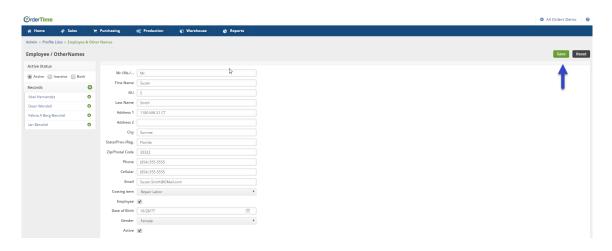# Employee & Other Names

Last Modified on 01/29/2018 9:32 pm EST

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.

Click on *Save* when done.