

FAMIS Web Time

User Manual

Haight, Timothy 3/3/2012

University of Idaho Facilities Services

Table of Contents

Introduction3
User Requirements3
Purpose3
Time Card Description4
How to Log In6
Invalid Login Errors
Default Time Cards8
Adding a New Time In/Time Out Record12
Editing a Time In/Time Out Record16
User Works a Split Overnight Shift16
User Works Different Hours One Day18
Absences21
Adding Work Orders23
Editing Work Orders29
Approving Your Time Card31
Hours Less Than 40
Deadline to Submit Time Card

Introduction

The FAMIS Web Time system was designed to make time entry for individuals who are required to track time in and time outs, as well as work orders. This system was developed for these reasons:

- The University of Idaho implemented a web based time system that does not track work orders.
- In order to use this system, a separate entry would have to be made in FAMIS to enter the work order.
- The current time card system in FAMIS records time cards on a daily basis. The desire is to be able to manage time cards on a weekly basis.

User Requirements

To use the FAMIS Web Time system, the user must:

- Have access to a computer connected to the University of Idaho network.
- Have an account in the PROD database.
- Have an account in FAMIS.

Purpose

The purpose of this document is to:

- List the user requirements.
- Instruct how to log in.
- Instruct how to enter / edit time in/time out records.
- Instruct how to enter / edit work order / hours records.

University of Idaho

Facilities Services

Time Card Description



Number	Item	Description					
1	Logged in Employee Name	Indicates who is logged in					
2	Open Calendar Button	Opens a calendar to allow you to select a different week					
3	Close Calendar Button	Closes the calendar					
4	User Manual Button	Opens the online user manual in a separate browser window or tab					
5	Supervisor Approval Button	Visible if you are a supervisor. When clicked, opens the Supervisor Approval Form, which is used to approve employee time cards					
6	Selected Week	Indicates the selected week. This can be changed by opening the calendar and selecting a different week					
7	Time In/Time Out Table Enter Default Times Button	Enters the default times that are stored in FAMIS into Time In/Time Out table for the logged in user for the selected week.					

Number	Item	Description
8	Time In/Time Out Table Insert New Day Button	Allows logged in user to enter a new Time In/Time Out record.
9	Time In/Time Out Table	Shows the Time In/Time Out records for the logged in user for the selected week. This table shows the hours the logged in user worked during the selected week. Absences and Exemptions are indicated by a Y in the appropriate fields.
10	Time In/Time Out Delete Record Button	Allows the logged in user to delete a Time In/Time Out record.
11	Time In/Time Out Edit Record Button	Allows the logged in user to edit the selected Time In/Time Out record.
12	Work Order/Hours Table Enter Default Hours Button	Enters the value of the Hours Drop Down List into the logged in user's Work Order/Hours table for the selected week.
13	Hours Drop Down List	Allows the logged in user to change the number of default hours when the /Hours Table Enter Default Hours Button is clicked. The default value is 8.
14	Work Order/Hours Table Insert New Day Button	Allows the logged in user to insert a new Work Order/Hours record.
15	Work Order/Hours Table	Shows the work orders and paid hours for the logged in user for the selected week. If absences are indicated in the Time In/Time Out table, such as holidays, sick time, leave, etc, these are accounted for by a work order, so there may be a difference between the number of hours in the Time In/Time Out and the Work Order/Hours tables. The logged in user's pay is based on the Work Orders/Hours table.
16	Work Order/Hours Table Insert Record Button	Allows the logged in user to insert a record in the Work Orders/Hours table. When clicked, the date for the selected day is entered in the Insert Work Order Hours form.
17	Work Order/Hours Table Delete Record Button	Allows the logged in to delete the selected Work Order/Hours record.
18	Work Order/Hours Table Edit Record Button	Allows the logged in user to edit the selected Work Order/Hours record.
19	Approve Button	Allows the logged in user to approve the selected week's time card. When clicked, the status is changed to "E APPROVE"
20	Refresh Button	Refreshes the screen

Number	Item	Description
21	Logout Button	Closes the time card form and returns the logged
		in user to the login screen.

How to Log In

1. Go to the FAMIS Home Page (http://banner.uidaho.edu/famis)



2. Click on FAMIS Self Service



3. Click on FAMIS Web Time

4. Enter your FAMIS User Name and Password in the login screen.



Figure 1 - Blank Login Screen

ACREMENTAN	AONEN 1963	BUILDING TRADES	LANDYCAPE & EXTERIOR VEL	WEB TINK

Figure 2 - Login Screen With User Name and Password

- 5. Click the Login button
- 6. If you successfully enter your User Name and Password, you will be taken to your time card for the current week.

	me : HA	IGHT, TIMO	OTHY W Op	en Cale	endar	Close (Calenda	ır 🗌 L	Jser Man	ual	Supe	ervisor	Approval
ne In/Time	e Out												
Click the	Delete	button for	r the Time II	n/Time	Out re	cords (be	low) yo	u do no	t work.				
Click the	Defaul	lt Times Bu	utton to add	vour de	fault t	ime.							
efault Tim	ne In/Ti	me Out	Add I	New Da	y								
		WOR	K DATE	IN 1	OUT 1	IN 2	OUT 2	IN 3	OUT 3	IN 4	OUTA	ADCENT	EXEMPTHOUR
DELETE	EDIT	MONDAY , 0				M12:30PM	04:00PI		0013	111 4	0014	Absent	
DELETE	EDII												8
DELETE	EDIT	TUESDAY ,	06/19/2012	07:00AN	11:30A	M12:30PM	04:00PM	1					8
DELETE	EDIT	WEDNESDAY	r, 06/20/2012	07:00AN	11:30A	M12:30PM	04:00PM	4					8
DELETE	EDIT	THURSDAY	, 06/21/2012	07:00AN	11:30A	M12:30PM	04:00PM						8
DELETE	EDIT	FRIDAY, 06	5/22/2012	07:00AN	11:30A	M12:30PM	04:00PM						
DELETE													8
													40.0
ork Order/		8 🗸	New Work	c Order									STATUS
)efault Ho	1		WO					D	CCOTOTT	ON/COL	MENTC		
2			_	RK DATE		HOURS WO			ESCRIPTI			E /	APPROVE
Default Ho	DEL	ETE ED	IT MONDAY ,	06/18/2	012	8 S120	0320	FACILITI DEFAULT	ES DEFAU REGULAR	LT TIME			
2	DELI		IT MONDAY ,	06/18/2	012		00320	FACILITI DEFAULT FACILITI	ES DEFAU	LT TIME LT TIME			APPROVE APPROVE
INSERT		ETE ED	IT MONDAY , IT TUESDAY ,	06/18/2	012	8 S120	00320	FACILITI DEFAULT FACILITI DEFAULT FACILITI	ES DEFAU REGULAR ES DEFAU	LT TIME LT TIME LT TIME		E /	
INSERT	DEL	ETE ED	IT MONDAY , IT TUESDAY , IT WEDNESDA	06/18/20 06/19/2 Y, 06/20	D12 012)/2012	8 S120	00320 00320 00320 00320	FACILITI DEFAULT FACILITI DEFAULT FACILITI DEFAULT FACILITI	ES DEFAU REGULAR ES DEFAU REGULAR ES DEFAU	LT TIME		E /	APPROVE
INSERT INSERT INSERT	DELI	ETE ED ETE ED ETE ED	T MONDAY , T TUESDAY , T WEDNESDA T THURSDAY	06/18/20 06/19/2 Y, 06/20	012 012)/2012 /2012	8 S120 8 S120 8 S120	00320 00320 00320 00320 00320	FACILITI DEFAULT FACILITI DEFAULT FACILITI DEFAULT FACILITI FACILITI	ES DEFAU REGULAR ES DEFAU REGULAR REGULAR ES DEFAU	LT TIME		E /	APPROVE

