

Loaded Rate

What is factored into a load rate? How do I calculate this feature on ServTraq?

A loaded rate is a sum of monthly expenses that pertain to a crew member combined into their hourly rate.

Each worker's loaded labor rate includes:

- a. Their hourly wage rate
- b. FICA (Social Security & Medicare)
- c. SUI (State Unemployment Insurance)
- d. Health Insurance (Medical, Dental, Disability, Life, Vision)
- e. PTO
- f. Holiday

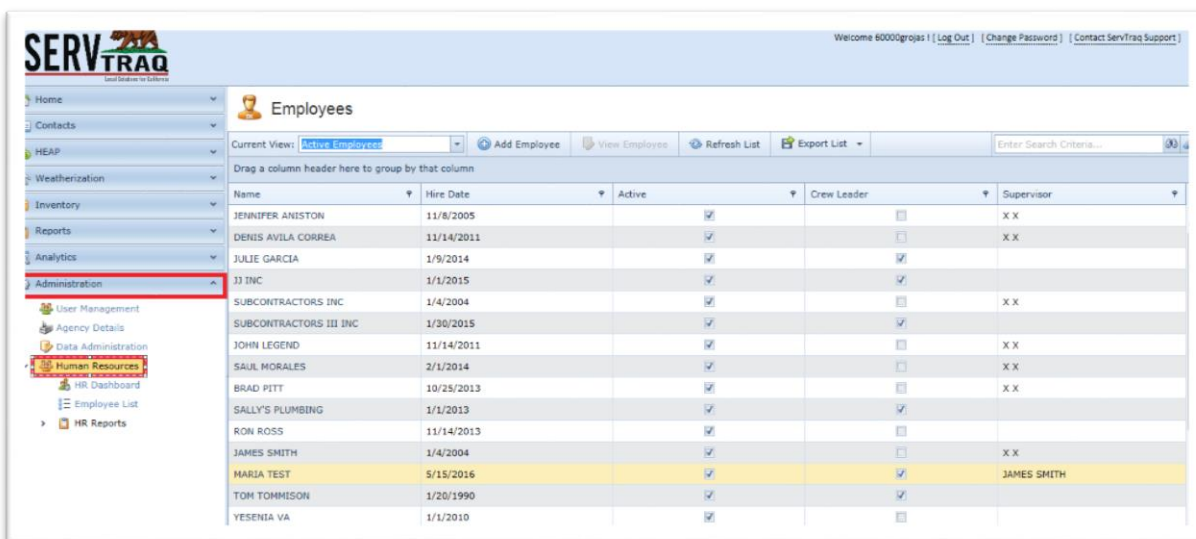
Note: Does not include Workers Compensation Insurance. (It is billed separately.)

This feature can be used 2 different ways:

1st Option: Change each crew member's hourly pay rate to the loaded rate. Perfect for agencies that track crew member's benefits in a different system.

(Note: Only users with Agency Admin permission roles can make these changes)


Go to **Administration>Human Resources** click on the name of the crew member that you would like to add a loaded labor rate. Scroll down to **Job Assignments** section>click the **Edit Record** icon and change the **Pay Rate** to the loaded rate.



Name	Hire Date	Active	Crew Leader	Supervisor
JENNIFER ANISTON	11/8/2005	<input checked="" type="checkbox"/>	<input type="checkbox"/>	X X
DENIS AVILA CORREA	11/14/2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	X X
JULIE GARCIA	1/9/2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
JJ INC	1/1/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
SUBCONTRACTORS INC	1/4/2004	<input checked="" type="checkbox"/>	<input type="checkbox"/>	X X
SUBCONTRACTORS III INC	1/30/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
JOHN LEGEND	11/14/2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	X X
SAUL MORALES	2/1/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	X X
BRAD PITT	10/25/2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	X X
SALLY'S PLUMBING	1/1/2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
RON ROSS	11/14/2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
JAMES SMITH	1/4/2004	<input checked="" type="checkbox"/>	<input type="checkbox"/>	X X
MARIA TEST	5/15/2016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JAMES SMITH
TOM TOMMISON	1/20/1990	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
YESENIA VA	1/1/2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



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Job Assignments

	Job Description	Effective Date	Department	Supervisor	Note	Pay Type	Pay Rate	OT
	SHORR, CREW LEADER/CARPENTER	5/15/2016	ENVIRONMENTAL SERVICES CREW	JAMES SMITH		HOURLY/NON- EXEMPT	\$17.00	



2nd Option: Use Servtraq to track all expenses associated with each crew member.

