

Effective 8/1/2021, we are reducing QuickBook Time descriptions / Cost Codes available for you to choose from. See below for clarification of the types of work we would expect to be included in each cost code.

**First Select the Job you are working on, then select the Cost Code:**

Available Jobs	Available Cost Codes	Will cover work such as:
* Job location you are working	Supervision 01AD.013100	All project administration, field supervision and project management
* Job location you are working	General Labor 01GL.15450	All activities that do not fit into Supervision (rough carpentry, finish carpentry, snow removal, demo, concrete, doors, hardware, painting, bathroom accessories, etc.)
* Job location you are working	Earthworks 31EW.312500	All site work including equipment operations, excavation, etc.
Estimating 5660	Estimating 5660	
Marketing / Business Dev 6820	Marketing / Business Dev 6820	
Office/Clerical 6830	Office/Clerical 6830	
Safety/Employee Development & Training 6910	Safety /Employee Development & Training 6910	Safety meetings, employee training, employee development, review meetings, OSHA classes, other training classes
Shop 6850	Shop 6850	Equipment repairs and maintenance

**\*If you select one of the following projects, please provide notes about your location and work performed.**

Amato's Gen. Maint 21200
Misc Jobs 21300
Pre-Construction 21400
JCS Property Mgmt 21500
Snow removal off premises 21600
Warranty Work 21999