Figure 3 - Current Time Card

Invalid Login Errors

The User Name and Password fields are required. If you do not enter these fields, the error message "User ID Is Required!!" and/or "Password is Required!!" will appear similar to those in Figure 4 below.

Facilit	ies Serv	ices - FAMI	S Web Time			Universit	y of Idaho
801441	ABORITA		FACILITIES IN AM	ADHINEVER	BUILDING TRADES	LANDICAPE & EXTERIOR SWIS	WEB TIME
er Name	Ē						
neword			-				
ogin	Clear Date	ID is Required!					

Figure 4 - Missing Required Login Information

If you enter an incorrect User Name or Password, the message "Invalid User Name and/or Password. Please Try Again." will appear. Check that the User Name and Password is correct and try again. If you still are having problems logging in, contact Mike Finkbiner, 885-2880, mikef@uidaho.edu

Facilitie	s Services - FAMI	IS Web Time			Universit	y of Idah
HONE A	ROBITA A & E SERVICES	PACINITIES TRAM	ADNEN LYCE	BUILDONE TRADEL	LANDICAPE & EXTERIOR 1913	WEB 1194
ser Norvel	Regh	10				
naword						
Login Cle	ar I					
walid User Na	ame and/or Password. Plea	it e				

Figure 5 - Invalid User Name

Default Time Cards

If you work the same schedule most weeks, entering your time each week can be completed with only a few mouse clicks. Many Facilities Services employees have a default schedule stored in FAMIS, which allows the FAMIS Webtime to load default time in/time outs and work orders.

If your default schedule is stored in FAMIS, then to complete your time card each week, you would do the following:

1. If this is the first time you logged into FAMIS Webtime, your time card will look something like Figure 6 below.

iployee Nai	me : HAIGHT, TIMOT	HY W Open Calendar	Close Calenda	ar User Manual	Supervisor Approval
ne In/Time	e Out o Time In/Time Out P	Records:			
Add Tir	me In/Time Out Clic	k the Add Time In/Time C)ut Button. A blank	Time In/Time Out table v	vill appear.
Click the	Delete button for t	the Time In/Time Out re	ecords (below) yo	u do not work.	
Click the	Default Times But	ton to add your default f	time.		
Records for	Selected Week, Time	In/Time Out Records are R	equired For Non-Exe	mot Employees Before the	Time Card Can be Approved.
rk Ordor/					
ork Order/		-			
ork Order/ Default Ho	Hours	New Work Order			
	Hours				
	Hours	WORK DATE	HOURS WO NUMBER	DESCRIPTION/COM	
	Hours	WORK DATE	HOURS WO NUMBER	DESCRIPTION/COM FACILITIES DEFAULT TIME	MENTS STATUS MODIFIED
efault Ho	Hours	WORK DATE MONDAY , 06/18/2012			
Default Ho	Hours urs==> 8 • DELETE Edit	WORK DATE MONDAY , 06/18/2012 TUESDAY , 06/19/2012	0 \$1200320 0 \$1200320	FACILITIES DEFAULT TIME	MODIFIED
INSERT	Hours urs=> 8 DELETE Edit DELETE Edit	WORK DATE MONDAY, 06/18/2012 TUESDAY, 06/19/2012 WEDNESDAY, 06/20/2012	0 \$1200320 0 \$1200320 : 0 \$1200320	FACILITIES DEFAULT TIME	MODIFIED
INSERT INSERT INSERT	Hours UIS 8 DELETE Edit DELETE Edit DELETE Edit DELETE Edit	WORK DATE MONDAY, 06/18/2012 TUESDAY, 06/19/2012 WEDNESDAY, 06/2012 THURSDAY, 06/2012	0 \$1200320 0 \$1200320 0 \$1200320	FACILITIES DEFAULT TIME FACILITIES DEFAULT TIME FACILITIES DEFAULT TIME	MODIFIED MODIFIED MODIFIED

Figure 6 - First of the Week Time Card

2. If there are no Time In/Time Out records, click the Add Time In/Time Out button. This will create Time In/Time Out records for the current week showing.

ployee Name I HAGHT, TSHOTHY W Op	en Calezo	feri 🛛	Close C	alwindar	0	ser Mars	al .	50	opervise: Appre	nal .
The Week: 2/14/2010 - 2/20/2010 # 3n/Time Out										
Enter Default Times Insert N	ew Dey									
k the Delete button for the Time In/Tim k the Enter Default Times button to add				you do i	not wor	*				
WORK DATE	S	0071	191	0073	19.2	der 1	10.4	OUT &	ABMATING	-
DELETE EDIT PUNCHT - 00/14/3010										•
DELETE COT MONONE . CONTRELIES										ŀ.
DELETE COT PUBLICAT . IN VIE DELE										ŀ.
DEFELE EDL AND ADDRESS OF 12 (2012)				_						Ł
DELETE EOT THURSDAY, BUIRDON										ŀ.
DELETE EDIT PRIDAY, 40/VACIDID										Ł
DELETE EDT HATHERT . NO. 201201	_									L.,
rk Order/Hours										
Enter Default Hours> 1 +	Inset	New D	99							
	REDATE		OVER WO			CICRDAT				1110
MIRT DELETE EDIT "CHEFT	40/18/20	÷.	8.81.0			180 D.000.0			H00.01960	
BIGERT DELETE EDT TARDAY	00/18/20	10	0000			RECENT			HOCUPIED	9
BUIERD DELETE EDIT WEINESS	en an an	2010	0.000	00000	PACILITY	REAL DRAW	AT TIM		HODIPIES	
ASERT DELETE EDIT THURSON	, 58/18/1	010	6,81,9	10.000	PACE AT	181 (10 ¹ m)	AN TIM		NOCTOR	
MERT DELET	6/08/201	•	0400	10000	PACTUT	IN DEAL	AT THE	C	1400.0188	
						TRADICAL AN				

Figure 7 - After Adding Blank Time In/time Out Records

3. Click the Delete button in the Time In/Time Out table for the days you do not work.

Example 1: If you work Monday - Friday, delete Sunday and Saturday. **Example 2:** If you work overnight where you have a split shift during the day starting on Monday afternoon and ending on Saturday morning, delete Sunday.

