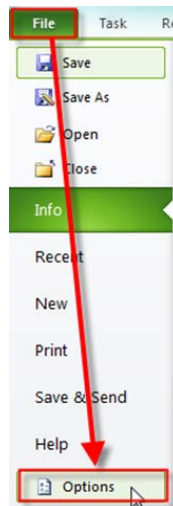


How to Apply Different Pay Rates to a Single Resource

Suppose you must apply three different Pay rates for a Resource on a Task in **MICROSOFT PROJECT**. Here is an example:

John is working on task, and it will have Duration = 14 days! John will work from Monday to Sunday 12 hours per day! Regular work is 8 hours per day, and 4 hour per day are overtime work. BUT! Every Sunday John will earn double time fee.

OK! First we have to SETUP our Regular work:



then:

Project Options

General
Display
Schedule
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center

Change options related to scheduling, calendars, and calculations.

Calendar options for this project: Project1

Week starts on: Monday
Fiscal year starts in: January
☐ Use starting year for FY numbering

Default start time: 8:00
Default end time: 16:00
Hours per day: 8
Hours per week: 40
Days per month: 20

These times are assigned to tasks when you enter a start or finish date without specifying a time. If you change this setting, consider matching the project calendar using the Change Working Time command on the Project tab in the ribbon.

Schedule

☒ Show scheduling messages
Show assignment units as: Percentage

Scheduling options for this project: Project1

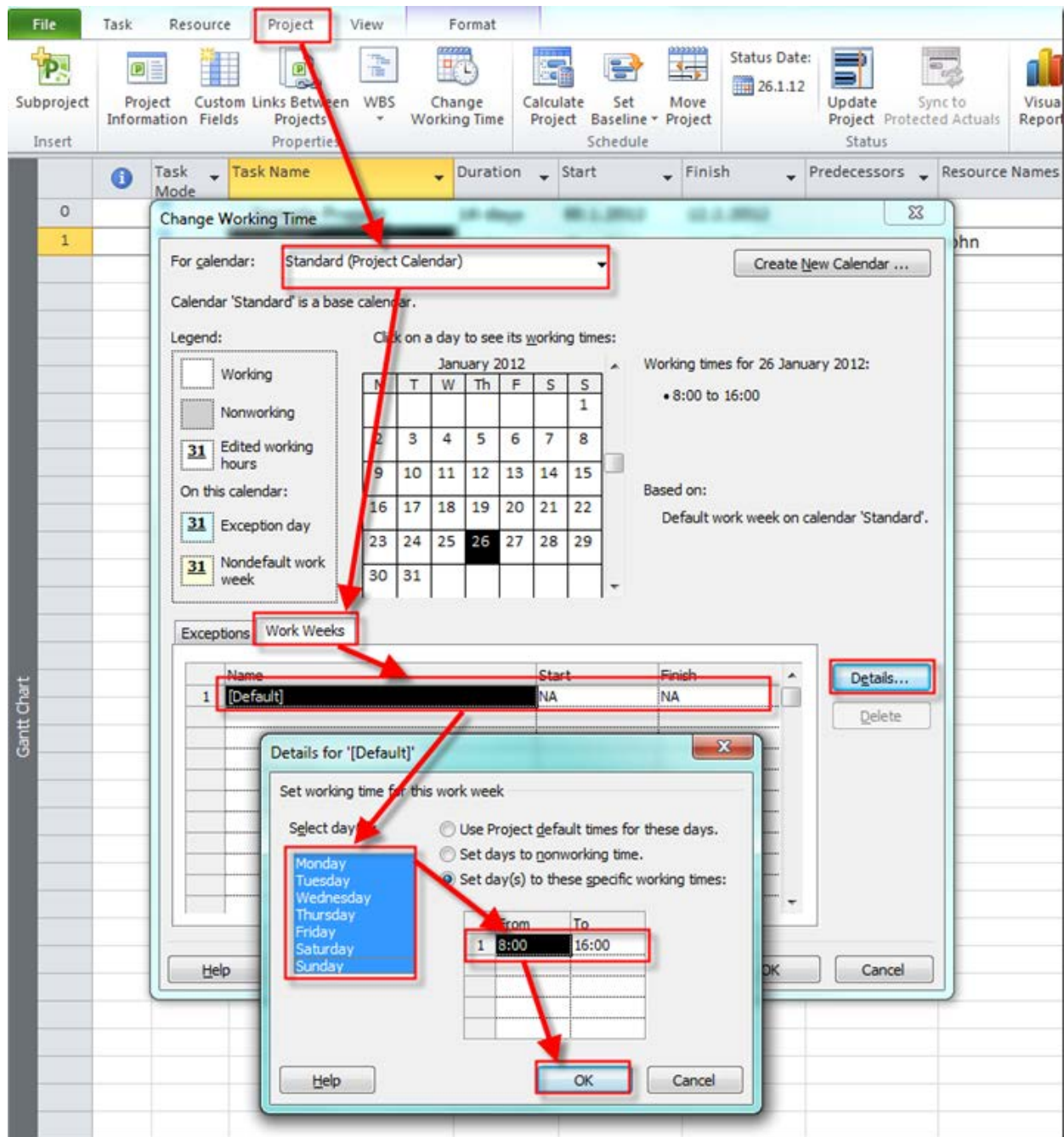
New tasks created: Auto Scheduled
Auto scheduled tasks scheduled on: Project Start Date
Duration is entered in: Days
Work is entered in: Hours
Default task type: Fixed Units

