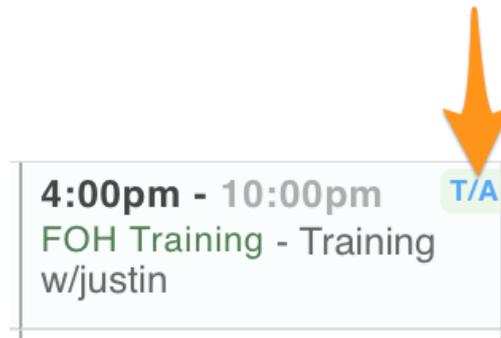


Classifying Training Hours for Analytics or Payroll

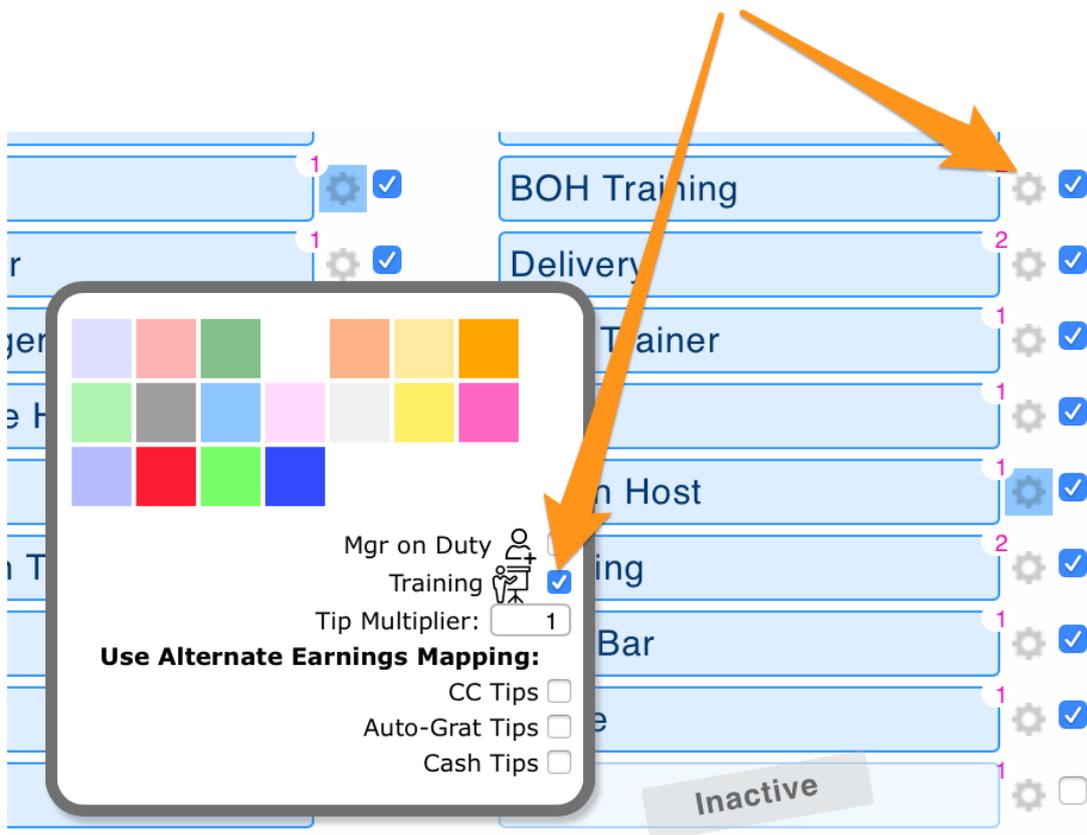
Last Modified on 12/24/2023 2:51 pm MST

Shifts and Punches can be designated as Training / Admin. The designation is displayed with T/A, as shown below

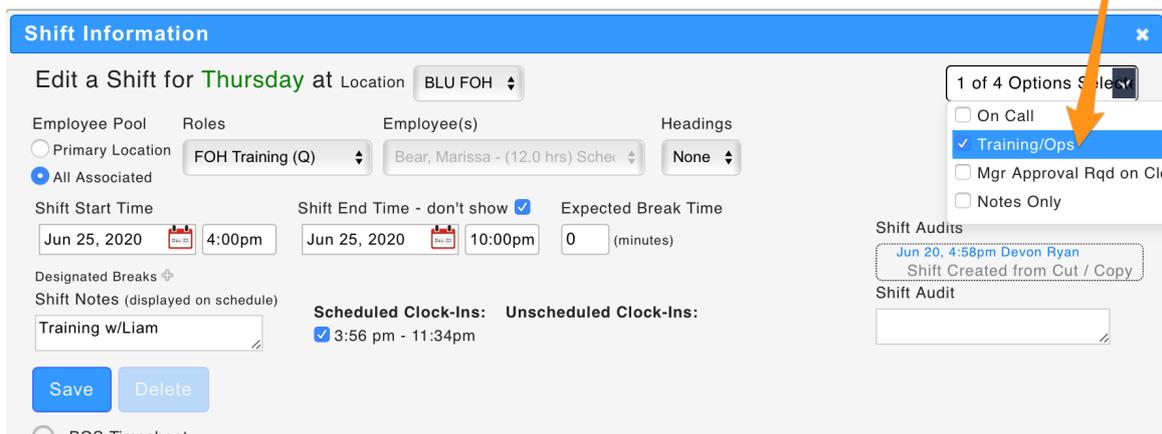


Do designate a ROLE as a Training Role (so that all shifts and punches with this role always carry the T/A designation)

- Go to Gearwheel Menu > Roles Settings
- Use the Gearwheel of an individual Role to open the role's options, and check the "Training" checkbox



You can also designate any shift for punch, regardless of role, as T/A from the shift dialogue box



Shifts with the T/A designation will be removed from ordinary hourly analytics, and placed in the rows called Training / Ops, as shown below.

NOTE: T/A shifts can also be isolated in payroll. Confirm with a Teamwork specialist to apply payroll settings.

Total Week

				Wednesday - Th	
	2019	Budget	Scheduled	Schd WTD	
Sales	\$0		\$35,532	\$5,421	
Hours	0		447	92	
OT Hours	0		4.5	0.0	
\$ Hourly	\$0		\$2,071	\$364	
\$ OT Labor	\$0		\$16	\$0	
\$ Hourly + OT	\$0		\$2,087	\$364	
% Hourly + OT	0%	3.1%	5.9%	6.7%	
Training / Ops Hours	0.0		93.0	36.0	
\$ Training / Ops	\$0		\$674	\$261	
% Training / Ops	0%		1.9%	4.8%	
% Total Hourly	0.0%	5.0%	7.8%	11.5%	