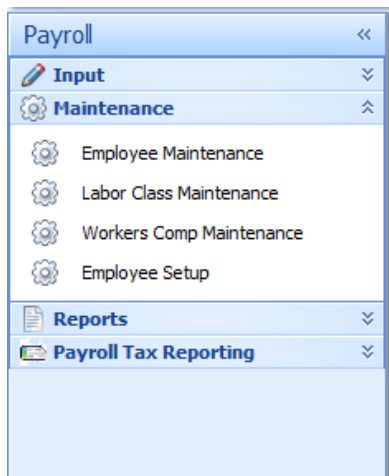




Labor Class Maintenance

Used to establish Labor Classes, such as Carpenters, Electricians, Clerical, and General Laborers

From the Main Menu (Payroll > Maintenance > Labor Class Maintenance)



Labor Class: User defined code to distinguish different job classifications

Class Disc 1: Description for the labor class

Class Disc 2: Extended description for labor class

Override Rate: Pay rate entered here will over ride pay rates in employee file when coded to this class

Override Fringe Rate: Fringe Rate entered here will over ride fringe rates when coded to this code if entered

Workman's Comp Code: Enter the Workman's Compensation Code that corresponds to the selected Labor Class code. Any particular Workman's Compensation Code can be used for multiple Labor Class codes

Job Number: You can set pay and fringe rates by job, right click then select Add New, enter job number the pay rate and fringe rate (if applicable) and Hardhat will use these rates during payroll

Job Pay Rate: Enter the Pay Rate for the specific Job for the selected Labor Class code.

Job Fringe Rate: Enter the Fringe Rate for the specific Job for the selected Labor Class code.

The screenshot shows the 'Labor Class Maintenance' window. At the top, there are navigation buttons: Save, Delete, Cancel, Help, Previous, Next, and Find. Below these are input fields for 'Labor Class' (containing '003'), 'Class Desc-1', and 'Class Desc-2'. To the right, there are fields for 'Override Pay Rate' (containing '\$0.00'), 'Override Fringe Rate' (containing '\$0.00'), and 'Workmans Comp'. Below the input fields is a table with four columns: Job Number, Description, Pay Rate, and Fringe Rate. The table is currently empty.

Adding New: Double click under Job Number and click New and enter in the required fields

This screenshot shows the 'Labor Class Maintenance' window after a new entry has been added. The table now contains one row with the following data: Job Number (indicated by a double-clickable '>' icon), Description (empty), Pay Rate (\$0.00), and Fringe Rate (\$0.00). Below the table, there is a yellow button with a plus sign and the text '+ New'.

