How to assign time to a work order

First, add the labor item in the components. Next, on the Step, go to the Details Column and select Assign Time. Select the Name of the Employee, enter the start and ending time or the duration in hours, then select the Labor item on the drop-down of Costing Item. Click Save Time Entry. Add each employee to complete the total time for that Step, Save and close. You will see the Actual time updated and the labor item below allocated.