



## How to Track Indirect Labor

### Indirect Labor is recorded through Repair Order Entry in CFAWin8.

- Indirect labor represents mechanic labor hours spent performing tasks not related to maintenance on specific equipment, such as cleaning shop, attending training, or performing administrative or supervisory duties.
- Default Indirect Labor Group-System codes are included in the CFAWin8 Group-System code table. Only Group-System codes set as Indirect will be available when keying Indirect Repair Orders in CFAWin8 and Shop Floor.
- If there is not an existing Indirect Group-System Code that meets your operational needs, new codes may be added to the table. Users must have System Ops or Admin access to CFAWin8 to modify this table.

#### I. Indirect Labor Repair Order in CFAWin8:

1. *Open Repair Order Entry (the wrench icon)*
2. *Click the New icon (white paper)*
  - i. Click OK to create a new Repair Order number
3. *In the Equipment# field, type "INDIRECT" or scroll to the bottom of the drop-down menu and select 'INDIRECT'*
4. *Proceed with the repair order entry as usual*
  - i. The Group-System field will only allow codes compatible with Indirect Labor, so take care to enter an Indirect Labor code
  - ii. Input the repair job information as usual, using appropriate codes
  - iii. If any parts are used for the indirect work, enter those as well
5. *Complete and post the repairs*

#### II. Indirect Labor in CFA Shop Floor:

1. *Click the Repair Order in the Job Control panel*
  - i. Add New (gold plus sign)
2. *Verify or change the Repair Order #*
  - i. Depending on your Shop Floor configuration, the "Enter New RO Number" prompt may not display
3. *In the Equipment Number field, type INDIRECT or select it from the top of the drop-down menu*
4. *Enter or assign fields accordingly*
5. *Click Save*
6. *Add an Indirect Repair Job to this Repair Order*
  - i. Click the Edit Lines button
    - *The Repair Detail window will appear*
  - ii. Click Add New (gold plus sign) to create a new Indirect Repair Job
  - iii. In the System Code field, type the appropriate Indirect System Code or select it from the drop-down menu
  - iv. Enter the remaining repair job information as usual
  - v. Click Save after verifying the information is correct
  - vi. Close window to return to the main Repair Order window