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## 3.11.05 Occupation Administration

The occupations in Projectile are the basis for staff planning, internal accounting and billing. As a basis for determining the internal costs and billable services are the charging rates which are assigned to these occupations. This definition applies to the entire installation.

For project-related differences in [pricing](#) and [costing](#), these billing rates can be modified for each project.

|                           |                                                                                                                                        |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Occupation                | Programming                                                                                                                            |
| Description               | Programming                                                                                                                            |
| Hourly external cost rate | 100,00 EUR                                                                                                                             |
| Hourly internal cost rate | 75,00 EUR                                                                                                                              |
| Hourly price production   | 88,50 EUR                                                                                                                              |
| Parent occupation         | Programming and customizing                                                                                                            |
| Suboccupations            | <input type="checkbox"/> Programming - DB<br><input type="checkbox"/> Programming - Java<br><input type="checkbox"/> Programming - XML |
| StatusActive              | <input checked="" type="checkbox"/>                                                                                                    |
| Note                      |                                                                                                                                        |

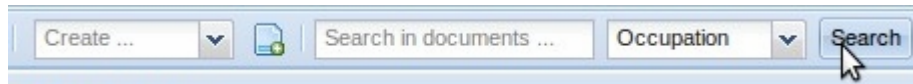
**Required fields:** Occupation, Description (when using the skill-matrix chart)

### Characteristics:

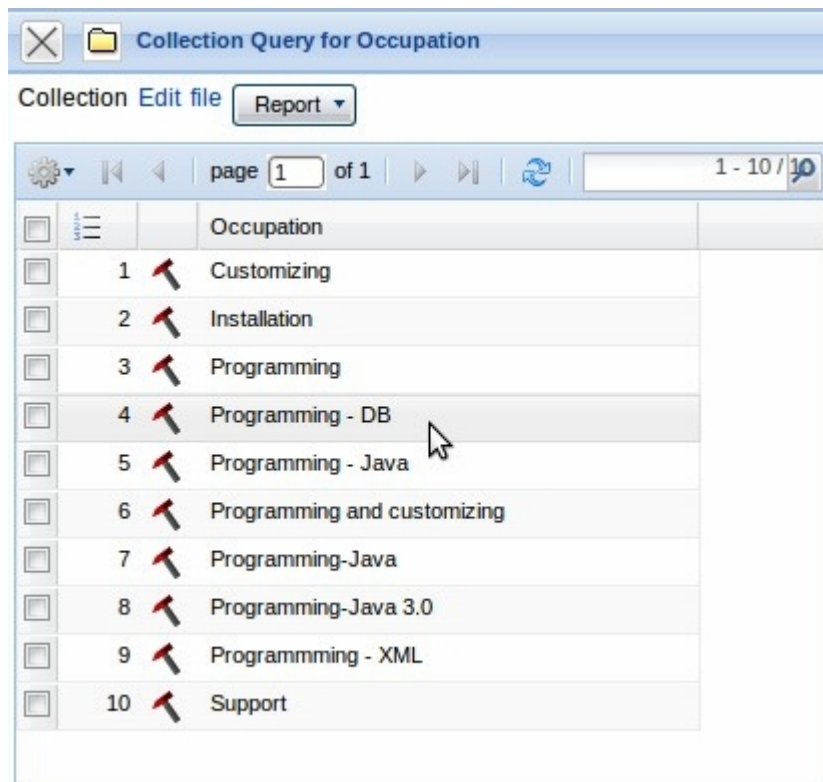
- The cost rates for billing of services are used only for projects where there is no customer rates, project rates or employee rates have been defined (see also document types [customer](#) and [project](#)).
- The internal cost rates will only be used if no entry for the internal charge rate for the employee (or the [2.01.25 employment contract](#)) is stored.
- The production costs can be used with certain accounting of the company; in the standard version of these rates are not used in cost accounting.

## Data Management

If an existing occupation is to be extended or modified, the relevant documents can be searched in the [search engine](#) ...



... and displays the appropriate search results.