University of Idaho

Facilities Services

Enter / Edit Time Cards

Einplovee frame | HAGDeff, 1240/ber W Open Calendar | Open Calendar | User Manual | Sopervisor Approval

For the week: 2/14/2010 - 2/20/2010 Time In/Time Out

Enter Default Times Insert New Day

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.

	WORK DATE	10.1	CIVIT E	19.3	OUT 2	19.3	OUTS	38.4	OUT 4	ABSONT	COMPTY	HOURS
	MONDAY , 00/15/2010											a
DELETE EDIT	7U850AH . 62/14/2000											p
DELETE EDIT	WEDHERDAY, 12/17/2010											£.
DELETE	THURSONY . \$2/18/2010											a :
DELETE EDT	PRODUCT - 10/19/2010											¥.
												0.00

Work Order/Hours

Enter Default Hours--> E E Insert New Day

		WORK DATE	HOURS WO NUMBER	DESCRIPTION/CORRENTS	STATUS
		HONDRY - 02/15/2018	080800528	PACEUTIES DEPART TIME	HOCIPHO
MSERT	DEFEJE [ED4]	TUBBERY . 02/16/2010		PACELITIES DEPAULT TIME DEPAULT REDULAR	HOEIPRO
RISERT)	DELETE	WEDNESDAY, 52/17/2010	0.80005320	VACULITURE DEPAULT TURE DEPAULT REDULAR	HOCIPIKO
MISERT) [DELETE	YwuR30ey - 05/18/2010	0 80005339	PROLITIES DEPAULT TIME DEPAULT REDULAR	MOCIPIED
INSERT]	DELETE	PRIDAY - 02/18/2018	0,80000339	PROLITING DRPAULT TIME DRPAULT REBULAR	москраја
			0.00		

Figure 8 - After Deleting Non Working Days

 Click the Enter Default Times button above the Time In/Time Out table. This will flood in your default time in and time outs into the table for the current week showing.

	100 1 194	юнт, т	PROTEIN	WO	pers Caller	sdar	Class Ca	lender.	Che	e Manua	1	Sup	ervisor A	pproval
The Week	2/14/3	010 - 3	120120	10		-								_
se In/Time	Out													
Enter Del	ault Tie	1415		insert 1	New Day									
ck the Dele		-	the View	- Te (7)										
ck the Ente	r Defai	elt Time	rs Bette	e to ad	id your di	efault S	met.							
			NORM DA		191	OUTS	19.2	OWT	10.2	ONTA	10.4	0074	ARGENT	00000000
DELETE	EDIT	MONEA	*. #8/h	N2918	ST-BOAM	11.0040	120.000	(412)89	5					•
DELETE	(EDT)	TUESCA	W. 8878	6/2010	OT 30AM	15-0040	12.3099	04.35PM	1					
DELETE	ED/7	WEDNE	104Y) - 55	(47,814	R01-30AM	11-004	12.3094	04/3079	-					
DELETE	EDIT		044 . IL	18/201	1 11-30AN	11.204	L2.30N	04-2024	-	-	-	-		- 6
DELETE		-		0048	-			14.3089	-	-	-		-	
Denerel	(EDEL)				-									1
					-		_		-		_			140
erk Onder/					lineer	t Nener Di	ey :							
Enter De	dault in	091210	ana a					10000			a lateration	-		
		(+F)			ORIC DATE		Dista wo a			CHAPTER D DEFAULT		UNTS :		STATUS
Enter De		ETE]						0300 M		9 DEPALL		UNTS .		
			EDIT	HONDAY		*1.0-		0350 %	CLUTH PAGET A CLUTH	DEPALL	TING	UNTS		
INSERT.	081	ETE]	EDIT	TUESCAY	, 90/18/3	056	0.8400	0300 Pr 0300 Pr 0300 Pr	CILITIE CILITIE CILITIE PAULT A	DEPALL	T TIME	UNTS .	HOD	97360
NSERT NSERT) (061) (061	ETE)	(1103) (1103) (1103)	HOADAY TUBBOAY	, 80/18/3 , 03/18/3 DHY, 00/17	006 V2010	0 8000	0300 P/ 0300 P/ 0300 P/ 0300 P/	CIUTIE CIUTIE CIUTIE CIUTIE CIUTIE CIUTIE	DEPAUL DEPAUL DEPAUL DEPAUL DEPAUL DEPAUL	T TIME T TIME	UNTS	800	9780 9780 9780
NSERT NSERT) (((((((((((((((((((£7E)	EDT (, 80/18/3 (, 00/18/3 047, 00/17	110- 054 V2010	0.8000	0300 P/ 0300 P/ 0300 P/ 0300 P/ 0300 P/ 0300 P/	CIUTIE CIUTIE CIUTIE CIUTIE CIUTIE CIUTIE	9 007444 190444 8 047444 9 047444 9 047444 9 047444 9 047444	T TIME T TIME	ENTS :	HOD	9780 9780 9780
NSERT) (((((((((((((((((((£7E)	EDT (, 80/18/3 , 03/18/3 DHY, 00/17	110- 054 V2010	0 8000	0300 P/ 0300 P/ 0300 P/ 0300 P/ 0300 P/ 0300 P/ 0400 P/	CIUTH CIUTH CIUTH CIUTH CIUTH CIUTH CIUTH CIUTH	0 000444 0 000444 0 000444 0 000444 0 000444 0 000444 0 000444 0 000444	T TIME T TIME T TIME T TIME	UNTS -	800	790 790 790

Figure 8 - After Entering Default Time In/Time Outs

5. Click the Enter Default Hours button above the Work Orders/Hours table. This will flood in 8 hours in each record in the Work Order/Hours table for the current week showing.

If you work a different number of hours each day (for example 4 X 10 hours), change the number of hours in the drop down list to the number of default hours, then click the Enter Default Hours button.

