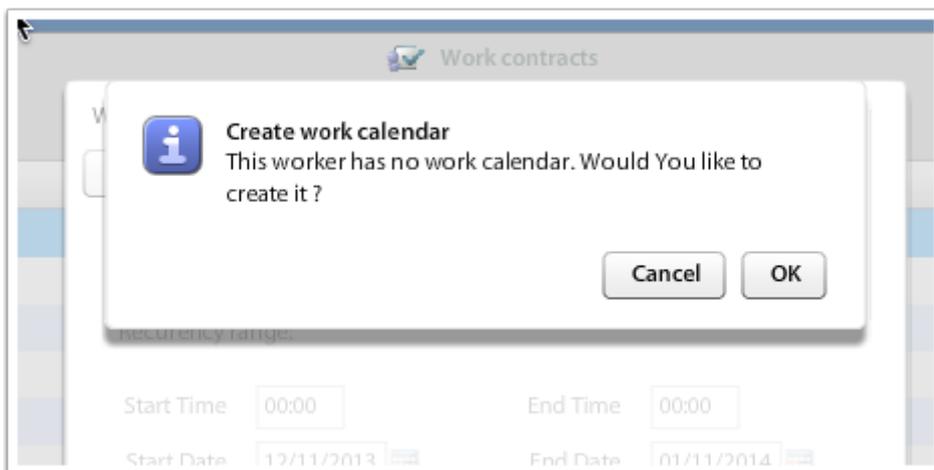




User	Select the worker (must be system user, even without access to system)
Contract Type	Select the role for pricing (seniority or formal relationship with the worker)
Valid from	When is the contract valid from (required criteria)
Employer	Select who's the worker's contractor. If the worker is self-employed, just keep the Organization name.
Wage type	Select the type of internal costs. In case you want to use this criteria for estimation of labour costs, keep it Hourly rate.
Wage	Add the value of (hourly) rate
Price type	Set what's the type of rate (usually hourly would be used, it does not have direct effect on billing in case the contract with client is set-up differently than time-based billing)
Price	Add the value of (hourly) rate
Tracking Category 1, 2, 3	Other columns may represent your system settings of Tracking Categories, ie Cost Centre, Organization Unit, etc. This value is automatically entered to User's Time Sheet record.

## Create Work Calendar

This feature is required only once you want to use Resource Management / Capacity Planning application.



Click on user's work contract & press Edit Work Calendar button. In case no previous calendar was created, application will offer you creation of the new work schedule.

Work contracts

Worker: Joe Admin

**Add more calendars**

Name

Shift hours

Recurrency range:

Start Time  End Time

Start Date   End Date  

Every

Day  Week  Month  Year

Monday  Friday

Tuesday  Saturday

Wednesday  Sunday

Thursday

Every week on Monday, Tuesday, Wednesday, Thursday, Friday. Valid from 12/11/2013 to 12/11/2020. In time interval from 8:00 to 16:00.

You can add more calendars (as many as you need) in case the worker has more difficult work schedule.

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