

# Ascente – Employee Setup Tips

## Ascente / Service Dispatch / Maintenance / Employee



The employee codes are defined in the Traverse – Payroll System.

This will list all employee records already entered in the Ascente – Employee file.

This will list all employee records already entered in the Traverse – Payroll System. They must be entered their before you can enter these records.

A workers compensation code must be entered here.

Enter the union that this employee is a member of. This can be blank if your company is non-union.

Enter the union skill level for the employee if applicable.

A default pay type must be entered.

This links this employee record to a service technician record.

This is required for service techs. This must be already setup in the Traverse / Inventory / Item table. This will show on work order lines for this persons timecard entries for service labor.

**Employee Maintenance**

Employee: GER001 Timothy Gerard

Worker's Compensation: Plumber over \$20

Union: Local 250

Union Skill: JN

Prevailing Wage Skill: Military

Fringe: Employee

Timecard Entry

Default Pay Type: Service

Service Technician: Gerard, Timothy

Service Item: Labor

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### Purpose

The employee records are requires for the Timecard Entry process. The employee records in Ascente cannot be created until the Employee records have been added in [Traverse / Payroll / Setup and Maintenance / Employee Information](#).