After activating the link, the selected document is opened and the changes or modifications can be made. In the following example, the occupation “Programming - DB” is divided into three sub-occupations. First, “New Document” in the element sub-occupation is activated.

**Occupation Programming - DB**

Document Edit View Back references

Occupation: Programming - DB

Description: Programming - DB

Hourly external cost rate: 100,00 EUR

Hourly internal cost rate: 75,00 EUR

Hourly price production: 88,50 EUR

Parent occupation: Programming

Suboccupations: New document

StatusActive: ☒

Note:

The system creates a new document of the type “occupation” and pre-populates the document with the cost rates automatically.

**Occupation**

Document Edit View

Save the document

Occupation: Programming - MySQL

Description: Programming - MySQL

Hourly external cost rate: 110,00 EUR

Hourly internal cost rate: 60,00 EUR

Hourly price production:  EUR

Parent occupation: Programming - DB

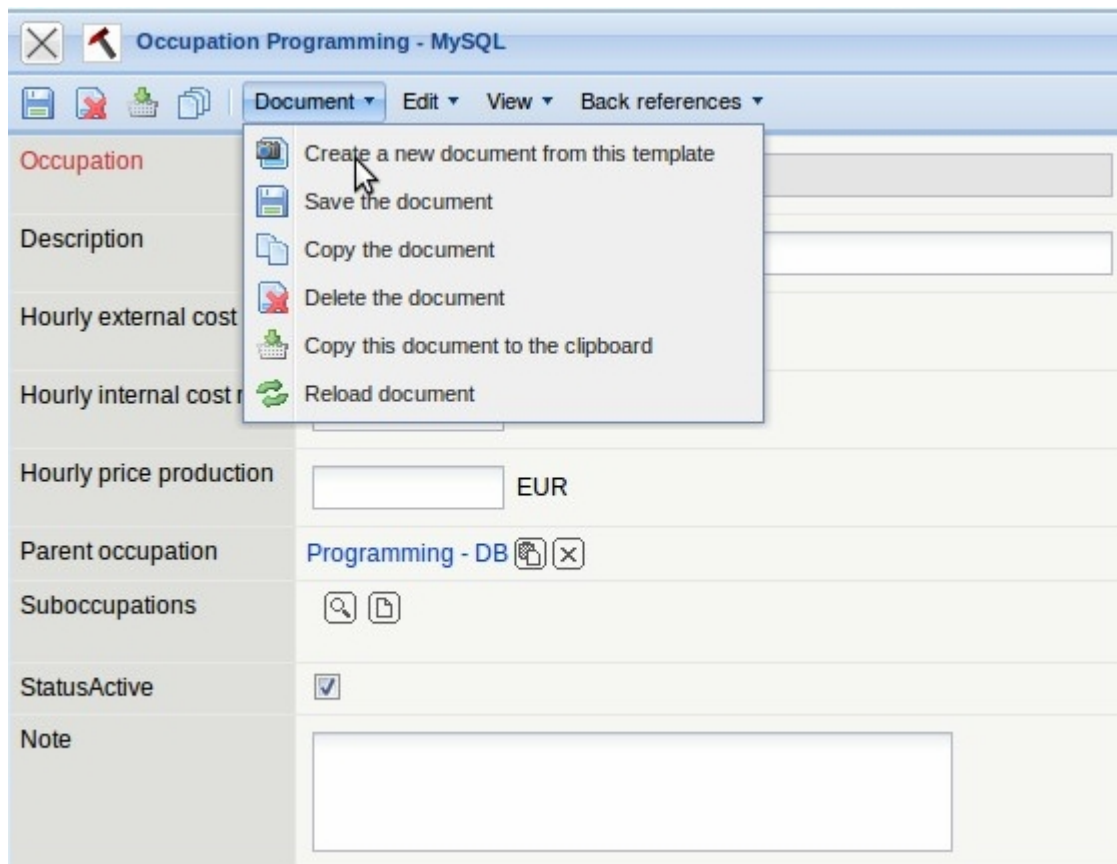
Suboccupations:

StatusActive: ☒

Note:

Then, the remaining entries are defined and the the document is saved.

