

# Labour, Timesheets & Diary Records

Along with parts, Labour is the second and final primary pillar in Freeway surrounding costs. All maintenance around an asset comprises of parts used and labour used; and combined, gives you a cost analysis for this asset.



## Trade

A trade delineates a particular competence, such as Electrician, Mechanical Engineer, Body Repairer etc. Each staff member is assigned a trade(s) which reflect their specific competence.

## Skills

'Skills' typically reflect different levels of competence within a certain trade, for example: Qualified, Apprentice, Level 1, Level 2 etc.

## Skill rates

It is per 'skill' that labour rates are applied. And thus, the basis of labour cost analysis is formed. It is also per 'skill' that charge-out rates are defined if you do 3rd part work and turn your job-cards into sales invoices.

## Cause

Events infiltrating assets are either planned or unplanned maintenance (scheduled services/inspection and/or defects).

## Labour

Labour is linked to the cause and refers to the 'what needs doing' to get this asset back to a 'fit' status. A single 'cause' can consist of many labours. For example, an A-Service consists of many labours (various tasks which will be carried out).

## Timesheets

Timesheets are in turn linked to labours. A Timesheets is the 'productive' time any one member of staff spends working on a labour. Along with the technician's skill level, this will attribute a certain monetary value for labour to the asset.

## Time Types

A list of time types are created in Freeway. When a staff member is not actively working on a labour (linked to a cause, job-card and asset) then he/she will need to select a time type, such as: 'Lunch Break', 'Smoke Break', 'Workshop Duties', 'Cleaning' etc.

## Diary records

Diary records can be described as the strips of time which make up 24 hours in every day. When looking at a technician's diary records, each minute is accounted for. There are typically 3 types of diary records:

1. **Timesheets:** productive time spent on a labour, which is often linked to a 'cause' and a 'job-card'.
2. **Productive Time Type:** Not linked to a labour, job-card or asset, but refers to productive time spent elsewhere around the business: 'Training', 'Workshop Duties' etc. Often not related to an asset.
3. **Unproductive Time Type:** This is selected when staff members mark themselves as 'Not At Work' or on a 'Tea Break' etc.

## Estimated, actual or agreed

Record an estimate of time to be taken per labour item and compare with the actual time taken. The actual time on a labour record is updated in real-time as technicians complete their work on WebApps. Where work is re-charged the bill can be based on the actual time with the option to over-ride with an 'agreed' time.