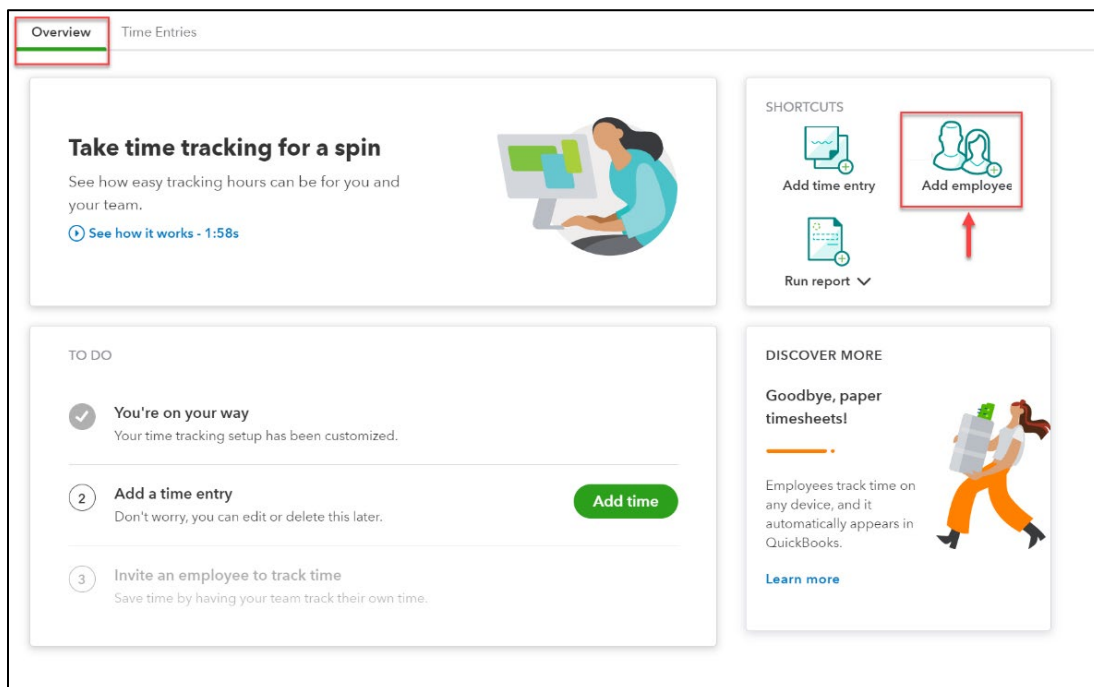


Ch10 – Independent Contractors and Time tracking

Intuit released a new time tracking feature in early 2021. As of July 2021, the new feature only allows time to be entered for employees. (Hopefully, time tracking for independent contractors is coming soon.)

In your homework, you will be tracking time for independent contractors so, as a workaround, you will be setting up the contractors as employees.

Click **Time** on the navigation bar and open the **Overview** tab.



Click **Add employee** in the **SHORTCUTS** section.

Employee Information

Title *First name *Last name

*Display name as Add (E) to the end of the name

Print on check as ☒ Use display name

Address map

Street

City/Town State/Province

ZIP code Country

Notes

Email Separate multiple emails with commas

Phone Mobile

Cost rate (/hr) 0.00

Billing rate (/hr) 0.00 ☐ Billable by default

Social Security No.

Employee ID Gender

Hire date Released

Date of birth Use 4/1/22

Cancel Privacy Save

Create the employee record using the independent contractor information given to you in your homework. (The information is included in the 4/1/22 transaction.) You will need to add (E) to the end of the name entered in the **Display name as** field. (QBO will not allow you to use the same **display name** in multiple lists.) Use 4/1/22 as the **Hire date**.

Click **Save**. You should be back in the Time Center.

Overview Time Entries

Take time tracking for a spin
See how easy tracking hours can be for you and your team.
[See how it works - 1:58s](#)

SHORTCUTS

Add time entry **Add employee**

Run report

TO DO

☒ **You're on your way**
Your time tracking setup has been customized.

2 Add a time entry
Don't worry, you can edit or delete this later. **Add time**

3 Invite an employee to track time
Save time by having your team track their own time.

DISCOVER MORE

Goodbye, paper timesheets!

Employees track time on any device, and it automatically appears in QuickBooks.

[Learn more](#)

To enter time, click **Add time entry** in the **SHORTCUTS** section.