Technician roster and pay-plan tracker

Measure the labor hours and loaded payroll tied to each technician without sharing named employee files during preliminary diligence.

Shop / location

Review date

Prepared by

Define the period and people

☐ Code the roster

Assign an anonymous ID, tenure, role, certifications and pay plan. Keep the private identity crosswalk with the seller.

Evidence / next action

☐ Use one pay period

Gather paid attendance hours, time clocked on repair work, billed hours, gross wages and employer-paid burden for matching dates.

Evidence / next action

☐ Identify owner labor

Include the owner if they turn wrenches. Mark gaps in payroll truthfully and estimate replacement cost separately.

Evidence / next action

Open item, responsible person and due date

Technician roster and pay-plan tracker

Measure the labor hours and loaded payroll tied to each technician without sharing named employee files during preliminary diligence.

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Prepared by

Read the output

☐ **Productivity**

Divide job-clock hours by attendance hours. Use clock records to distinguish idle time, training and missing punches.

Evidence / next action

☐ **Efficiency**

Divide billed hours by job-clock hours. Check shared job credits, rework, service mix and flagged hours before comparing individuals.

Evidence / next action

☐ **Loaded cost per billed hour**

Divide gross pay plus employer burden by billed hours. A zero denominator leaves the output blank and calls for a review of the underlying period.

Evidence / next action

Open item, responsible person and due date

Technician roster

Technician roster and pay-plan tracker

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Blank worksheet

Use one row per technician per pay period. Enter actual payroll including bonuses and overtime; employer burden is a separate input. Leave unknown inputs blank.

Technician roster	Record A	Record B	Record C
Anonymous ID			
Period end			
Role / certifications			
Start date			
Pay plan / rate			
Attendance hours			
Job-clock hours			
Billed hours			
Gross pay			
Employer burden			
Productivity			
Efficiency			
Cost per billed hour			
Pay record / comments			

Evidence reference and assumptions