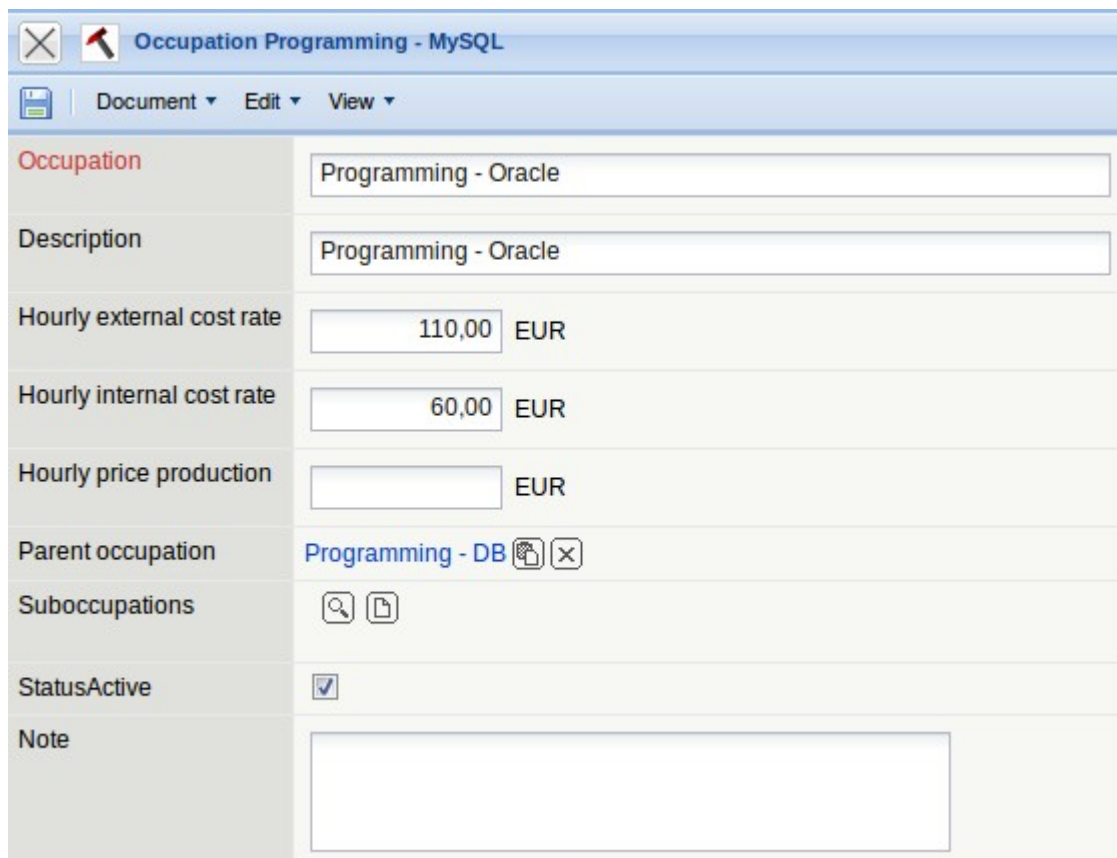
Further sub-occupations can be copied, modified and saved using “Create new document from this template” ...



The screenshot shows the 'Occupation Programming - MySQL' application window. The 'Document' menu is open, displaying the following options: 'Create a new document from this template', 'Save the document', 'Copy the document', 'Delete the document', 'Copy this document to the clipboard', and 'Reload document'. The background form contains the following fields:

| Occupation Programming - MySQL |                                                                                                                                                                                      |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Occupation                     |                                                                                                                                                                                      |
| Description                    |                                                                                                                                                                                      |
| Hourly external cost           |                                                                                                                                                                                      |
| Hourly internal cost           |                                                                                                                                                                                      |
| Hourly price production        | <input type="text"/> EUR                                                                                                                                                             |
| Parent occupation              | Programming - DB   |
| Suboccupations                 |                    |
| StatusActive                   | <input checked="" type="checkbox"/>                                                                                                                                                  |
| Note                           | <div></div>                                                                                                                                                                          |

