

TracCloud provides the ability to track hours and pay rates of your consultants based on different work types and pay bases. You can then base other system functionality on whether or not a consultant is logged in for work, and report on this payroll data after the fact. Funds can also be used to define pay rates and to group data in reports. There are three ways you can track consultant work time in TracCloud.

* **Consultant Work Time**This is the most common and generally the simplest configuration. This requires that consultants log themselves in/out of visits just like a student would, either on the kiosk or from their dashboard. One of the benefits of this approach is that the work time is entirely disconnected from other factors, making it easier to track time spent not directly working with students or around a schedule.
* **Student Visits**This Pay Basis uses student visits as the source of consultant work time. If the student Sam Smith met with consultant Jane Doe for 55-minutes, that works out to 55-minutes of work time for Jane. This doesn’t require consultants to manage their own work visits, and automates much of the work time tracking process if you’re already tracking student visits.
* **Schedule**The Schedule Pay Basis is very flexible, allowing you to modify a consultant’s pay rate based on their availabilities and appointments, including whether or not that availability has been booked, and how many students have booked that time.