Facilities Services

		sant, t	34034	(III 0)	pen Cale	ndar	Close Ca	dendar	Use	er Maricol		Sup	ervisor A	Approva	1
The Week	3/34/3	010 - 3	2/20/20	100											
e In/Time	Out														
Enter Del	ault Tie		1	losert I	low Day										
								0.202	0.00						
k the Dele	te bett	on for	the raw	60 38/10	ne Out r	ecords ((below) y	ou de no	e work						
3 the Ente	r Defa	alt Tim	en Butt	on to ad	d your d	efault ti	ee.								
			NORM D		19.1	OUTA	19.0	OUT 1	14.1	0973	-	OUT 4	ASSENT	DEPEND	how
DELE7E	EDIT	MONDA	w	12,3011	(01)00ea	01.394	12.3044	24.3048	1						ŀ.
DELETE	103	7,480	AF . 127	26/2010	107120HR	111-00A	12.30848	04.0074	5						•
DELETE	EDIT	WEDINE	BDAY. C	3/57/201	E 07.3048	(11-3248	12-3084	04.0078	<u> </u>						-
DELETE	EDIT	THURS	DHY , 60	1/1/8/2010	07-2088	11.304	12-2089	04.3048	-						
DELETE	EOIT	-	1.44/14	10018	(0.9 s (b))and	011-0044	12:304	24.3144	-				-		
		-									-	-			45.0
ek Oeder/ Enter De				1 .	Inser	1 New D	4.)								43.0
			•	C. And	Inser		44	umers	DE	REALPHON	a./(0#	HENTE		ITAT	
	dault H	ETE)		inter and	Charlenge of Charl		and and	0032 /1	C0.1718	E CRUPTIC I DEFINA		HEARING	800	ITAN MPIKE	
Enter De	daudi H			MONDAY	DRK DATE	018	NAS WO A	003E #*	CLITE PART A CLITE	B DEFINA B DEFINA B DEFINA	TIME	HEATS			
Enter De	(DE)	EHE)	(EDIT)	MONDAY TURDOAT	DRK DATE	018	NAS WO A	0332 A+ 02322 A+ 0332 A+ 0330 A+	CLINE PACT I CLINE PACT I CLINE	B DEFINA	T TUNE	ACAIN	HOD	owne -	
Enter De Indext	(00) (00) (00)	£1E £7E	(EDIT)	NUCLEAR AND	088 0411 - 62/16/2	038 038 038	8000 WO A	0032E 84 0002E 84 0002E 84 00026 84 00026 84	CLITE PAUT I CLITE PAUT I CLITE CLITE	B DEFAUL RECULAR B DEFAUL RECULAR B DEFAUL B DEFAUL	T TUME T TUME	ACAIN	800	19180	
Enter De Indext Indext Indext	(00) (00) (00) (00) (00)	EUL EUL EUL	EDIT EDIT EDIT	Manager Manager Manager Manager Manager Manager	- 12/10/2	038 038 1930 1/3048	8 8100 8 8100 8 8100	00320 84 00320 84 00330 84 00330 84 00330 84 00330 84 00330 84	CLITE PAUT CLITE CLITE CLITE CLITE PAUT CLITE	B DBFNUL HEQULAR D DBFNUL HEQULAR E DBFNUL HEQULAR	T TUNE T TUNE T TUNE	ed avins	800	0796 0796	

Figure 9 - After Entering Default Hours for Work Orders

6. Click the Approve button (below the Work Orders/Hours table) to approve the weekly time card. This will change the Labor Status for your Work Order/Hours table for the current week showing to E APPROVE.

	Close Ca	stendar	- Une	r Manua	 I 	Sep	erviser Approva	1
Week: 2/54/2010 - 2/20/2030								
s/Time Out								
ter Default Times Assert New Day								
e Delete botton for the Time In/Time Out rocor	rds (below) y	na do na	work.	82				
e Enter Default Times Button to add your defau	it time.							
WORK DATE IN I DO	(T) (N)	6 790	18.3	ONTO	18.4	0.00	ABUST CREWTY	-
	30AW 12-30EW	04.3024		Contra .			And a state of the	
received becaused	\$15404 1.2.30Pm							
LETE (EDT) WEDWEDLY, BELLY BUILDIT, BOAR 11-	10444 12: DOPH	04/30896						6
LEVE LEVE		04.3074						ř –
								<u>۴</u>
LETE EDT PRIDAY, DD 58 2018 BT-3044 11-	30AM 13-30PM	24.3094						ŀ
	_	-	_					40.0
ander / Hours	w Day							
1010 C C C C C C C C C C C C C C C C C C						-		
	and a state of the state of the						STAR	
WORK DATE	HOURA MID A	0320 KA	¢1117383	DEFAULT			E ARROYE	
		0320 FA	CILITIE RALAT A CILITIE	D DEFAULT	11116		E MARCHE	
GERT DELETE EDIT MONDAY, 12/15/3010	# \$100	0320 FA 0320 FA 0320 FA	CILITIN RALA,T A CILITIN RALA,T A CILITIN	E DEFAULT	12146		0.000.0000	**
SERT DELETE EDT WORDHY, 02/15/3000 SERT DELETE EDT YMROHY, 02/14/3000	# 8100 # 8100	0320 FA 0320 FA 0320 FA 0320 FA 0320 FA	CILIPIE RAULT A CILIPIE RAULT A CILIPIE RAULT A CILIPIE	E DEFAULT BELLAR E DEFAULT E DEFAULT	T T 146		E ADMROVE	86
SERT DELETE EDT WORDHY, 02/15/3000 SERT DELETE EDT YMROHY, 02/14/3000	# \$100	0320 FA 0320 FA 0320 FA	CILITIN RALA,T A CILITIN RALA,T A CILITIN	E DEFAULT BELLAR E DEFAULT E DEFAULT	12146		6.4399.014	

Figure 9 - After Approving Your Time Card

7. Click the Logout button to log out and return to the Login Screen.

Adding a New Time In/Time Out Record

There may be times when you will need to add a Time In/Time Out record, such as getting called in to work on a day off. To add a new Time In/Time Out record:

1. Click the Insert New Day button (located above the Time In/Time Out table). This will open the Insert New Day form.

Insert I	New Day
WORK DATE:	Click the Work Date Field (above) to bring up calendar.
IN 1:	
OUT 1:	
IN <mark>2</mark> :	
OUT 2:	
IN 3:	
OUT 3:	
IN 4:	
OUT <mark>4</mark> :	
ABSENT:	Click if you are Absent.
EXEMPT:	Click if you are Exempt.
New Day	Cancel

Figure 9 - Insert New Day Form

2. Click the Work Date field to bring up the calendar. Select the work date from the calendar. In Figure 10 below, April 20, 2012 has been selected. When a date is selected, it is entered in the WORK DATE field.

				Ар	ril, 20	012		•
		Su	Мо	Tu	We	Th	Fr	Sa
WORK DATE:		25	26	27	28	29	30	31
	Click the Work Date Field (abo	1	2	3	4	5	6	7
	Click the Work Date Field (abo	8	9	10	11	12	13	14
IN 1:		15	16	17	18	19	20	21
		22	23	24	122	26	27	28
OUT 1:		29	30	1	2	3	4	-
			Toda	y: Oc	tober	19,	2012	
IN 2:								
IN 2: OUT 2:								
1000								
OUT 2: IN 3:								
OUT 2: IN 3: OUT 3:								
OUT 2:								
OUT 2: IN 3: OUT 3: IN 4:	Click if you are Absent.							

Figure 10 - Selecting Work Date

3. Enter the start time in the IN 1 field. It can be entered by enter typing the start time in the IN 1 field, or by selecting the start time from the drop down list.

