1.5

- The **Employee** drop down list will default to the name of the employee that is assigned to the work order. *\*You can select a different name to document labor hours for another employee who contributed to the work order.*
- Status** will display the current status of the work order.
- To enter **labor hours**, locate the date that time was spent on the request and enter the hours as whole numbers and the minutes as decimals. (See example above for Nov 5th.) *\* Time can be entered for multiple dates. To enter time for a date not displayed in the blue bar, use the Date entry field or the Calendar on the left side of the screen to adjust the date range.*
- To account for overtime, comp time, or any other time, click on **OT (Other Time)** next to the corresponding date. A pop-up window will load to enter any other times.

The screenshot shows a pop-up window for entering labor hours. It has fields for Regular (0), Regular Overtime (2.5), Double-Time (0), and Comp Time (0). There are Save and Close buttons.

- To change the work order status to Closed Work Order, check the **Work Close?** box. Checking this box will populate the Actual Completion Date on the work order form to today's date. To adjust the Actual Completion Date to a different date, enter the correct date in the **Actual Comp. Date** field.
- Communicate what was done to resolve the work request in the **Action Taken** field. Requesters will have access to view the Action Taken note.
- Click the **Save** button to save the labor entry. *\*Labor for another employee can be added to this work order by changing the name in the Employee drop down and entering their labor hours. Only Administrators, Supervisors, and Clerks are able to enter labor transactions for other users.*

### Editing and Deleting Labor Transactions

- To edit or delete a Labor Transaction on a work order, click on the **Employee's name** in the **Item Number Description** field from the Transactions section of the work order.

Transactions			
✎ New Purchase Transaction			
✎ New Issue Transaction			
✎ New Labor Transaction			
1 - 2 of total 2 listed			
Date	Item Number Description	Type Invoice/PO #	Labor
11/5/2015	Laurie Amagan	Labor	2.5
11/5/2015	Laurie Amagan	Labor	1.5
			4

- The labor entry page will load and you can adjust the time or replace the entry with a 0 to delete. *\*If the time you need to edit was entered under OT, click on the time shown in red. This will bring back the pop-up box and you can make your changes there.*
- Click the **Save** button to save the changes.

**Did you find this helpful?**

Yes	No
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