



**TimeTrak**  
**Wage Cost in User Settings**

User guide  
2017

*The purpose of this whitepaper is to give users an overview and understanding of the follow on effect of adding a wage cost against the user set up in the Admin Console.*

As a general rule TimeTrak uses the cost price set against the stock code in Exo.

**Stock Code:** LABOUR **Description:** STANDARD LABOUR CHARGE

Details 1 Details 2 Extra Fields Transactions Orders Jobs Works Orders Web Batch Qty Notes History Notes Documents Analysis

Stock code: LABOUR Description: STANDARD LABOUR CHARGE

Groups	Cost Prices	Sell Prices
Stock group (Fine): SERVICES	Supplier (NZD): \$20.00	1. Internet: \$45.00
Stock Group (Coarse): NO GROUP SELECTED	Last: \$20.00	2. Retail: \$50.00
Classification: NORMAL	Average: \$20.00	3. Trade: \$45.00
Price group: NOT ASSIGNED	Standard: \$20.00	4. UK: \$16.00
		5. US: \$22.50

Other Flags

Which cost method is used is determined by the cost method set up in Exo Configurator as per below:

CX MYOB Exo Configurator - Demo Mode

File Account Window Help

Company Essential Admin System Profiles Forms Staff Utilities

Business Essentials

- Implementation Notes
- General Settings**
- General Ledger
- GL Control Accounts
- Financial Year
- Analysis Codes
- Current Period
- Tax Rates
- Company
- Exo Job Costing
- SBR

Save Cancel

Decimal Places in Numeric Values

Cost prices: 2 Example: 0.00

Sell prices: 2 Example: 0.00

Bill costs: 2 Example: 0.00

Quantities: 2 Example: 0.00

Bill quantities: 2 Example: 0.00

Discounts: 1 Example: 0.0

GST

☒ Invoice basis ☐ Payments basis

☐ GST inclusive pricing for debtors

Base debtor GST rate: 19. 15% DEBTORS STANDARD GST RATE

Base creditor GST rate: 20. 15% CREDITORS STANDARD GST RATE

GST Return Type: Non-Provisional Taxpayers: GST 101A

Withholding Tax on Creditors Payments: ☐

Tax rate (%): 0

Other

Stock cost method: AVERAGE BOM cost method: AVERAGE

Include transactions with a zero cost in average cost calculations: ☒

Include credit transactions in average cost calculations: ☒

☒ Operate in multiple currencies

Most companies have employees that are on both wage and salary packages. Because of this TimeTrak caters for both options so that a true and correct cost can be captured against a job.

In the TimeTrak Admin Console against a User in “User Settings” there is the ability to add an hourly wage cost or a ‘daily’ cost if the user is on a salary.

In the below example Bridget is on a wage of \$18 an hour:

The screenshot shows the 'User Setup' interface for 'Bridget Fairweather'. The 'User Settings' tab is active. The 'Wage Cost' is set to 18, and the 'Hourly' radio button is selected. The 'Daily' radio button is unselected. The 'Restricted User' checkbox is unchecked, and the 'Group Administrator' and 'Global Administrator' checkboxes are checked. The 'Start Date' and 'Time Balancing Check Date' are both set to 20/01/2017. The 'Foreground Colour', 'Background Colour', and 'Calendar Colour' are all set to the default color.

In many companies the charge out rate for employees on different wage rates is the same. This often means that the same stock code and cost is used. As a result of this management is unable to get a ‘true cost’ of a job.

In the below examples both Bridget and Greg use the same charge out rate which by default will pull through the average cost method from the stock code which is \$20 an hour.

However due to both Bridget and Greg having their wage cost set in the TimeTrak Admin Console the standard cost price is over written to the ‘true cost’ as per below:

Sub-job No: 8 - 20,000KM WARRANTY SERVICE - HGT-876

Account: 12. PAUL HOLLAND MOTORS

of Master Job: 4 - PAUL HOLLAND MOTORS FLEET SERVICE

DetailsQuote/BudgetTimesheetsCostsPurchasesInvoiceAnalysisDocumentsHistory NotesBilling ScheduleActivities

Show

☐ Ready To Invoice☒ Work in Progress☐ Invoiced☐ Cancelled☐ Written-off☐ Hide Kit Components

<input type="checkbox"/>	Job Code	Staff Name	Code	Details	Cost	Sell	Start date	End date	Hours	Line Total Price
<input type="checkbox"/>	8	BRIDGET FAIRWEATHER	LABOUR	STANDARD LABOUR ...	\$18.00	\$45.00	03.03.2017	03.03.2017	2.5	\$112.50