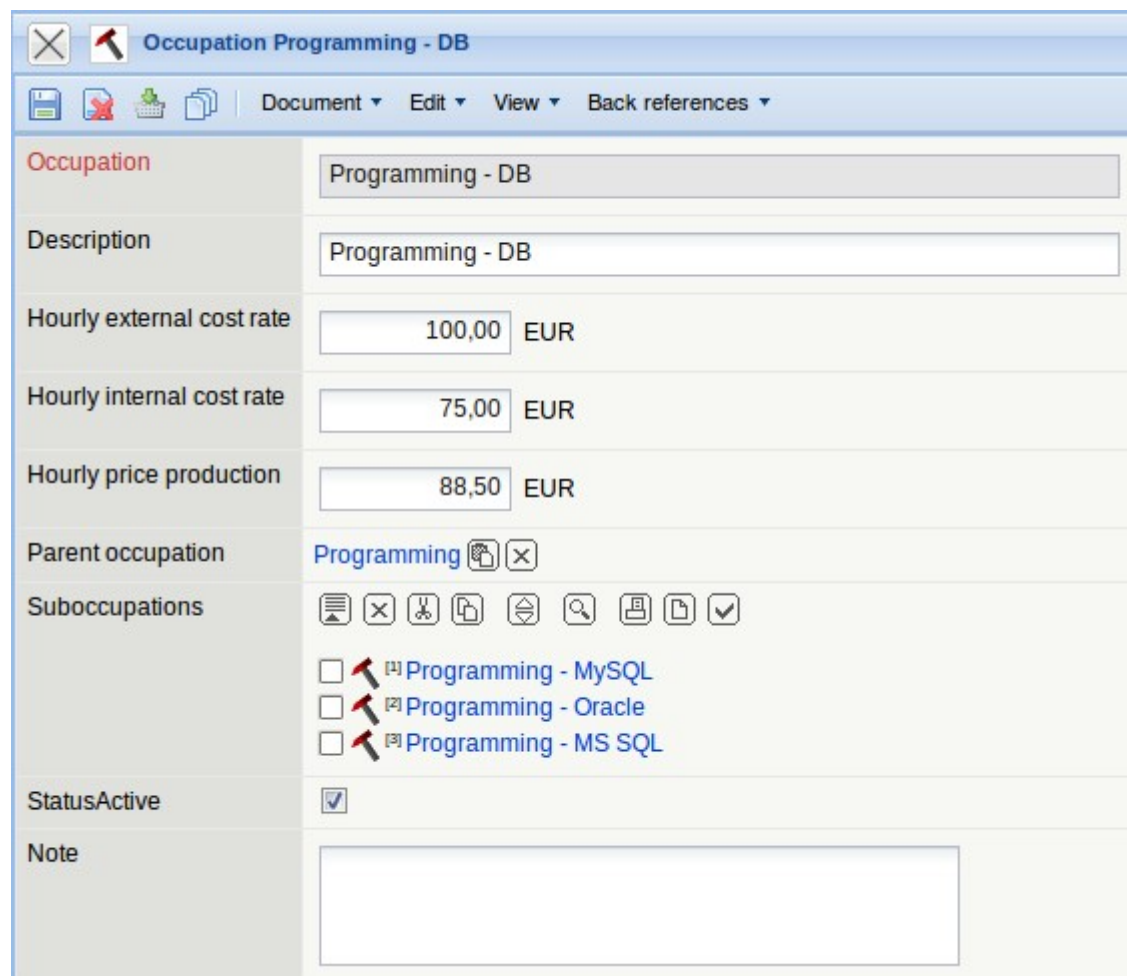
In the example, the occupations Programming - Oracle and ...



