

Setup – Labor & Service Codes  
AV Ref #703

**About:**

When setting up your HITS system, you will work with Technical Support to set up **Labor Codes** and **Service Codes**.

Both Labor Codes and Service Codes are added into the system with a Product # (similar to how an inventory item would be added into the system). HITS Technical Support can provide you with a spreadsheet template to fill in your Labor and Service Codes to upload all at once during configuration.

In HITS, there is no difference between Labor and Service Codes. The HITS Support Department simply uses this terminology for clarity.

- **Labor Codes** – Refer to codes in which you will be billing your customer based on time worked. The Unit Price would be the hourly rate.

In the example below, **2.3 hours** of Mechanical Labor were performed. (The description could have been edited or left as “Mechanical Labor”).

Line #	Product #	Description	Unit Cost
0	ML	MECHANICAL LABOR	0.00

  

Quantity	Price Code	Unit Price	Unit FET	Tax Code	Amount
2.30	(95.00)	95.0000	0.00	0 - No Tax	218.50



- **Service Codes** – Refer to a service that you will be billing your customer based on how many were performed. The Unit Price would be the price for one service performed.

In the example below, **Qty = 4.0** Tire Install Mount/Balances were performed.

Line #	Product #	Description	Unit Cost
0	MB	TIRE INSTALL MOUNT/BALANCE	0.00

  

Flag Time	Quantity	Price Code	Unit Price	Unit FET	Tax Code	Amount
0.20	4.00	(00)	15.0000	0.00	0 - No Tax	60.00



## Considerations when setting up Labor and Service Codes...

### 1. Lookup Keys (Rawsizes)

Labor & Service Codes can be seen in your system by clicking the **QuickFind** icon on the Line Items tab of the ticket.

Line #	Product #	Description	Unit Cost
0	MB	TIRE INSTALL MOUNT/BALANCE	0.00
Flag Time	Price Code	Unit Price	Unit FET
0.20	1 - Price 1 (\$15.00)	15.0000	0.00
Tax Code	Amount		
0 - No Tax	60.00		
Technic	Salesrep	Dept	Package
-3 - HOUSE		B - TIRE LABOR	No Package Selected.....

### Quick Items Lookup

Product #	Mfg	Size	Description	Qty Store	Qty Corp	Qty Aux	Price w/FET
AL		ALIGNMENT					69.95
ML		GENERAL LABOR					95.00
SL		SUBLET LABOR					
MVI		MOTOR VEHICLE	INSPECTION				12.00
TR		TIRE REPAIR					18.00
TR20		TIRE REPAIR	20" & UP				20.00
TRAM		TIRE REPAIR	AF MRKT 18" & UP				20.00
NROT		TIRE ROTATE	NO CHARGE				
TL		TIRE LABOR	GENERAL				55.00
ROT		TIRE ROTATE					15.00
MBO		TIRE INSTALL	MOUNT/ BALANCE OVERSIZE				20.00
FS-A/C		FUTURE SER	A/C				
FS-ALIGN		FUTURE SER	ALIGNMENT				
FS-BELTS		FUTURE SER	BELTS REPLACEMET				
FS-BRAKES		FUTURE SER	BRAKES				
FS-CVBOOT		FUTURE SER	CV BOOT REPLACE				
FS-HOSES		FUTURE SER	HOSES REPLACEMENT				
FS-INSP		FUTURE SER	INSPECTION				
FS-LOF		FUTURE SER	LUBE/OIL/FILTER				
FS-SHOCKS		FUTURE SER	SHOCKS				
FS-TIRE		FUTURE SER	TIRES				
FS-TUNE		FUTURE SER	TUNE UP				

For Labor and Service Codes, the Rawsizes Field is used as a Lookup Key. Items you would like to display on the Services tab of this Quick Items Lookup list should have a "+" as the first character of the Rawsizes when adding them to the spreadsheet template.

For example = +Alignment, +GeneralLabor, +Inspection, +TireInstall, etc.

Items on this list will be organized alphabetically by Rawsizes.

- 2. Packages** – If you will be setting up tire or service packages, when adding Labor and Service Codes, you will want to make sure you are adding all codes you will want to use within your tire and service packages.
- 3. Flag Time** – If you pay your technicians Flag Time for Services performed like Tire Installation, you can add a Flag Time for Labor or Service Codes. Flag Times will be added as a percentage of an hour.

Example One: .2 = .2 of an hour = 12 minutes.

Example Two: 1.5 = 1.5 hours = 90 minutes

(See Service Code Example on Page 1 of this document to see Flag Time.)

- 4. Price Codes** – Like Inventory Items, Labor and Service Codes can have 4 Price Codes. You may use these different Price Codes for different Customer Types like:

Price Code 1 = Retail,

Price Code 2 = Commercial,

Price Code 3 = Commercial Heavy Discount,

Price Code 4 = Friends & Family

- 5. Department Assignment for KPI Reporting** (Key Performance Indicators) – By effectively assigning your Labor and Service Codes to the correct Department, you can generate KPI reports.

Example One: All your Oil Change Service Codes could be assigned to a Department = Oil Change. If these are the only items in this Department, by running the Department Recap, you could see exactly how many Oil Changes you did for a period of time

Example Two: All of your Flush Service Codes could be assigned to a Department = Preventative Maintenance (PM). If these were the only items in this Department, by running the Department Recap, you could see exactly how many Flushes you did for a period of time.