

1 What are Work Rates?

These are the hourly rates that you use to calculate Quote Costs and actual Job Costs. They are calculated as an average for those people working in a particular 'Work Role'. You can add payroll taxes, employee insurances and even workshop costs if you want to.

2 How do I calculate Work Rates?

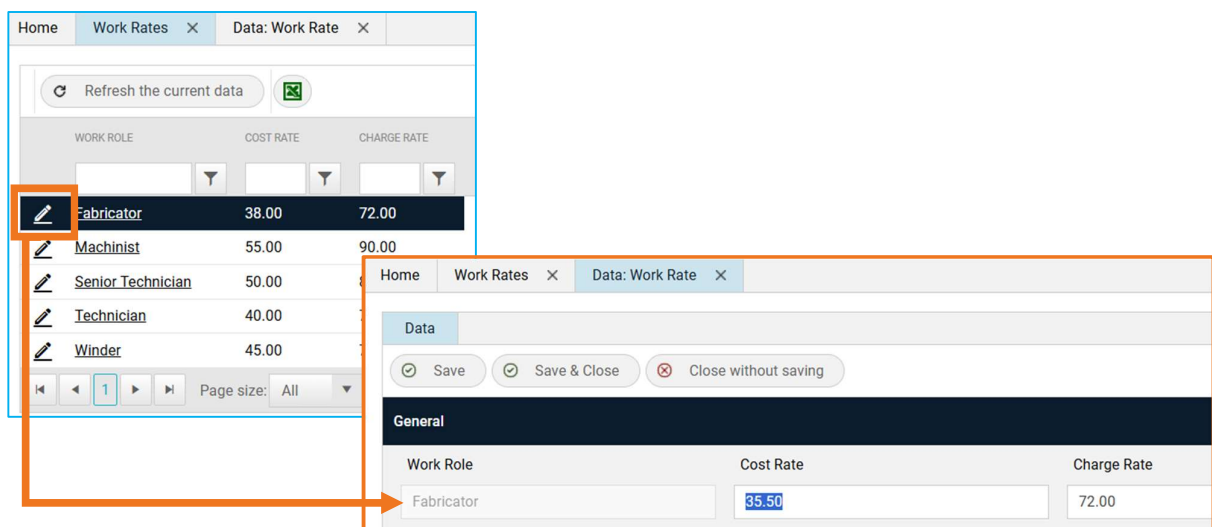
You need one Work Rate cost and one Work Rate charge out for every Work Role that you have added to Repair Shop. To calculate the average hour cost:

- Take all the people working in a Job Role
- Add together their individual hourly pay rate
- Divide by the number of people
- Add on an hourly amount for payroll taxes and insurances if you wish (most people do)
- Add on an hourly amount for workshop costs if you wish (most people don't)

The average hourly charge-out rate is normally calculated by multiplying cost with a mark-up. For example, a cost of 25/hour x 1.45 mark-up = charge-out rate of 36.25/hour.

3 How do I enter my Work Rates?

- Log in with the Admin ID you have been provided with
- Go to the 'Libraries' menu and select 'Work Rates'
- Click on the line of the Role you want to change
- Click on the 'edit' (pen) icon on that line
- A new Window will open
- Change the Cost Rate and/or Charge Rate
- Hit the 'Save' button when done

The image shows two screenshots from the Repair Shop software. The left screenshot shows a table of work roles with their respective cost and charge rates. The right screenshot shows the 'Data' edit window for the 'Fabricator' role, where the cost rate is being updated from 38.00 to 35.50.

WORK ROLE	COST RATE	CHARGE RATE
Fabricator	38.00	72.00
Machinist	55.00	90.00
Senior Technician	50.00	
Technician	40.00	
Winder	45.00	

Data		
General		
Work Role	Cost Rate	Charge Rate
Fabricator	35.50	72.00