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

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.

For details see, FAMIS Webtime User Manual.
## Change History

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<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Changed By</th>
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<td>Created Document</td>
<td>Mike Finkbiner</td>
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<tr>
<td>29 March, 2012</td>
<td>Added Links to Time Card Documents</td>
<td>Tim Haight</td>
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