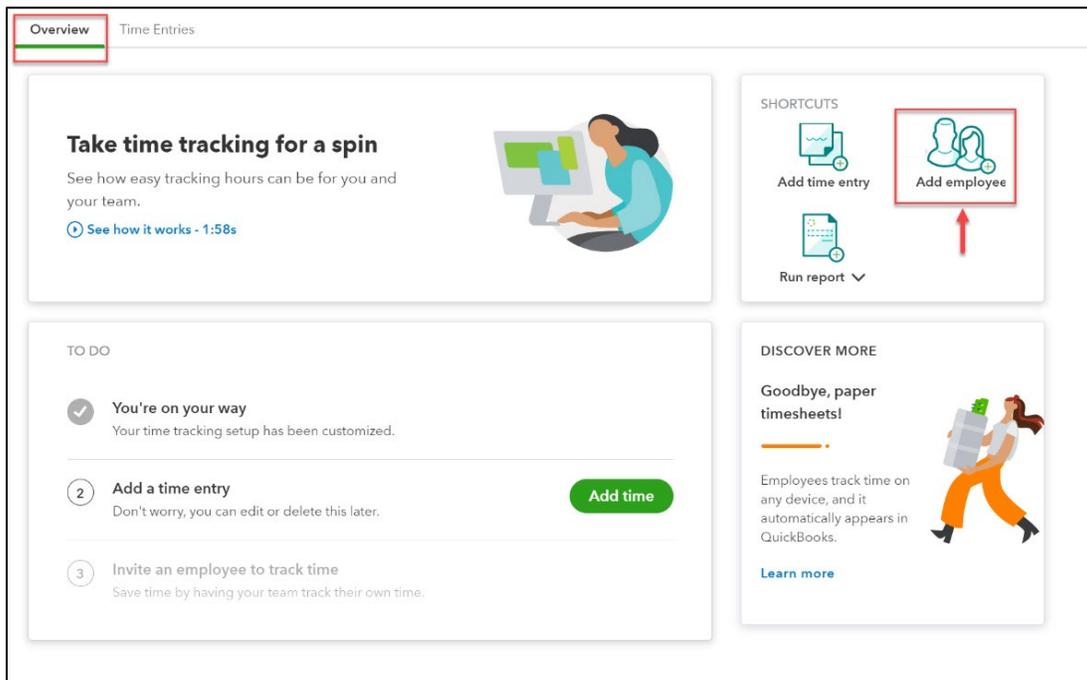


## Ch10 – Independent Contractors and Time tracking

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.

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.

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