	20-Apr-2012
WORK DATE:	Click the Work Date Field (above) to bring up calendar
IN 1:	
OUT 1:	
IN 2:	
OUT 2:	
IN 3:	
OUT 3:	
IN 4:	
OUT <mark>4</mark> :	
ABSENT:	Click if you are Absent.
EXEMPT:	Click if you are Exempt.
New Day	Cancel

All the start and end times must be in the HH:MM AM/PM format, such as 07:30AM. Also the minutes must be in 15 minute increments (00, 15, 30, or 45). If you type the time in the start or end time fields, the field will auto complete.

Figure 11 - IN 1 Times Drop Down List

	20-Apr-2012
WORK DATE:	Click the Work Date Field (above) to bring up calendar.
IN 1:	07:30 AM
OUT 1:	
IN 2:	
OUT 2:	
IN 3:	
OUT 3:	1
IN <mark>4</mark> :	
OUT 4:	
ABSENT:	Click if you are Absent.
EXEMPT:	Click if you are Exempt.
New Day	Cancel

Figure 11 - IN 1 Field Filled In

4. Enter the end time in the OUT 1 field like you did in the IN 1 field.

	20-FEB-2012
WORK DATE:	Click the Work Date Field (above) to bring up calendar.
IN 1:	07:30 AM
OUT 1:	11:30 AM
IN 2:	12:30 PM
OUT 2:	04:30 PM
IN 3:	
OUT 3:	
IN 4:	
OUT 4:	
ABSENT:	Click if you are Absent.
EXEMPT:	Click if you are Exempt.
New Day	Cancel

Figure 12 - Entering Time in OUT 1 Field Using Auto complete.

5. Repeat steps 3 and 4 above for the IN 2 and OUT 2 fields.

TUSELLIN	
	22-Jun-2012
WORK DATE:	Click the Work Date Field (above) to bring up calendar.
IN 1:	07:00AM
OUT 1:	11:30AM
IN 2:	12:30PM
OUT 2:	04:00PM
IN 3:	•
OUT 3:	•
IN 4:	•
OUT 4:	▼
ABSENT:	Click if you are Absent.
EXEMPT:	Click if you are Exempt.
New Day	Cancel

Figure 13 - IN 2 and OUT 2 Fields Entered

Facilities Services

	1e : V/	uvb/u	, JOE	Op	en Caler	ndar	Close Ca	lendar	User	Manual		Super	visor Ap	proval	
ne In/Time Click the Click the	Delete							w) you d	lo not w	ork.					
Default Time	e In/Tir	ne Out		Add I	lew Day										
			NORK	ATE	IN 1	OUT 1	IN 2	OUT 2	IN 3	OUT 3	IN 4	OUT 4	ABSENT	EXEMPT	HOU
DELETE	EDIT	MONDA	Y, 02/:	15/2010	07:00AM	09:30AN	10:00AM	11:30AM	12:30PM	04130PM					8
DELETE	EDIT	TUESD	4Y , 02/	16/2010	07:00AM	09130AN	10:00AM	11:30AM	12:30PM	04130PM					8
DELETE	EDIT	WEDNE	SDAY, 0	2/17/2010	07:00AM	09:30AN	10:00AM	11:30AM	12:30PM	04:30PM					8
DELETE	EDIT	THURS	DAY , 0	2/18/2010	07:00AM	09:30AN	10:00AM	11:30AM	12:30PM	04:30PM					8
DELETE	EDIT	FRIDAY	, 02/1	9/2010	07:00AM	09:30AN	10:00AM	11:30AM	12:30PM	04:30PM					8
DELETE	EDIT	SATUR	DAY . 03	2/20/2010	07:30AM	11:30AN	12:30PM	04:30PM							
	EUT														
ork Order/H															48.0
	lours		•		Nork Orc		DURS WO N	UMBER	DES	CRIPTION	/сомм	ENTS		STATU	
ork Order/H	lours	8	EDIT	WO MONDAY ,	RK DATE 02/15/20	D10	8 5100	0323 FA		CRIPTION HOLIDAY DLIDAY	/сомм	ENTS	E APP	ROVE	
ork Order/H Default Ho	iours urs==>	8		WO MONDAY , TUESDAY	RK DATE 02/15/20 . 02/16/2	010	8 51000	0323 FA Di 0320 FA	FAULT HO	HOLIDAY DLIDAY DEFAULT	TIME	ENTS	E APP	ROVE	
Default Ho	lours urs==>	ETE)	EDIT	WO MONDAY TUESDAY WEDNESD	RK DATE 02/15/20 , 02/16/2 AY, 02/17	010 010 7/2010	8 51000 8 51000 8 51000	0323 F# 01 0320 F# 01 0320 F# 01 0320 F#	CILITIES FAULT HO CILITIES FAULT RE CILITIES	HOLIDAY DEFAULT * EGULAR DEFAULT *	TIME	ENTS	E APP E APP	ROVE ROVE ROVE	
Default Ho	lours urs==>	ETE ETE	EDIT	WO MONDAY , TUESDAY	RK DATE 02/15/20 , 02/16/2 AY, 02/17	010 010 7/2010	8 51000	0323 FA Di 0320 FA 0320 FA 0320 FA	CILITIES FAULT HO CILITIES FAULT RE CILITIES	HOLIDAY DEFAULT DEFAULT DEFAULT EGULAR DEFAULT	TIME	ENTS	E APP	ROVE ROVE ROVE	
Default Ho INSERT INSERT	lours urs==>	ETE ETE ETE	EDIT	WO MONDAY TUESDAY WEDNESD	RK DATE 02/15/20 . 02/16/2 AY, 02/16 Y . 02/18	/2010 /2010	8 51000 8 51000 8 51000	0323 FA Di 0320 FA 0320 FA 0320 FA 0320 FA 04 0320 FA	FAULT HE FAULT HE CILITIES FAULT RE FAULT RE FAULT RE FAULT RE	HOLIDAY DEFAULT DEFAULT EGULAR DEFAULT EGULAR DEFAULT	TIME TIME TIME	ENTS	E APP E APP	ROVE ROVE ROVE	48.0 5

Figure 14 - New Day Entered

- 6. Click the New Day button (below the Exempt field) to add the new day.
- 7. In Figure 13 above, the user started at 07:30AM and stopped for lunch at 11:30AM on 22-JUN-2012. The user resumed work at 12:30PM and finished work for the day at 04:00PM.

If additional time in and time outs are necessary, the IN and OUT pairs 3 and 4 are available. In Figure 15 below, the user worked a split graveyard shift, starting at 12:00AM (midnight), stopping at 02:00AM, starting again at 05:00PM, stopping for lunch at 09:00PM, starting again at 10:00PM, and ending the day at 12:00AM (midnight).