☐ New tasks are effort driven
☐ Autolink inserted or moved tasks
☒ Split in-progress tasks
☒ Update Manually Scheduled tasks when editing links

☒ Tasks will always honor their constraint dates
☒ Show that scheduled tasks have estimated durations
☒ New scheduled tasks have estimated durations
☐ Keep task on nearest working day when changing to Automatically Scheduled mode

OK Cancel

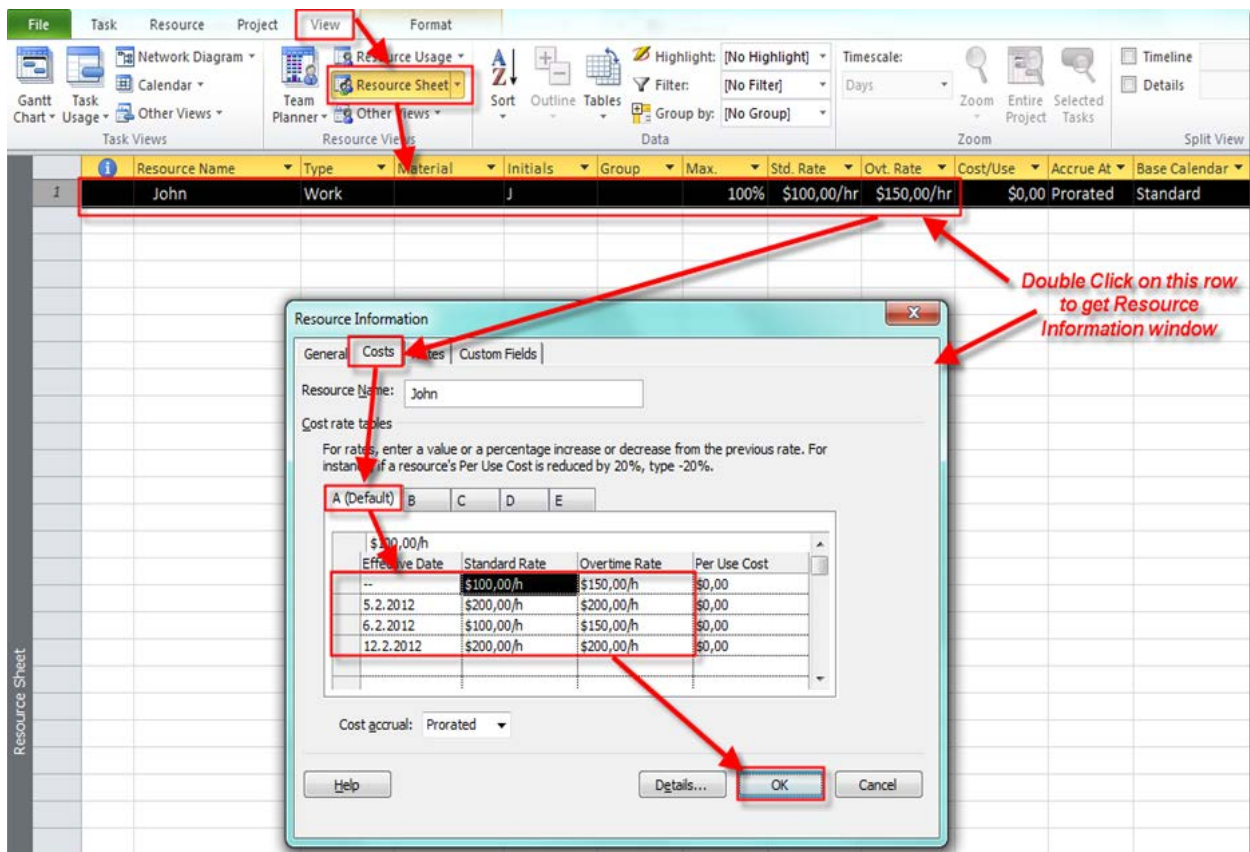
Now I will setup working time in my Calendar:



I will add a brand new Task in my Project:



Now I will add John as Resource:



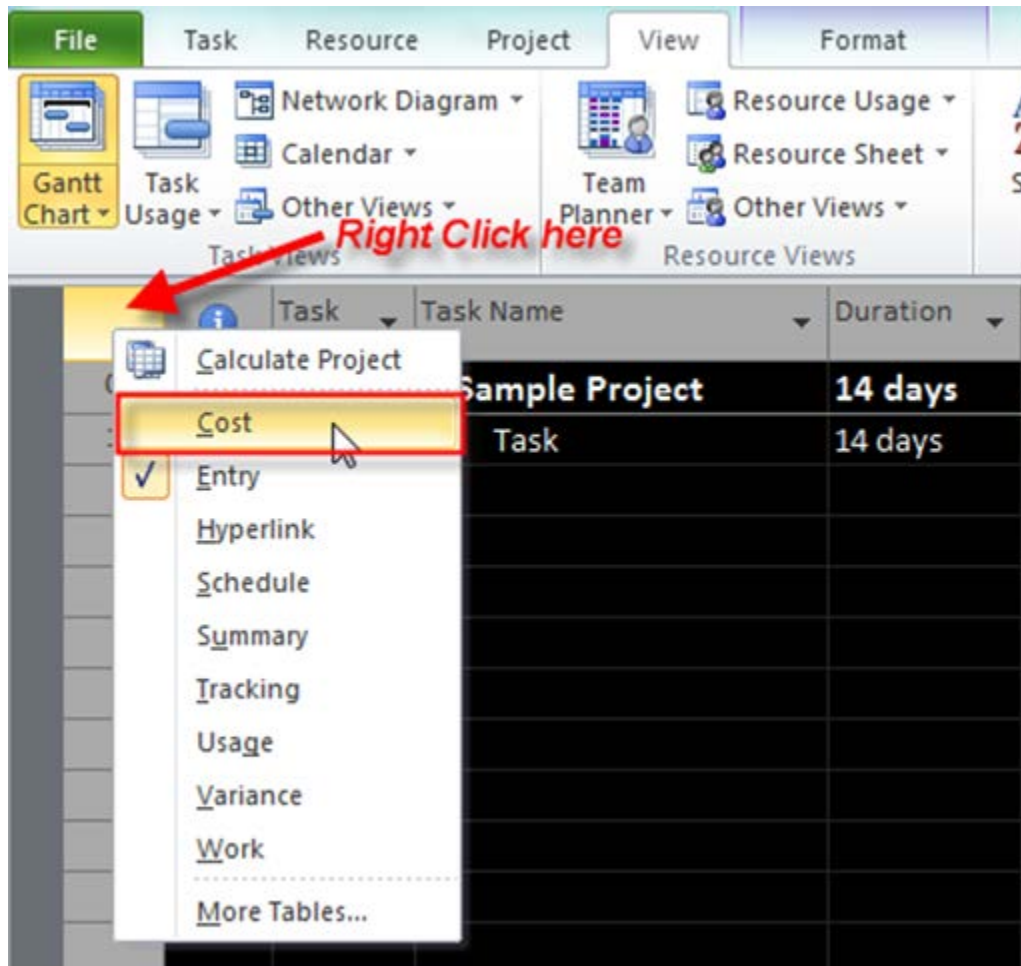
Notice the figures in Cost Rate Table:

