

To Enter Your Time in the FAMIS Web Time

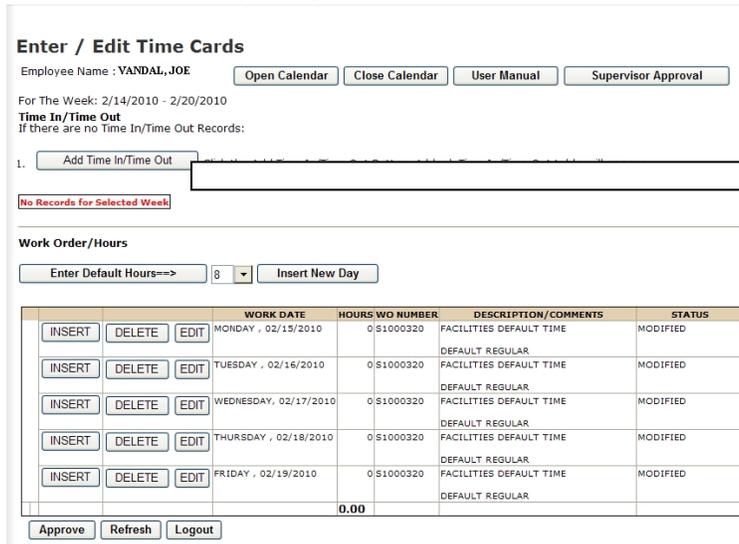
1. Go to <https://www.sites.uidaho.edu/famiswebtime/>

- 2.

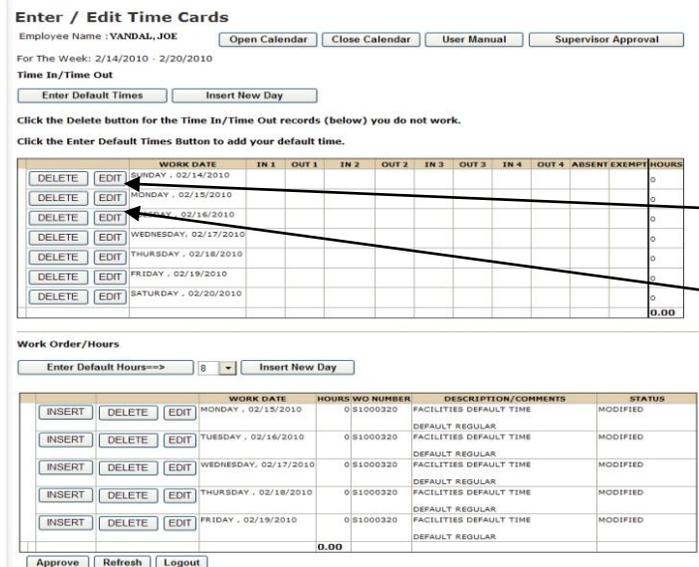


At the login screen, enter your FAMIS User ID and Password, click the Logon button

3. If this is the first time you updated your time card this week, (if not, skip to #4)



a. Click the Add Time In/Time Out button



b. In the Time In/Time Out table, click the Delete button for the days you do not work

4.

Enter / Edit Time Cards
Employee Name : VANDAL, JOE

For The Week: 2/14/2010 - 2/20/2010

Time In/Time Out

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

DELETE	EDIT	WORK DATE	IN 1	OUT 1	IN 2	OUT 2	IN 3	OUT 3	IN 4	OUT 4	ABSENT EXEMPT	HOURS
<input type="button"/>	<input type="button"/>	MONDAY, 02/15/2010	07:30AM	11:30AM	12:30PM	04:30PM						8
<input type="button"/>	<input type="button"/>	TUESDAY, 02/16/2010	07:30AM	11:30AM	12:30PM	04:30PM						8
<input type="button"/>	<input type="button"/>	WEDNESDAY, 02/17/2010	07:30AM	11:30AM	12:30PM	04:30PM						8
<input type="button"/>	<input type="button"/>	THURSDAY, 02/18/2010	07:30AM	11:30AM	12:30PM	04:30PM						8
<input type="button"/>	<input type="button"/>	FRIDAY, 02/19/2010	07:30AM	11:30AM	12:30PM	04:30PM						8
												40.00