User - Bridget Fairweather

**General   User Settings   User Groups   Labour Codes   Disbursements & Allowances   Stock Locations**

MYOB Exo Stock Items:

Search:  Search ☒ Show Groups

Group: Audio

Stockcode	Description

Assigned Labour Codes:

Labour Code	Description	Multiplier	Travel
<b>LABOUR</b>	<b>STANDARD LABOUR CHARGE</b>	<b>1</b>	<b>Y</b>
LABOUR15	LABOUR - TIME AND A HALF	1.5	N
LABOUR2	LABOUR DOUBLE TIME	2	N

Sub-job No: 8 - 20,000KM WARRANTY SERVICE - HGT-876

Account: 12, PAUL HOLLAND MOTORS

of Master Job: 4 - PAUL HOLLAND MOTORS FLEET SERVICE

Details

Quote/Budget

Timesheets

Costs

Purchases

Invoice

Analysis

Documents

History Notes



Billing Schedule

Activities

Show

☐ Ready To Invoice
☒ Work in Progress
☐ Invoiced
☐ Cancelled
☐ Written-off

☐ Hide Kit Components

	Job Code	Staff Name	Code	Details	Cost	Sell	Start date	End date	Hours	Line Total Price
	8	BRIDGET FAIRWEATHER	LABOUR	STANDARD LABOUR ...	\$18.00	\$45.00	03.03.2017	03.03.2017	2.5	\$112.50
	8	BRIDGET FAIRWEATHER	LABOUR 15	LABOUR - TIME AND ...	\$27.00	\$55.00	03.03.2017	03.03.2017	1	\$55.00

If there is no wage cost set against the user standard TimeTrak rules will apply and the stock code cost method will be multiplied by the amount set.

In relation to salary employees like Tim below

“Daily” is ticked on and his daily salary is entered in the wage cost field.

TimeTrak Administrator Console - EMMA\_TT\_DEMO

File View Setup Post to MYOB Exo Help

**User Setup**  
Add/Edit/Delete TimeTrak Users.

**TimeTrak Setup**

- Global System Setup
- Web Configuration
- Users**
- Profiles
- Groups
- Billable Statuses
- Disbursements & Allowances
- Checklists
- Standard Narrations
- Cost Types
- Stock Locations
- Admin Contacts
- Templates
- Holidays

User - Tim McIntosh

General **User Settings** User Groups Labour Codes Disbursements & Allowances Stock Locations

**User Settings**

Profile: Default Profile Modify Setting

☐ Restricted User ☒ Overwrite Global Settings

☒ Group Administrator ☐ TaskTrak User

☒ Global Administrator ☐ TimeTrak Mobile User

Start Date: 17/02/2017

Time Balancing Check Date: 17/02/2017

**Wage Cost:** 170 ☐ Hourly ☒ Daily

Foreground Colour:

Background Colour:

Calendar Colour:

The cost of his time is then divided by how many hours he has done for the day as per below example: On the 3<sup>rd</sup> he did 7.5 hours at a cost of \$22.67 an hour, the following day he only did 5.5 hours at a higher cost of \$30.91 an hour.

Once again this feature provides management the ability to capture the actual cost of a job and therefore correct profit margins.

Sub-job No: 13 - 10,000KM WARRANTY SERVICE - SDF-855

Account: 12. PAUL HOLLAND MOTORS

Quoted price

of Master Job: 4 - PAUL HOLLAND MOTORS FLEET SERVICE

DetailsQuote/BudgetTimesheetsCostsPurchasesInvoiceAnalysisDocumentsHistory NotesBilling ScheduleActivities

Show

☐ Ready To Invoice☒ Work in Progress☐ Invoiced☐ Cancelled☐ Written-off☐ Hide Kit Components

<input type="checkbox"/>	Job Code	Staff Name	Code	Details	Cost	Sell	Start date	End date	Hours	Line Total Price
<input type="checkbox"/>	13	TIM MCINTOSH	LABOUR	STANDARD LABOUR ...	\$22.67	\$45.00	03.03.2017	03.03.2017	7.5	\$337.50
<input type="checkbox"/>	13	TIM MCINTOSH	LABOUR	STANDARD LABOUR ...	\$30.91	\$45.00	02.03.2017	02.03.2017	5.5	\$247.50

**Please note:**

**If time is going to be posted regular throughout the day it is suggested that a salary user has an average hourly cost entered as their wage cost as the cost is caluated at the time of posting.**