- From Project start 06/30/2014 John will be paid \$100 per hour for Standard work (8 hours per day), and \$150 for Overtime work (4 hours per day)
- At Sunday, 07/06/2012 John will be paid \$200 per hour for Standard work (8 hours per day), and Overtime work (4 hours per day). This is what we can call Double Time Rate
- From Monday till Saturday (07/07/2014-07/12/2014) John will be paid \$100 per hour for Standard work (8 hours per day), and \$150 for Overtime work (4 hours per day)
- At Sunday, 07/13/2014 John will be paid \$200 per hour for Standard work (8 hours per day), and Overtime work (4 hours per day). This is what we can call Double Time Rate

OK! Now I will assign John to the Task:

	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
0		Sample Project	14 days	30.1.2012	12.2.2012		
1		Task	14 days	30.1.2012	12.2.2012		John

Now I will choose the Cost Table:



and I will get:

	Task Name	Fixed Cost	Fixed Cost Accrual	Total Cost	Baseline	Variance	Actual	Remaining
0	Sample Project	\$0,00	Prorated	\$12.800,00	\$0,00	\$12.800,00	\$0,00	\$12.800,00
1	Task	\$0,00	Prorated	\$12.800,00	\$0,00	\$12.800,00	\$0,00	\$12.800,00

Total Cost is \$12,800! Why?

- From Monday, 06/30/2014 till Saturday, 07/05/2014 (6 days × 8 hours per day = 48 hours), pay rate is \$100. 48 hours × \$100 = \$4,800
- At Sunday, 07/06/2014, pay rate is \$200. 8 hours × \$200 = \$1,600
- From Monday, 07/07/2014 till Saturday, 07/12/2014 (6 days × 8 hours per day = 48 hours), pay rate is \$100. 48 hours × \$100 = \$4,800
- At Sunday, 07/13/2014, pay rate is \$200. 8 hours × \$200 = \$1,600
- \$4,800 + \$1,600 + \$4,800 + \$1,600 = \$12,800

Here is the Task Usage:

Task Name	Duration	Start	Finish	Resource Names	Details
0 Sample Project	14 days	30.1.2012	12.2.2012		
1 Task	14 days	30.1.2012	12.2.2012	John	
				John	

But, where is the Overtime rate applied? NOWHERE! Why? Remember that you should assign overtime work by your own. That means, if someone will work 12 hours on a task per day, it doesn't mean that MICROSOFT PROJECT will charge 4 extra hours with overtime rate.

Now, I will put overtime work in MICROSOFT PROJECT:

Task Name	Fixed Cost	Fixed Cost Accrual	Total Cost	Baseline	Variance	Actual	Remaining
0 Sample Project	\$0,00	Prorated	\$12.800,00	\$0,00	\$12.800,00	\$0,00	\$12.800,00
1 Task	\$0,00	Prorated	\$12.800,00	\$0,00	\$12.800,00	\$0,00	\$12.800,00

Now I will click anywhere in Task Form, and on the format Tab select Work:

The screenshot shows the Microsoft Project interface. The 'Format' tab is selected in the ribbon, and the 'Work' button is highlighted. A red arrow points from the 'Work' button to the 'Work' column header in the task table. The task table shows a task named 'Task' with a duration of 14 days and a cost of \$12,800.00. The 'Work' column header is highlighted, and a red text label 'Click here' points to it.

