

# Employee & Other Names

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## Overview

The Employees & Other Names is used to add time based employees and other names to the system. Employees and Other Names are used on the Time Entry screen on [Work Orders](#).

The Employee / Other Names list works the same way as all other profile lists. You have the ability to select if the information being entered is for an Employee or Other Worker & if they are Active. You also can enter all the Employees information, as well as, select if this Employee/Worker is associated with a *Costing item*. Costing item is used when adding time to work orders. You can set a time based service item which the software will use for costing the time spent by a particular employee on a specific item.

OrderTime All Orders Demo

Home Sales Purchasing Production Warehouse Reports

Admin > Profile Lists > Employee & Other Names

### Employee / OtherNames Save Reset

Active Status  
 Active  Inactive  Both

Records  
Abel Hernandez   
Dean Wendell   
Felicia A Berg-Benoliel   
Ian Benoliel

Mr./Ms./...

First Name

M.I.

Last Name

Address 1

Address 2

City

State/Prov./Reg.

Zip/Postal Code

Phone

Cellular

Email

Costing Item

Employee

Date of Birth

Gender

Active

Click on *Save* when done.