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## MODULE

# LABOR

The Labor module establishes all employees, non-employees, or contractors that will use or be referenced with Web Work as "workers". A complete detailed database is maintained on each person or company entered into the labor module.

The specification sheet may contain information on trade credentials and/or certificates allowing a manager to quickly search for labor to assign to a task or work order with proper training.

Hired date, hourly rates, and other important information are also maintained here. Where applicable, the labor module may be used to enter timecard information for daily activities. Job numbers are referenced with hours worked and then posted to the database for job costing and/or payment processing.

Within the Labor module you can:

- » Create detailed records on labor
- » Create outside contractor accounts
- » Assign labor to specific locations
- » Track HR information (rate etc.)
- » Track history and qualifications

The optional Interface module is used to export timecard information to payroll programs or alternately interfaced to timecard scanners for importing of daily/weekly labor timecard information.