Task Name	Fixed Cost	Fixed Cost Accrual	Total Cost	Baseline	Variance	Actual	Remaining
0 Sample Project	\$0,00	Prorated	\$12.800,00	\$0,00	\$12.800,00	\$0,00	\$12.800,00
1 Task	\$0,00	Prorated	\$12.800,00	\$0,00	\$12.800,00	\$0,00	\$12.800,00

Click here

and I will get:

File Task Resource Project View Format

Task Form Task Details Form Task Name Form

Schedule Work

Predecessors & Successors Resources & Predecessors Resources & Successors Cost Notes Objects

Type	Task Name	Fixed Cost	Fixed Cost Accrual	Total Cost	Baseline	Variance	Actual	Remaining
0	Sample Project	\$0,00	Prorated	\$12.800,00	\$0,00	\$12.800,00	\$0,00	\$12.800,00
1	Task	\$0,00	Prorated	\$12.800,00	\$0,00	\$12.800,00	\$0,00	\$12.800,00

Gantt Chart

Name: Task Duration: 14 days ☐ Effort driven ☐ Manually Scheduled Previous Next

Start: 30.1.2012 Finish: 12.2.2012 Task type: Fixed Units % Complete: 0%

ID	Resource Name	Units	Work	Ovt. Work	Baseline Work	Act. Work	Rem. Work
1	John	100%	112h	0h	0h	0h	112h

Now what? John has to work 12 hours per day, and 4 hours will be overtime. 14 days × 12 hours per day = 168 hours. 14 days × 4 overtime hours per day = 56 hours. I will put those figures in Task Form:

The screenshot shows a project management software interface. At the top, there is a Gantt chart area with a table of tasks. Below it is a task form for a task named 'Task'.

Task Name	Fixed Cost	Fixed Cost Accrual	Total Cost	Baseline	Variance	Actual	Remaining
0 Sample Project	\$0,00	Prorated	\$12.800,00	\$0,00	\$12.800,00	\$0,00	\$12.800,00
1 Task	\$0,00	Prorated	\$12.800,00	\$0,00	\$12.800,00	\$0,00	\$12.800,00

Below the Gantt chart is a task form for 'Task'.

Name: Task Duration: 14 days ☐ Effort driven ☐ Manually Schedule

Start: 30.1.2012 Finish: 12.2.2012 Task type: Fixed Units % Complete: 0%

ID	Resource Name	Units	Work	Ovt. Work	Baseline Work	Act. Work	Rem. Work
1	John	100%	168	56	0h	0h	112h

File Task Resource Project View **Format**

Gantt Chart Task Usage Other Views Task Views
 Team Planner Resource Usage Resource Sheet Other Views Resource Views
 Sort Outline Tables Highlight: [No Highlight] Filter: [No Filter] Group by: [No Group] Timescale: Days

	Task Name	Fixed Cost	Fixed Cost Accrual	Total Cost	Baseline	Variance	Actual	Remaining
0	Sample Project	\$0,00	Prorated	\$21.600,00	\$0,00	\$21.600,00	\$0,00	\$21.600,00
1	Task	\$0,00	Prorated	\$21.600,00	\$0,00	\$21.600,00	\$0,00	\$21.600,00