	20-Oct-2012
WORK DATE:	Click the Work Date Field (above) to bring up calendar
IN 1:	12:00 AM
OUT 1:	02:00 AM
IN 2:	05:00 PM
OUT 2:	09:00 PM
IN 3:	10:00 PM
OUT 3:	12:00 AM
IN <mark>4</mark> :	
OUT 4:	
ABSENT:	Click if you are Absent.
EXEMPT:	Click if you are Exempt.
New Day	Cancel

Figure 15 - IN and OUT Pairs 1 Through 3 Used Showing Split Day

Editing a Time In/Time Out Record

The Enter Default Times button above the Time In/Time Out table uses values stored in FAMIS to enter your default time in/time records into your time card for the selected week. When you work a different schedule than your default, then it becomes necessary to edit your time in/time out records manually.

The easiest way to edit a time in/time out records is to click the Enter Default Times button to enter the default times, and then modify the record. Below are some examples when the time in/time out hours may need to be updated after the default hours have been applied.

User Works a Split Overnight Shift

1. Click the Edit button in the record to be edited.

mployee Name : V	ANDAL, JOE	Op	en Cale	ndar	Close (alenda	Us	er Manı	ial	Supe	rvisor Approv	al
me In/Time Out Click the Delete	e button for	the Time Ir	/Time	Out reo	ords (be	low) you	ı do not	work.				
 Click the Defau Default Time In/T 			your de New Da		ne.							
	WOR	KDATE	IN 1	OUT 1	IN 2	OUT 2	IN 3	OUT 3	IN 4	OUT 4	ABSENT EXEMP	HOUR
DELETE Edit	MONDAY, 2				10:00PM	12:00AN						6
DELETE Edit	TUESDAY, 2	46/2010	12:00AM	02:00AM	05:00PM	09:00PM	10:00PM	12:00AN				8
DELETE Edit	WEDNESDA	1, 2/17/2010	12:00AM	02:00AN	05:00PM	09:00PM	10:00PM	12:00AM				8
DELETE	THURSDAY,	2/18/2010	12:00A	02:00AN	05:00PM	09:00PM	10:00PM	12:00AM				8
DELETE	FRIDAY, 2/1	9/2010	12:00AM	02:00AN	IDS: DORM	09:00PM	10:00PM	12:00AM				8
DELETE Edit	SATURDAY,	2/19/2010	12:00AM	02:00AN								2
						1						40.0
ork Order/Hours Default Hours==>		New Work									EDIT TIME IN/	DUTS
DELETE	-	ORK DATE		S13003		ILITIES DI		COMMENT IME	IS	ENTERE	D	
DELETE		, 2/15/2010		S13003	20 FAC	ILITIES DI	EFAULT T	IME		ENTERE	D	
Cecere La		AY, 2/17/2010		S13003	20 FAC	ILITIES D	EFAULT T	IME		ENTERE	D	
DELETE		WEDNESDAY, 2/17/2010		S13003	20 FAC	ILITIES D	EFAULT T	IME		ENTERE	D	
DELETE Ed	THURSDA	11 2110/2010						TME		ENTERE	0	
			1	S13003	20 FAC	ILITIES DI	EFAULT T	a resta		LITTERE		
DELETE	it FRIDAY,			S13003		ILITIES D				ENTERE		

Figure 16 - Time In/Time Out Table

2. In Figure 16 above, it shows the user has a split shift, where he clocks in at 12:00AM, clocks off at 02:00AM, clocks in at 5:00PM, clocks off at 09:00PM, clocks in at 10:00PM, and clocks off at 12:00PM 6 days a week.

In this example, the user needs to remove the first time in/time out pair on Monday (12:00AM - 02:00AM), as well as the second and third time in/time out pairs on Saturday (05:00PM - 09:00PM, 10:00PM - 12:00AM). So the Edit button for Monday has been clicked.

ID:	VANJOE15-FEB-2010							
WORK_DATE:	02/15/2010							
IN 1:	12:00 AM							
OUT 1:	02:00 AM							
IN 2:	05:00 PM							
OUT 2:	09:00 PM							
IN 3:	10:00 PM							
OUT 3:	12:00 AM							
IN 4:								
OUT 4:								
ABSENT:	🔲 Click if you are Absent.							
EXEMPT:	Click if you are Exempt.							

Figure 17 - Edit Time In/Time Out Form

3. Make the changes to the time in and time out pair. In this example, remove the values in TI_1 and TO_1.

ID:	VANJOE15-FEB-2010
WORK_DATE:	02/15/2010
IN 1:	
OUT 1:	L:AM
IN 2:	05:00 PM
OUT 2:	09:00 PM
IN 3:	10:00 PM
OUT 3:	12:00 AM
IN 4:	
OUT 4:	
ABSENT:	🔲 Click if you are Absent.
EXEMPT:	Click if you are Exempt.
Update Time In/Tim	e Out Cancel

Edit Time In/Time Out

Update Time In/Time Out Cancel

Time In/Time Out

Figure 18 - Edited Time In/Time Out Form

4. Click the Update Time In/Time Out button to save the changes. In the above example, the values for the second and third time in/time out pairs will shift to the first and second pairs.

5. Repeat steps 2-4 for any other days to be edited. In this example, Saturday needs to be updated to remove the second and third time in/time out pairs. In Figure 19 below, the second and third time in/time out pairs on Saturday have been removed so now the correct number of hours is showing for a user working split shifts during a given week.

	WORK DATE	IN 1	OUT 1	IN 2	OUT 2	IN 3	OUT 3	IN 4	OUT 4	ABSENT	EXEMPT	HOURS
DELETE	MONDAY , 02/15/2010	05:00PN	09:00PN	10:00PM	12:00AM						*	6
DELETE	TUESDAY , 02/16/2010	12:00AN	02:00AN	05:00PM	09:00PM	10:00PM	12:00AM	ę.			8	8
DELETE	WEDNESDAY, 02/17/2010	12:00AN	02:00AN	05:00PM	09:00PM	10:00PM	12:00AM		192	12	92	8
DELETE	THURSDAY , 02/18/2010	12:00AN	02:00AN	05:00PM	09:00PM	10:00PM	12:00AM		8	0	0	8
DELETE	FRIDAY , 02/19/2010	12:00AN	02:00AN	05:00PM	09:00PM	10:00PM	12:00AM		0	0	0	8
DELETE Edit	SATURDAY , 02/20/2010	12:00AN	02:00AN	á -	ю.	(?).	8		0	0	0	2
					20	20.	23	8	22	22	22	40.00

Work Order/Hours

	WORK DATE	HOURS WO NUMBE	R DESCRIPTION/COMMENTS	STATUS
DELETE	MONDAY , 02/15/2010	6 S1000323	FACILITIES HOLIDAY DEFAULT HOLIDAY	ENTERED
DELETE	TUESDAY , 02/16/2010	8 S1000320	FACILITIES DEFAULT TIME DEFAULT REGULAR	ENTERED
DELETE	WEDNESDAY, 02/17/2010	8 S1000320	FACILITIES DEFAULT TIME DEFAULT REGULAR	ENTERED
DELETE	THURSDAY , 02/18/2010	8 S1000320	FACILITIES DEFAULT TIME DEFAULT REGULAR	ENTERED
DELETE	FRIDAY , 02/19/2010	8 S1000320	FACILITIES DEFAULT TIME DEFAULT REGULAR	ENTERED
DELETE	SATURDAY , 02/20/2010	2 S1300320	FACILITIES DEFAULT TIME	ENTERED
		40.0	-	

