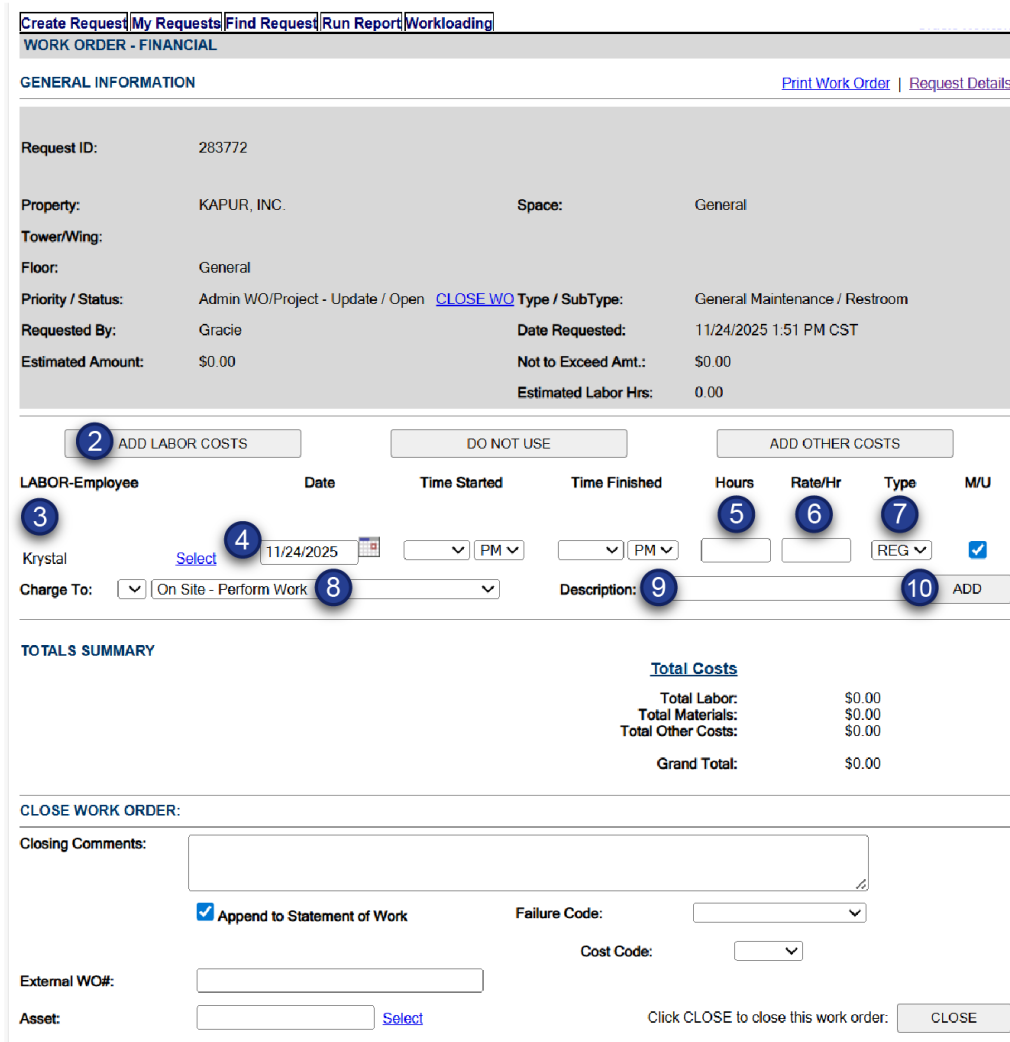
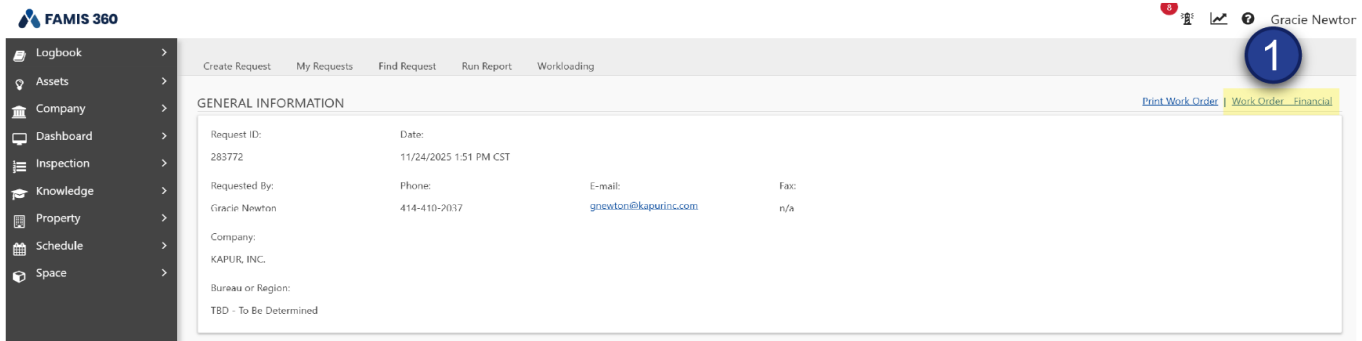


### 03.09 How to Add Labor Hours to a Work Order

Note: The fields displayed on the screen may vary from the illustrations below based on an individual user's security rights or based on the specific configuration of the database.

Find the Work Order you want to add Labor Hours to and open it.

1. After opening the Work Order, click the Work Order – Financial link in the top right.



2. On the Work Order – Financial page, click the” Add Labor Costs” button.
3. Select the Employee from the list under Labor/Employee
4. Select the Date or allow it to default to the current date.
5. Enter Hours. Or you can enter Time Started/Time Finished to have the system calculate the Total Hours. *Enter Hours in decimals (“0.5” for ½ hour).*
6. Enter a Rate per Hour or leave blank to enable the system to default to the rate configured on the employee record.
7. Change the Type from REG to DT or OT if applicable.
8. Select the appropriate Labor Activity. The drop-down box is to the right of “Charge To”.
9. Enter a Description, if desired.
10. Click ADD.

The record will appear in the TOTALS SUMMARY and can be edited or deleted if necessary.

**NOTE:** You may enter as many labor records as needed to reflect the work performed.

If entering Time Started and Time Finished to record time, you may need to enter multiple records if the work was not continuous between the first Time Started and last Time Finished.