Gantt Chart

Name: Task Duration: 14 days ☐ Effort driven ☐ Manually Scheduled Previous Next

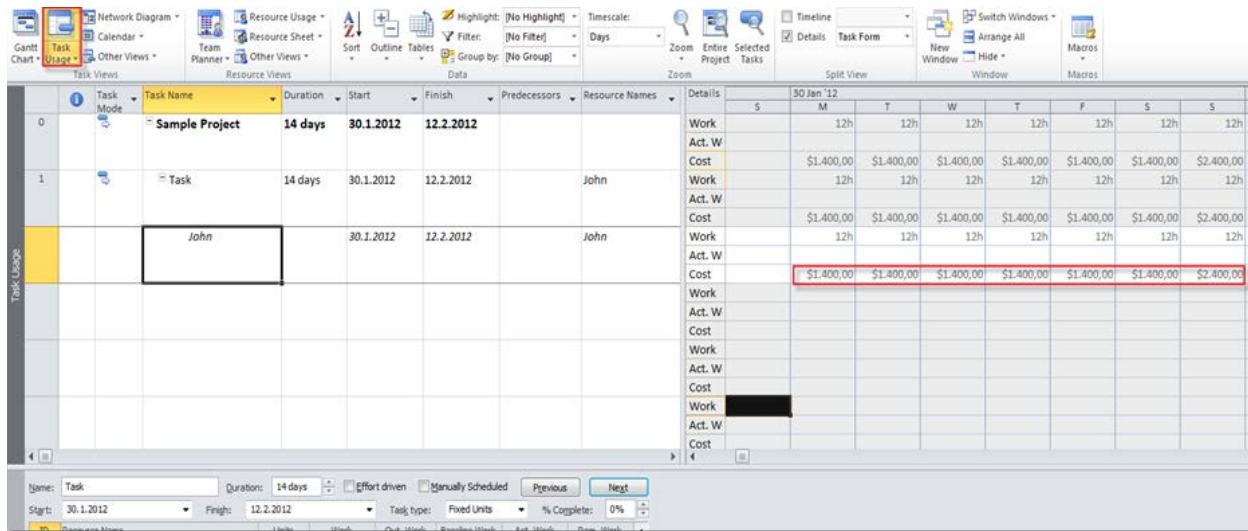
Start: 30.1.2012 Finish: 12.2.2012 Task type: Fixed Units % Complete: 0%

ID	Resource Name	Units	Work	Ovt. Work	Baseline Work	Act. Work	Rem. Work
1	John	100%	168h	56h	0h	0h	168h

- From Monday, 06/30/2014 till Saturday, 07/05/2014 (6 days \times 8 regular hours per day = 48 hours hours), regular pay rate is \$100. 48 hours \times \$100 = \$4,800
- From Monday, 06/30/2014 till Saturday, 07/05/2014 (6 days \times 4 overtime hours per day = 24 hours), overtime pay rate is \$150. 24 hours \times \$150 = \$3,600
- At Sunday, 07/06/2014, pay rate is \$200 (regular and overtime). 12 hours \times \$200 = \$2,400
- From Monday, 07/07/2014 till Saturday, 07/12/2014 (6 days \times 8 regular hours per day = 48 hours hours), regular pay rate is \$100. 48 hours \times \$100 = \$4,800
- From Monday, 07/07/2014 till Saturday, 07/12/2014 (6 days \times 4 overtime hours per day = 24 hours), overtime pay rate is \$150. 24 hours \times \$150 = \$3,600
- At Sunday, 07/13/2014, pay rate is \$200 (regular and overtime). 12 hours \times \$200 = \$2,400
- $\$4,800 + \$3,600 + \$2,400 + \$4,800 + \$3,600 + \$2,400 = \$21,600$

- From Monday, 06/30/2014 till Saturday, 07/05/2014 (6 days \times 8 regular hours per day = 48 hours hours), regular pay rate is \$100. 48 hours \times \$100 = \$4,800
- From Monday, 06/30/2014 till Saturday, 07/05/2014 (6 days \times 4 overtime hours per day = 24 hours), overtime pay rate is \$150. 24 hours \times \$150 = \$3,600
- At Sunday, 07/06/2014, pay rate is \$200 (regular and overtime). 12 hours \times \$200 = \$2,400
- From Monday, 07/07/2014 till Saturday, 07/12/2014 (6 days \times 8 regular hours per day = 48 hours hours), regular pay rate is \$100. 48 hours \times \$100 = \$4,800
- From Monday, 07/07/2014 till Saturday, 07/12/2014 (6 days \times 4 overtime hours per day = 24 hours), overtime pay rate is \$150. 24 hours \times \$150 = \$3,600
- At Sunday, 07/13/2014, pay rate is \$200 (regular and overtime). 12 hours \times \$200 = \$2,400
- \$4,800 + \$3,600 + \$2,400 + \$4,800 + \$3,600 + \$2,400 = \$21,600

Let's look at the Task Usage View:



You can see that Cost per day (except Sunday) is \$1,400. (8 hours × \$100) + (4 hours × \$150) = \$1,400. At Sunday Cost is 12 hours × \$200 = \$2,400.