

Lesson 7-3: Adding Pay Rates for a Resource

Figure 7-3

The Costs tab of the Resource Information dialog box.

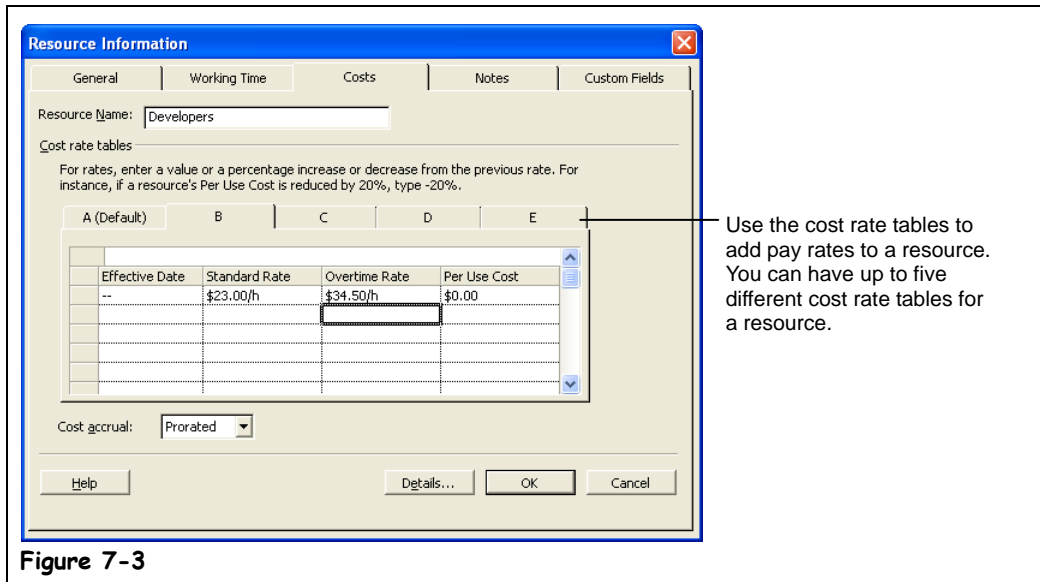


Figure 7-3

By default, Project uses the rates you enter when you create a resource as the pay rates for a resource. However, you can specify up to five different pay rates for a single resource. This feature is useful if a single resource requires different pay rates for different assignments.

Quick Reference

To Add a New Pay Rate for a Resource:

1. Select the resource.
 2. Click the **Resource Information** button on the Standard toolbar.
 3. Click the **Costs** tab.
 4. Click a pay rate table tab.
 5. Enter the new pay rate in the Standard Rate field.
 6. Enter other costs (Overtime Rate, Per Use Cost) as necessary.
 7. Click **OK**.
1. **Select the **Developers** resource.**
The Developers resource is under several contracts for different pay rates in this project.
 2. **Click the **Resource Information** button on the Standard toolbar.**
The Resource Information dialog box appears.
 3. **Click the **Costs** tab.**
Notice that the A tab is the default pay rate. All assignments will use this pay rate by default. Let's enter a new pay rate in Table B.
 4. **Click the **B** cost rate table.**
Enter the Standard rate you want to use for this cost rate table.
 5. **Click the first cell in the Standard Rate column and type 23/h. Press <Enter>.**
The added rate for the resource is \$23 per hour.
Enter another overtime rate as well.
 6. **Click the first cell in the Overtime Rate column and type 34.5/h. Press <Enter>.**
The new cost rate table is complete. Compare your dialog box to Figure 7-3.
 7. **Click **OK**.**
The dialog box closes and the resource now has two pay rates that can be applied to different assignments.

Lesson 7-4: Applying a Different Pay Rate to an Assignment

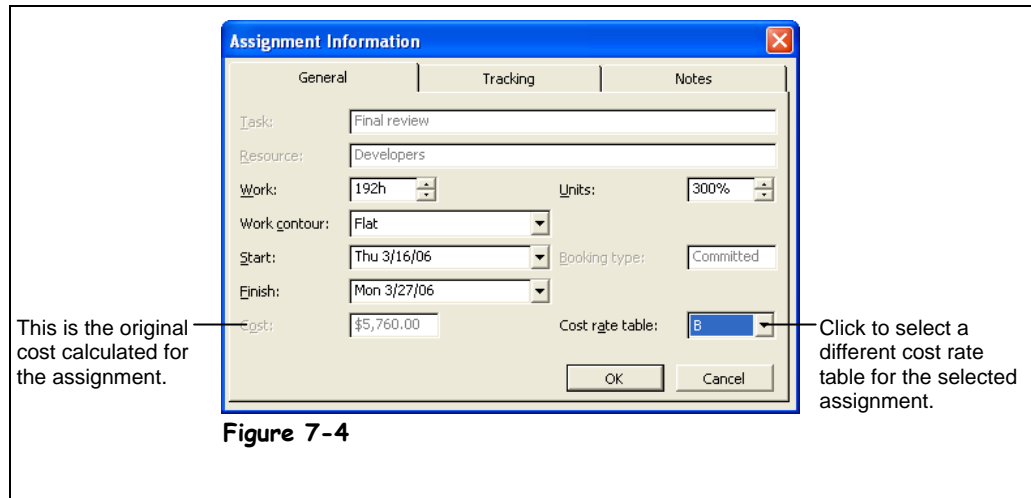


Figure 7-4

The Assignment Information dialog box.

In the previous lesson, you learned how to add pay rates to a resource. This lesson will show you how to apply one of these additional pay rates to a resource assignment.

1. Select **View** → **Resource Usage** from the menu.

The resources in the project appear.

2. Scroll down to the **Developers** resource.

This resource has a number of assignments. Currently, all work is being done at the same pay rate. However, the resource is under contract for a different pay rate for the “Final review” task.

3. Select the **Final Review** task under the **Developers** resource. Click the **Assignment Information** button on the **Standard** toolbar.

The General tab of the Assignment Information dialog box appears, as shown in Figure 7-4.

The current cost calculation of the task is \$5,760. This will change with a new cost rate table.

4. Click the **Cost rate table** list arrow and select **B**.

In the previous lesson, this is the cost pay rate table you added. This pay rate is less than the original, table A, so the total cost of the assignment will drop.

5. Click **OK**.

The dialog box closes. Note that the calculated cost has changed: the cost with the new rate is \$4,416.



**Assignment
Information
button**

Quick Reference

To Apply a Different Pay Rate to an Assignment:

1. Select **View** → **Resource Usage** from the menu.
2. Select the assignment you want to change.
3. Click the **Assignment Information** button on the **Standard** toolbar.
4. Click the **Cost rate table** list arrow and select the table you want to use.
5. Click **OK**.