Work Order/Hours
 8

INSERT	DELETE	EDIT	WORK DATE	HOURS WO NUMBER	DESCRIPTION/COMMENTS	STATUS
<input type="button"/>	<input type="button"/>	<input type="button"/>	MONDAY, 02/15/2010	8:51000320	FACILITIES DEFAULT TIME	MODIFIED
<input type="button"/>	<input type="button"/>	<input type="button"/>	TUESDAY, 02/16/2010	8:51000320	DEFAULT REGULAR	MODIFIED
<input type="button"/>	<input type="button"/>	<input type="button"/>	WEDNESDAY, 02/17/2010	8:51000320	DEFAULT REGULAR	MODIFIED
<input type="button"/>	<input type="button"/>	<input type="button"/>	THURSDAY, 02/18/2010	8:51000320	DEFAULT REGULAR	MODIFIED
<input type="button"/>	<input type="button"/>	<input type="button"/>	FRIDAY, 02/19/2010	8:51000320	DEFAULT REGULAR	MODIFIED
						40.00

User Manual

Click the Enter Default Times button (above the Time In/Time Out table).
If you need to change your time in/time out hours, use the Edit button for the record to be

5.

Enter / Edit Time Cards
Employee Name : VANDAL, JOE

For The Week: 2/14/2010 - 2/20/2010

Time In/Time Out

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DELETE	EDIT	WORK DATE	IN 1	OUT 1	IN 2	OUT 2	IN 3	OUT 3	IN 4	OUT 4	ABSENT EXEMPT	HOURS
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												40.00

Work Order/Hours
 8

INSERT	DELETE	EDIT	WORK DATE	HOURS WO NUMBER	DESCRIPTION/COMMENTS	STATUS
<input type="button"/>	<input type="button"/>	<input type="button"/>	MONDAY, 02/15/2010	0:51000320	FACILITIES DEFAULT TIME	MODIFIED
<input type="button"/>	<input type="button"/>	<input type="button"/>	TUESDAY, 02/16/2010	0:51000320	DEFAULT REGULAR	MODIFIED
<input type="button"/>	<input type="button"/>	<input type="button"/>	WEDNESDAY, 02/17/2010	0:51000320	FACILITIES DEFAULT TIME	MODIFIED
<input type="button"/>	<input type="button"/>	<input type="button"/>	THURSDAY, 02/18/2010	0:51000320	DEFAULT REGULAR	MODIFIED
<input type="button"/>	<input type="button"/>	<input type="button"/>	FRIDAY, 02/19/2010	0:51000320	FACILITIES DEFAULT TIME	MODIFIED
						0.00

Click the Enter Default Hours button (above the Work Order/Hours table).
If you need to change your work order or labor hours, use the Edit button for the record to

6.

Enter / Edit Time Cards
Employee Name : VANDAL, JOE

For The Week: 2/14/2010 - 2/20/2010

Time In/Time Out

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Work Order/Hours
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INSERT	DELETE	EDIT	WORK DATE	HOURS WO NUMBER	DESCRIPTION/COMMENTS	STATUS
<input type="button"/>	<input type="button"/>	<input type="button"/>	MONDAY, 02/15/2010	8:51000320	FACILITIES DEFAULT TIME	APPROVE
<input type="button"/>	<input type="button"/>	<input type="button"/>	TUESDAY, 02/16/2010	8:51000320	FACILITIES DEFAULT TIME	APPROVE
<input type="button"/>	<input type="button"/>	<input type="button"/>	WEDNESDAY, 02/17/2010	8:51000320	DEFAULT REGULAR	APPROVE
<input type="button"/>	<input type="button"/>	<input type="button"/>	THURSDAY, 02/18/2010	8:51000320	FACILITIES DEFAULT TIME	APPROVE
<input type="button"/>	<input type="button"/>	<input type="button"/>	FRIDAY, 02/19/2010	8:51000320	FACILITIES DEFAULT TIME	APPROVE
						40.00

Click the Approve Button.
If you don't want to approve your time card just yet, just log out. Your time card will be saved.
Once approved, your time card is done for the week.

For more detailed instructions on how to use FAMIS Webtime, go to [here](#).

Change History

Date	Description	Changed By
February 23, 2010	Initial Document	Tim Haight
June 22, 2012	Reformatted	Tim Haight