

## How Do I Enter Time In FAMIS

Facilities use FAMIS to track time for all employees. Because FAMIS is built to use work orders to show the hours per day worked on various jobs, we use them for all types of time, including sick and annual leave.

To supplement that we also require hourly employees to enter time in and time out for days worked.

There are two primary methods of entering time, the daily timecard form in FAMIS, and the FAMIS Webtime which allows users to enter one week at a time.

Both forms require being set up with access to FAMIS. To get setup in FAMIS, contact the [FAMIS Administrator](#).

### Daily Timecard

The top part of the Timecard form allows users to enter their work date –

The screenshot shows the top section of the 'Labor Timecard' window. It includes an 'Employee' field with the name 'FINMIK' and 'FINKBINER, MICHAEL'. The 'Work Date' is set to '27-JUL-2011'. The 'Labor Status' is 'S APPROVE'. A 'View Leave' button is located on the right side.

The bottom half is for work orders and time-in / time-out.

The screenshot shows the bottom section of the 'Timecard' window, which includes a table of work orders and a 'Time-In/Time-Out' section. The table has columns for WO Number, Location, WO Description, Hours, Task Code, Pay Code, Labor Class, Shift, Comments, and Work Done?. The 'Total Hours' is 10.00. Below the table are buttons for 'Route Work Order...', 'Equip Rental...', 'View WO...', 'Status History...', 'Print', 'Save and Approve', and 'Save, Don't Approve'. The 'Time-In/Time-Out' section has a grid for entering start and stop times for various activities, with a total of 10.00 hours.

WO Number	Location	WO Description	Hours	Task Code	Pay Code	Labor Class	Shift	Comments	Work Done?
S1200001	OCAM	SHOPS ADMIN/FOREMAN	3.50		REGULAR	CLASS	1		<input type="checkbox"/>
S1200002	OCAM	COFFEE BREAKS	.50		REGULAR	CLASS	1		<input type="checkbox"/>
S1200314	OCAM	SWEET AVENUE FOUNTAIN	1.00		REGULAR	CLASS	1		<input type="checkbox"/>
WO191526	OCAM/L000	FIRE SYSTEMS SUPPORT -	1.00		REGULAR	CLASS	1		<input checked="" type="checkbox"/>
WO193231	OCAM/L000	FY12 PLUMBING MINOR MAI	3.00		REGULAR	CLASS	1		<input type="checkbox"/>
WO194031	WFAR091	MONSON BARN-REPAIR LE	1.00		REGULAR	CLASS	1		<input checked="" type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
			Total Hours	10.00					

For details see [Time Cards In FAMIS](#).

## FAMIS Webtime

Users who prefer to enter a week at a time can use the web form. This generally works best if you are not using multiple work orders per day.

### Enter / Edit Time Cards - For The Week: 04-Mar-2012 - 10-Mar-2012

Employee Name : FINKBINER, MICHAEL

[Open Calendar](#)

[Close Calendar](#)

[User Manual](#)

[Supervisor Approval](#)

#### Time In/Time Out

- Click the Delete button for the Time In/Time Out records (below) you do not work.
- Click the Default Times Button to add your default time.

[Default Time In/Time Out](#)

[Add New Day](#)

	WORK DATE	IN 1	OUT 1	IN 2	OUT 2	IN 3	OUT 3	IN 4	OUT 4	ABSENT	EXEMPT	HOURS
<a href="#">DELETE</a> <a href="#">EDIT</a>	MONDAY , 03/05/2012	07:00AM	11:30AM	12:30PM	04:00PM							8
<a href="#">DELETE</a> <a href="#">EDIT</a>	TUESDAY , 03/06/2012	07:00AM	11:30AM	12:30PM	03:00PM							7
<a href="#">DELETE</a> <a href="#">EDIT</a>	WEDNESDAY , 03/07/2012	07:00AM	11:30AM	12:30PM	04:00PM							8
<a href="#">DELETE</a> <a href="#">EDIT</a>	THURSDAY , 03/08/2012	07:00AM	06:00PM									11
<a href="#">DELETE</a> <a href="#">EDIT</a>	FRIDAY , 03/09/2012	07:00AM	11:30AM	12:00PM	05:00PM							9.50
												<b>43.50</b>

#### Work Order/Hours

[Default Hours==>](#)

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[New Work Order](#)

	WORK DATE	HOURS	WO NUMBER	DESCRIPTION/COMMENTS	STATUS
<a href="#">INSERT</a> <a href="#">DELETE</a> <a href="#">EDIT</a>	MONDAY , 03/05/2012	8	S1200320	FACILITIES DEFAULT TIME DEFAULT REGULAR	S APPROVE
<a href="#">INSERT</a> <a href="#">DELETE</a> <a href="#">EDIT</a>	TUESDAY , 03/06/2012	7	S1200320	FACILITIES DEFAULT TIME WILL BE WORKING LONG DAYS THUR/FRI	S APPROVE
<a href="#">INSERT</a> <a href="#">DELETE</a> <a href="#">EDIT</a>	WEDNESDAY , 03/07/2012	8	S1200320	FACILITIES DEFAULT TIME DEFAULT REGULAR	S APPROVE
<a href="#">INSERT</a> <a href="#">DELETE</a> <a href="#">EDIT</a>	THURSDAY , 03/08/2012	11	S1200320	FACILITIES DEFAULT TIME LAURIE GREEN VISIT	S APPROVE
<a href="#">INSERT</a> <a href="#">DELETE</a> <a href="#">EDIT</a>	FRIDAY , 03/09/2012	9.50	S1200320	FACILITIES DEFAULT TIME LAURIE GREEN VISIT	S APPROVE
		<b>43.50</b>			

[Approve](#)

[Refresh](#)

[Logout](#)

For details see, [FAMIS Webtime User Manual](#).

**Change History**

<b>Date</b>	<b>Description</b>	<b>Changed By</b>
19 March, 2012	Created Document	Mike Finkbiner
29 March, 2012	Added Links to Time Card Documents	Tim Haight