(Note: Only users with Agency Admin permission roles can make these changes)

1. Go to **Administration>Human Resources** click on the name of the crew member that you would like to add Benefit information. Scroll down to **Benefit**  tion>click the  icon and input all information that applies>click on the **floppy disc** icon to save (*repeat this step as many times as needed*)> finally click **Save and Close** in the top left corner of the screen to complete changes.

Benefits

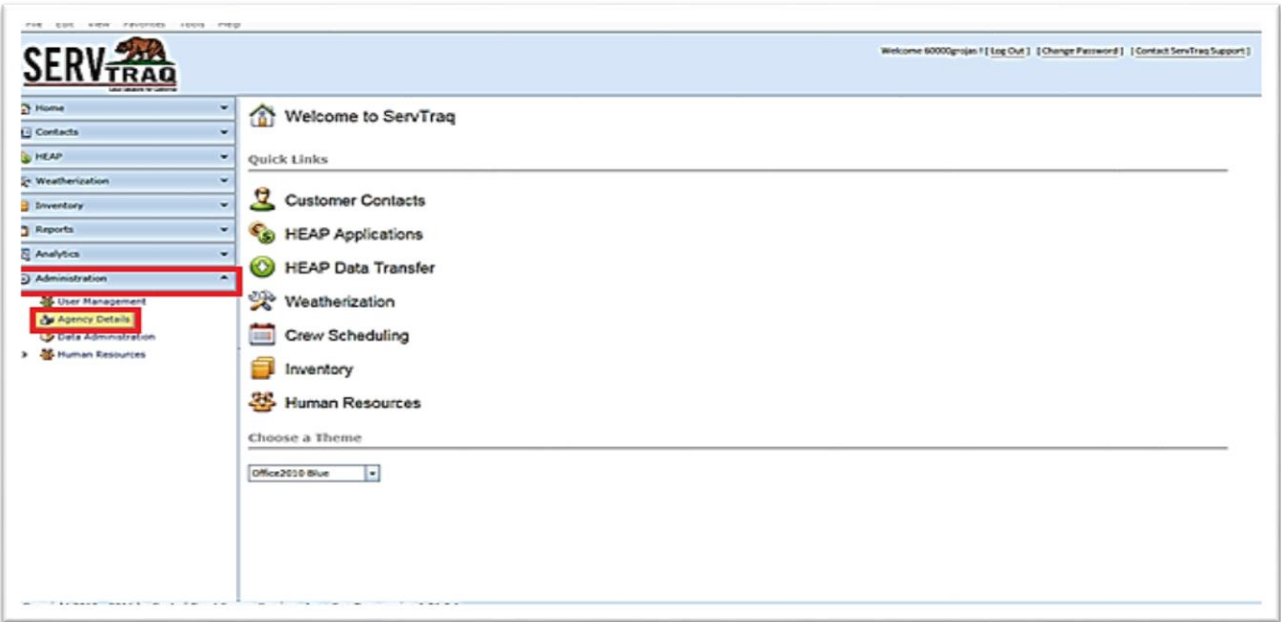
	Benefit Plan	Benefit Type	Date Eligible	Application Sent	Rec'd Conf. Date	Date Enrolled	Date Terminated	Monthly Cost
Benefit Plan:*	PREMIER PPO 15; ;	Benefit Type:*	MEDICAL					
Date Eligible:*	6/1/2016	Application Sent Date:						
Rec'd Conf. Date:		Date Enrolled:						
Date Terminated:		Monthly Cost:*	150					

2. To finalize this features go to **Administration>Agency Details** and check mark the box **Use Benefit Calculations**

(Note: By checking the box crew members loaded rate will automatically be calculated.)

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The screenshot shows the 'Edit Agency Details' form for 'TEST AGENCY - 60000'. On the left is a 'Sections' sidebar with links: Agency Details, Locations, Contracts, Counties, Programs, and Utilities. The form fields are as follows:

- Name: TEST AGENCY (Agency Name) and 60000 (Agency ID Code)
- Agency Phone #: (831) 761-7080 (Number)
- Agency Alt. Phone #: (831) 761-7081 (Number)
- Agency Fax #: (831) 728-0535 (Number)
- Use Benefit Calculations?: ☒ (highlighted with a red box)