





**Mechanic ID:** - A simple coding system should be devised for tracking your mechanics. Codes can be alpha or numeric.

**Name, Address, etc** - The fields in this file are self-explanatory. There are no fields required by the system, however, the mechanics name should be entered.

**Date Hired, Title, Shop ID, Shift:** - This information is optional, the system does nothing with this information.

**Sick and Vacation Days:** - This information may be tracked here, but the system does not feed this information to other modules.

**Pay Type (H or S)** - Is mechanic paid by the hour or salary? Wage information used to calculate COST on a repair order performed by this mechanic.

**Normal Weekly Hours:** - Used to calculate the hourly pay for salaried employees.

**Pay Rate** - Enter the hourly rate at which this mechanic is paid, OR the rate at which you want the company to accumulate cost.

**Salary** - Enter the gross salary for this mechanic. The system will calculate and hourly cost based on this salary divided by weekly hours entered earlier.

**Terminated** - A date can be filled in here if the Mechanic is terminated