Approve Refresh Logout

Figure 19 - Time Card With Split Hours

User Works Different Hours One Day

There are times where you may need to work different times on a given day. To change these hours, do the following:

1. Click the Edit button in the record to be edited.

		Ope	en Cale	ndar	Close C	alenda	r Us	ser Manu	al	Supervisor Approva		al
ime In/Time Out												
Click the Delete	e button for 1	the Time In	/Time	Out rec	ords (bel	ow) you	do not	work.				
 Click the Defau 	It Times But	ton to add	your de	fault tin	ne.							
Default Time In/T	ime Out	Add N	lew Da	у	1							
	WORK	DATE	IN 1	OUT 1	IN 2	OUT 2	IN 3	OUT 3	IN 4	OUT 4	ABSENTEXEMP	Th
DELETE Edit	MONDAY, 2/1	5/2010	05:00P	09:00PN	10:00PM	12:00A	•					6
DELETE Edit	TUESDAY, 24	6/2010	12:00A	02:00AN	05:00PM	09:00P8	10:00PM	12:00AM	0			8
DELETE Edit	WEDNE SDAY,	2/17/2010	12:00A	02:00AN	05:00PM	09:00PM	10:00PM	12:00AM	2	-		8
DELETE Edit	THURSDAY, 2	18/2010	12:00A	82100AN	05:00PM	09:00PM	10:00PM	12:00AM	4			8
DELETE Edit	FRIDAY, 2/19/	2010	12:00A	02:00AN	05:09RM	09:00PM	10:00PM	12:00AM	1			8
DELETE Edit	SATURDAY, 2	19/2010	12:00A	02:00AN					_	-		2
					_		>			-		-4
								-				
									-			
Vork Order/Hours									-	~		011
		Now Work	Order	-							EDIT TIME IN	our
Vork Order/Hours Default Hours==>	8 •	New Work	Order]							EDIT TIME IN	00
		New Work	HOUR	S WO NU				COMMEN	15		STATUS	τυο
	wor	RK DATE	HOUR	5 WO NU 0 513003		DESCR			rs	ENTERE	STATUS	τυο
Default Hours=>	it MONDAY,	2/15/2010	HOUR		20 FACI		EFAULT T	IME	15		STATUS D	00
Default Hours>	MONDAY, it MONDAY, it ¹ TUESDAY,	2/15/2010	HOUR	0 513003	20 FACI	LITIES D	EFAULT T	IME IME	15	ENTERE	STATUS D	DUT
Default Hours	it MONDAY, it TUESDAY, it WEDNESDA	RK DATE 2/15/2010 2/16/2010 Y, 2/17/2010	HOUR	0 513003 0 513003	20 FACI 20 FACI 20 FACI	LITIES D	EFAULT T	IME IME IME	15	ENTERE	STATUS D D D	TUO
Default Hours> DELETE Ed DELETE Ed DELETE Ed	it MONDAY, 3 it TUESDAY, 3 it WEDNESDA it THURSDAY	RK DATE 2/15/2010 2/16/2010 Y, 2/17/2010 ', 2/18/2010	HOUR	0 513003 0 513003 0 513003	20 FACI 20 FACI 20 FACI 20 FACI	LITIES D	EFAULT T EFAULT T EFAULT T EFAULT T	IME IME IME IME	15	ENTERE	STATUS D D D	τυο
Default Hours> DELETE Ed DELETE Ed DELETE Ed DELETE Ed DELETE Ed	WONDAY, 3 it MONDAY, 3 it 'TUESDAY, 4 it 'WEDNESDA' it 'WEDNESDA' it 'FRIDAY, 2/	RK DATE 2/15/2010 2/16/2010 Y, 2/17/2010 Y, 2/18/2010 19/2010	HOUR	0 513003 0 513003 0 513003 0 513003 0 513003	20 FACI 20 FACI 20 FACI 20 FACI 20 FACI	LITIES D LITIES D LITIES D LITIES D	EFAULT T EFAULT T EFAULT T EFAULT T	IME IME IME IME IME	15	ENTERE ENTERE ENTERE ENTERE ENTERE	STATUS 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	00
Default Hours> DELETE Ed DELETE Ed DELETE Ed	WONDAY, 3 it MONDAY, 3 it 'TUESDAY, 4 it 'WEDNESDA' it 'WEDNESDA' it 'FRIDAY, 2/	RK DATE 2/15/2010 2/16/2010 Y, 2/17/2010 Y, 2/18/2010 19/2010	HOUR	0 513003 0 513003 0 513003 0 513003	20 FACI 20 FACI 20 FACI 20 FACI 20 FACI	LITIES DI LITIES DI LITIES DI LITIES DI	EFAULT T EFAULT T EFAULT T EFAULT T	IME IME IME IME IME	15	ENTERE ENTERE ENTERE ENTERE	STATUS 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	TUO

Figure 20 - Time In/Time Out Table

2. In this example, the user came in early on Monday to be able to leave early. So the start time needs to be changed to 07:00AM. He clocked out for lunch at 11:00AM, clocked back in at 12:00PM, and left for the day at 4:00 pm.

ID:	VANJOE15-FEB-2010
WORK_DATE:	02/15/2010
IN 1:	07:30AM
OUT 1:	11:30 AM
IN 2:	12:30 PM
OUT 2:	04:00 PM
IN 3:	
OUT 3:	
IN 4:	
OUT 4:	
ABSENT:	Click if you are Absent.
EXEMPT:	Click if you are Exempt.
Update Time In/Tim	e Out Cancel

Figure 21 - Edit Time In/Time Out Form

3. Enter the start time in the IN or OUT field(s) that needs updating. It can be entered by enter typing the start time in the IN 1 field, or by selecting the start time from the drop down list.

All the start and end times must be in the HH:MM AM/PM format, such as 07:30AM. Also the minutes must be in 15 minute increments (00, 15, 30, or 45). If you type the time in the start or end time fields, the field will auto complete.

VANJOE15-FEB-2010	
<mark>02/15/2010</mark>	
07:00AM	
11:30 AM	
12:30 PM	
04:00 PM	
Click if you are Absent.	
Click if you are Exempt.	
	02/15/2010 02/15/2010 11:30 AM 12:30 PM 04:00 PM 04:00 PM 04:00 PM Click if you are Absent.