The screenshot shows the 'Occupation Programming - MySQL' application window with the following data entered:

| Occupation Programming - MySQL |                                                                                                                                                                                          |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Occupation                     | Programming - Oracle                                                                                                                                                                     |
| Description                    | Programming - Oracle                                                                                                                                                                     |
| Hourly external cost rate      | 110,00 EUR                                                                                                                                                                               |
| Hourly internal cost rate      | 60,00 EUR                                                                                                                                                                                |
| Hourly price production        | <input type="text"/> EUR                                                                                                                                                                 |
| Parent occupation              | Programming - DB   |
| Suboccupations                 |                    |
| StatusActive                   | <input checked="" type="checkbox"/>                                                                                                                                                      |
| Note                           | <div></div>                                                                                                                                                                              |

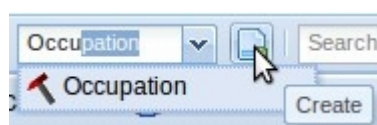
... Programming - MS SQL are generated. The sub-occupations are then automatically transferred to the parent occupation.



|                           |                                                                                                                                                                                                              |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Occupation                | Programming - DB                                                                                                                                                                                             |
| Description               | Programming - DB                                                                                                                                                                                             |
| Hourly external cost rate | 100,00 EUR                                                                                                                                                                                                   |
| Hourly internal cost rate | 75,00 EUR                                                                                                                                                                                                    |
| Hourly price production   | 88,50 EUR                                                                                                                                                                                                    |
| Parent occupation         | Programming                                                                                                                                                                                                  |
| Suboccupations            | <ul style="list-style-type: none"> <li><input type="checkbox"/> Programming - MySQL</li> <li><input type="checkbox"/> Programming - Oracle</li> <li><input type="checkbox"/> Programming - MS SQL</li> </ul> |
| StatusActive              | <input checked="" type="checkbox"/>                                                                                                                                                                          |
| Note                      |                                                                                                                                                                                                              |

## Defining New Occupations

To define a new occupation, the functionality "Create" with the document type "occupation" is used.



After clicking the create, a new document is generated.

After all the information is entered, the document is then saved using 



|                    |                                                                                                                                                                                                                                                       |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tätigkeit          | Konstruktion                                                                                                                                                                                                                                          |
| Bezeichnung        | 2D und 3D-Konstruktion, Vorbereitung, Datenmanagement                                                                                                                                                                                                 |
| Berechnungssatz    | 78 EUR                                                                                                                                                                                                                                                |
| Verrechnungssatz   | 40 EUR                                                                                                                                                                                                                                                |
| Herstellungskosten | EUR                                                                                                                                                                                                                                                   |
| Ober-Tätigkeit     |    |
| Unter-Tätigkeiten  |                                                                                     |
| Bemerkung          |                                                                                                                                                                                                                                                       |

Im Beispiel ist eine neue Tätigkeit "Konstruktion" angelegt worden.

|                    |                                                                                                                                                                                                                                                             |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tätigkeit          | Konstruktion                                                                                                                                                                                                                                                |
| Bezeichnung        | 2- und 3D-Konstruktion, Vorbereitung, Datenmanagem                                                                                                                                                                                                          |
| Berechnungssatz    | 78,00 EUR                                                                                                                                                                                                                                                   |
| Verrechnungssatz   | 40,00 EUR                                                                                                                                                                                                                                                   |
| Herstellungskosten | EUR                                                                                                                                                                                                                                                         |
| Ober-Tätigkeit     |    |
| Unter-Tätigkeiten  |                                                                                       |
| Bemerkung          |                                                                                                                                                                                                                                                             |

Diese Tätigkeit kann jetzt analog zum oben beschriebenen Vorgehen in Untertätigkeiten unterteilt werden.

Tätigkeit Konstruktion

|                    |                                                    |
|--------------------|----------------------------------------------------|
| Tätigkeit          | Konstruktion                                       |
| Bezeichnung        | 2- und 3D-Konstruktion, Vorbereitung, Datenmanagem |
| Berechnungssatz    | 78,00 EUR                                          |
| Verrechnungssatz   | 40,00 EUR                                          |
| Herstellungskosten | EUR                                                |
| Ober-Tätigkeit     | <div><div></div><div></div><div></div></div>       |
| Unter-Tätigkeiten  | <div><div></div><div></div></div>                  |
| Bemerkung          | <div>Neues Dokument</div>                          |

...Fortsetzung

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