


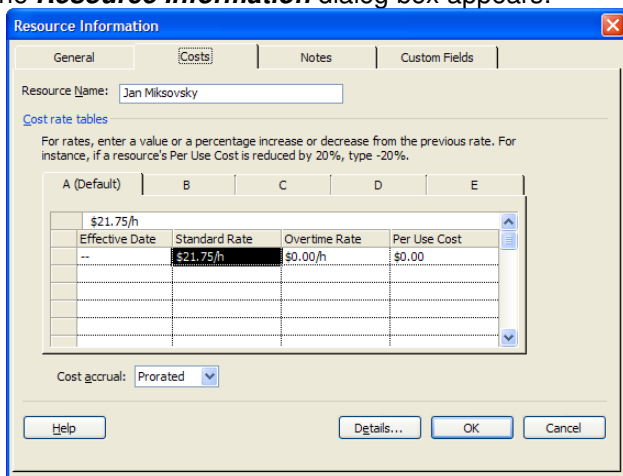
Fine Tuning Resource and Assignment Details

About Entering Multiple Pay Rates For A Resource

You will recall that when you set up your resources you assigned a rate of pay to each resource. Some resources can perform more than one function, and at a different rate of pay. Project gives you the ability to create up to five cost rate tables per resource.

How To Enter Multiple Pay Rates For A Resource

1. On the **View Bar**, click **Resource Sheet**. The **Resource Sheet** view appears.
2. Click the name of the resource.
3. Click the **Resource Information** button  on the Standard toolbar.
4. The **Resource Information** dialog box appears:



Resource Information

General | **Costs** | Notes | Custom Fields

Resource Name: Jan Miksovsky

Cost rate tables

For rates, enter a value or a percentage increase or decrease from the previous rate. For instance, if a resource's Per Use Cost is reduced by 20%, type -20%.

A (Default)	B	C	D	E
	\$21.75/h			
Effective Date	Standard Rate	Overtime Rate	Per Use Cost	
--	\$21.75/h	\$0.00/h	\$0.00	

Cost accrual: Prorated


Help Details... OK Cancel

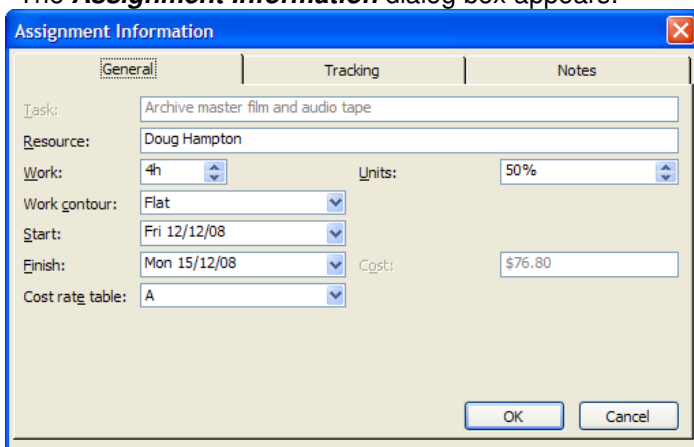
5. The default rate of pay (which you initially entered when setting up the resource) appears on tab **'A (Default)'**
6. Click the **'B'** tab
7. Select the default entry **\$0.00/h** in the **Standard Rate** column, and type in a new rate, e.g. 14/h.

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8. In the **Overtime Rate** field in the same row, type in the overtime rate, e.g. 21/h.
9. Click on the **OK** button.

How to Apply Different Pay Rates For A Resource

1. On the **View Bar**, click **Task Usage**. The **Task Usage** view appears.
2. On the Menu bar, click **View | Table: Usage | Cost**. The **Cost** table is displayed.
3. Click on the task that the resource is assigned to.
4. Click on the resource.
5. Click the **Assignment Information** button  on the Standard toolbar.
6. The **Assignment Information** dialog box appears:



The screenshot shows the 'Assignment Information' dialog box with the following fields and values:

Field	Value
Task	Archive master film and audio tape
Resource	Doug Hampton
Work	4h
Units	50%
Work contour	Flat
Start	Fri 12/12/08
Finish	Mon 15/12/08
Cost	\$76.80
Cost rate table	A

7. Click on the **General** tab.
8. In the **Cost Rate Table** box, select or type the pay rate letter code, e.g. 'B'.
9. Click the **OK** button to close the box.