



# Labor Category

Labor Categories assign labor rates to be attached to operators and technicians. Each Category has a Base Rate and an Overtime Rate. Rates are separated into two types Civilian and Military.

1. Navigate to the **Master Data / Labor Category** menu.
2. Select the **Add** button.

Search Criteria	
Labor Category	Select an Item <input type="text"/>
Rate Type	Select an Item <input type="text"/>
<div style="display: flex; justify-content: space-around;"> <span><b>2</b> Add</span> <span>Search</span> <span>Reset</span> </div>	

3. Enter the name of the Labor Category field. Enter description in the Labor Category description field. Remarks / History Remarks are optional fields.
4. Select the Rate Type from the drop down field.  
**Civilian** or **Military**
5. Enter the Base and Overtime Rate.
6. Choose the **Add hyperlink**- This row is created and a new blank row is added.
7. Select the **Add** button

Add/Update					
Labor Category		Example 1			
Labor Category Desc		Example Tech 1 <b>3</b>			
Remarks		<input type="text"/>			
History Remarks		<input type="text"/>			
Rates					
Edit	Delete	Rate Type	Base Rate	Overtime Rate	
<a href="#">Edit</a>	<a href="#">Delete</a>	CV - CIVILIAN <b>4</b>	\$ <b>5</b>	\$37.50	
<b>6</b>		Select an Item <input type="text"/>			
<div style="display: flex; justify-content: space-around;"> <span><b>7</b> Add</span> <span>Reset</span> <span>Cancel</span> </div>					

Once a **Rate Type** is added, it cannot be added again within the same Labor Category.





## Updating/Deleting Labor Category

1. Navigate to the **Master Data / Labor Category** menu.
2. Select the **Search** button to view all **Labor Categories**
3. The **Search Results** page displays. Select the *Update* hyperlink to revise a Labor Category or the *Delete* hyperlink to remove a Labor Category.
4. If Updating: Enter your changes and select the **Update** button.

Search		Labor Category	Description
<a href="#">Update</a>	<a href="#">Delete</a>	GS5	CIVILIAN
<a href="#">Update</a>	<a href="#">Delete</a>	E5	SGT
<a href="#">Update</a>	<a href="#">Delete</a>	g6	civ g6
<a href="#">Update</a>	<a href="#">Delete</a>	Example 1	Example Technician 1

**Add/Update**

**Labor Category** Example 1

**Labor Category Desc**

**Remarks**

**History Remarks**

**Rates**

Edit	Delete	Rate Type	Base Rate	Overtime Rate
<a href="#">Edit</a>	<a href="#">Delete</a>	CV - CIVILIAN	\$25.00	\$37.50
<a href="#">Add</a>		Select an Item ▼		

All of the Labor Categories which have been created within the Maintenance Activity (MA) will be available in the **Labor Category** drop-down list.





## Updating/Deleting Labor Category

5. If Deleting: Verify the Labor Category to delete and select the **Delete** button.

To complete delete action, select Delete; otherwise, select Cancel

Add/Update			
Labor Category	Example 1		
Labor Category Desc	Example Technician 1		
Remarks			
History Remarks	<input type="text"/>		
Rates			
	Rate Type	Base Rate	Overtime Rate
	CV - CIVILIAN	\$25.00	\$37.50

Delete
Cancel

