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.

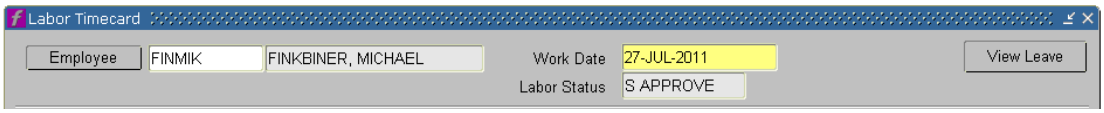
To supplement that we also require hourly employees to enter time in and time out for days worked.

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.

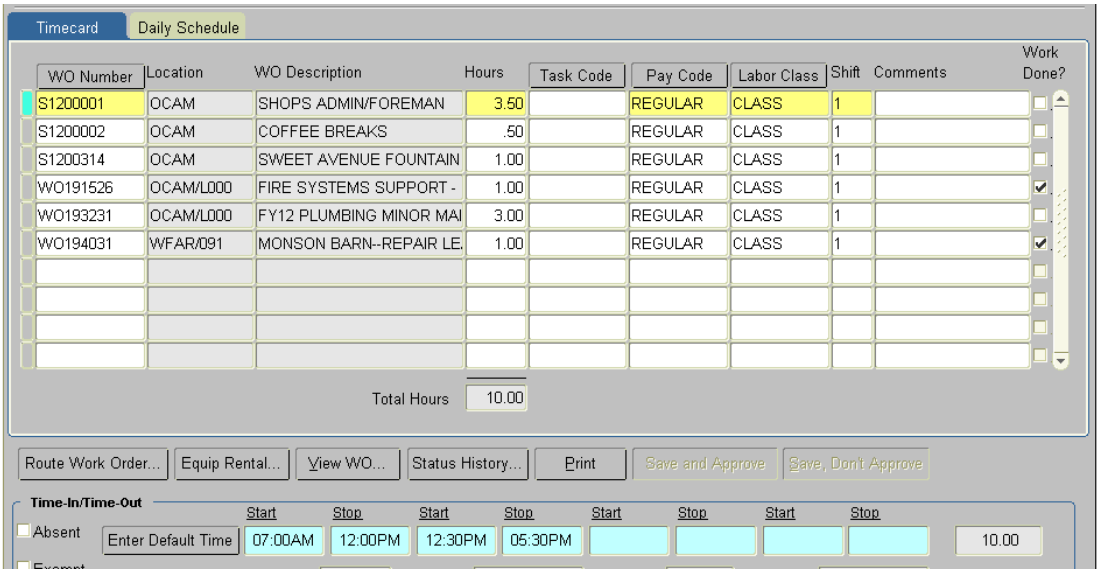
Both forms require being set up with access to FAMIS. To get setup in FAMIS, contact the FAMIS Administrator.

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.

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
DELETE	EDIT	MONDAY , 03/05/2012	07:00AM	11:30AM	12:30PM	04:00PM							8
DELETE	EDIT	TUESDAY , 03/06/2012	07:00AM	11:30AM	12:30PM	03:00PM							7
DELETE	EDIT	WEDNESDAY, 03/07/2012	07:00AM	11:30AM	12:30PM	04:00PM							8
DELETE	EDIT	THURSDAY , 03/08/2012	07:00AM	06:00PM									11
DELETE	EDIT	FRIDAY , 03/09/2012	07:00AM	11:30AM	12:00PM	05:00PM							9.50
													43.50

Work Order/Hours

Default Hours==> 8 New Work Order

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

Approve | Refresh | Logout

For details see, FAMIS Webtime User Manual.

Change History

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