Edit Time In / Time Out

Figure 22 - Editing TI_1 field

4. Press the TAB key twice to go to the next field. Enter the time like you did in step 3 above.

ID:	VANJOE15-FEB-2010	
WORK_DATE:	02/15/2010	
IN 1:	07:00 AM	
OUT 1:	11:00 AM	
IN 2:	12:00 PM	
OUT 2:	04:00 PM	
IN 3:		
OUT 3:		
IN 4:		
OUT 4:		
ABSENT:	Click if you are Absent.	
EXEMPT:	Click if you are Exempt.	
Update Time In/Time	e Out Cancel	

Figure 23 - Editing TO_1 field

5. Repeat steps 3 and 4 above, if necessary.

ID:	VANJOE15-FEB-2010	
WORK_DATE:	02/15/2010	
IN 1:	07:00 AM	
OUT 1:	11:00 AM	
IN 2:	12:00 PM	
OUT 2:	04:00 PM	
IN 3:		
OUT 3:		
IN 4:		
OUT 4:		
ABSENT:	🔲 Click if you are Absent.	
EXEMPT:	Click if you are Exempt.	

Time In/Time Out Figure 24 - Editing TI_2 field

ID:	VANJOE15-FEB-2010	
WORK_DATE:	02/15/2010	
IN 1:	07:00AM	
OUT 1:	11:00AM	
IN 2:	12:00PM	
OUT 2:	04:00PM	
IN 3:		
OUT 3:		
IN 4:		
OUT 4:		
ABSENT:	Click if you are Absent.	
EXEMPT:	Click if you are Exempt.	
Update Time In/Tim	e Out Cancel	

Edit Time In/Time Out

Figure 25 - Editing TO_2 field

Time In/Time Out

6. Click the Update Time In/Time Out button to save the changes. Enter / Edit Time Cards - For The Week: 14-Feb-2010 - 20-Feb-2010

Employee Name : JOE VANDAL Open Calendar Close Calendar User Manual Supervisor Approval

efault Time In/Tim	e Out	Add N	lew Day	y]								
	WOF	K DATE	IN 1	OUT 1	IN 2	OUT 2	IN 3	OUT 3	IN 4	OUT 4	ABSENT	EXEMPT	HOUF
DELETE	MONDAY ,	02/15/2010	07:00AN	11:30AM	12:30PM	04:00PM	8						8
DELETE	TUESDAY ,	02/16/2010	07:30AN	11:30AM	12:30PM	04:30PM							8
DELETE	WEDNESDA	Y, 02/17/2010	07:30AN	11:30AM	12:30PM	04:30PM	ł.						8
DELETE	THURSDAY	, 02/18/2010	07:30AN	111:30AM	12:30PM	04:30PM	č						8
DELETE Edit	FRIDAY , 0	2/19/2010	07:00AN	11:30AM	12:30PM	04:00PM	1						8
				15	15			-		-	-	-	10.0
and the second					nanan								40.0
ork Order/Hours Default Hours==>	8 -	New Work			MDED	DESCRI	PTION	COMMEN	TC		CTATUC		<u> 40.t</u>
and the second	w	New Work DRK DATE , 02/15/2010	HOURS	wo nu s10003	23 FAC	ILITIES HO	LIDAY	COMMEN	TS	MODIFI	STATUS IED		40.0
Default Hours==>	MONDAY	ORK DATE	HOURS	1 CL 20032 CO2/14	23 FAC DEF 20 FAC		DAY		īs		IED		40.0
Default Hours==>	MONDAY TUESDAY	ORK DATE , 02/15/2010	HOURS	S10003	23 FAC DEF 20 FAC DEF 20 FAC	AULT HOLI	AULT T	IME	īs	MODIFI	IED IED		<u> 40.t</u>
Default Hours==>	MONDAY TUESDAY	DRK DATE , 02/15/2010 , 02/16/2010	HOURS 8 0 8	8 S10003 8 S10003	23 FAC DEF 20 FAC DEF 20 FAC DEF 20 FAC	AULTIES HO AULT HOLI AULTIES DE AULT REGU	FAULT T LAR FAULT T LAR FAULT T LAR	TME	15	MODIFI			40.0
DELETE Edit DELETE Edit DELETE Edit DELETE Edit	MONDAY TUESDAY WEDNESC THURSDA	DRK DATE , 02/15/2010 , 02/16/2010 DAY, 02/17/201	HOURS	\$ \$10003 \$ \$10003 \$ \$10003	23 FAC 20 FAC	AULT HOLI AULT HOLI AULT REGU AULT REGU AULT REGU AULT REGU	FAULT 1 LAR FAULT 1 LAR FAULT 1 LAR FAULT 1 LAR FAULT 1	TIME TIME TIME	TS	MODIFI MODIFI MODIFI			<u>40.(</u>

 Approve
 Refresh
 Logout

 Figure 25 - Time Card Showing Edited Times on Monday

Absences

The Time In/Time Out table is used to record the the time you are actually working. Absences, such as holidays, leave, and sick time are indicated by a Y in the Absence field. In the example below, Monday is a holiday, and the user is not working that day.

To indicate the absence, do the following:

1. Click the Edit button in the record to be edited.

nployee Name	: HA	IGHT, TIMOTHY W OF	oen Cal	endar	Close (Calendar	r U	ser Man	ual	Supe	ervisor /	Approv	al
me In/Time C	ut												
• Click the D	elete	button for the Time I	n/Time	Out red	ords (be	low) you	do no	t work.					
• Click the D	efaul	t Times Button to add	your de	efault ti	me.								
					_								
Default Time	ln/Ti	me Out Add	New Da	iy									
		WORK DATE	IN 1	OUT 1	IN 2	OUT 2	IN 3	OUT 3	IN 4	OUT 4	ABSENT	FXFMDT	н
DELETE	DIT	MONDAY , 06/18/2012			12:00PM	04:00PM	1115	0010			, DOLLIN		8
	DIT	TUESDAY , 06/19/2012	07:00AN	11:30AM	12:30PM	04:00PM							8
DELETE													-
	DIT	WEDNESDAY, 06/20/2012	07:00AN	11:30AN	12:30PM	04:00PM							8
DELETE	.011	WEDNESDAY, 06/20/2012 THURSDAY , 06/21/2012				04:00PM							8 8
DELETE E	DIT		07:00AN	11:30AN		-							8 8 8

Figure 26 - Time In/Time Out Table

2. Check the Click if your are Absent box.

VANJOE15-FEB-2010	
02/15/2010	
07:00AM	
11:00AM	
12:00PM	
04:00PM	
in and a second s	
Click if you are Absent.	
Click if you are Exempt.	
	02/15/2010 07:00AM 11:00AM 12:00PM 04:00PM

Edit Time In/Time Out

Figure 27 - Updating Absent Flag

3. Click the Update Time In/Time Out button. This will change the Absent flag to Y and remove time in / time out values for that record.

Facilities Services

nployee Name VA	NDAL, JOE	O	oen Calen	dar	Close Ca	lendar	Use	r Manua		Supe	ervisor A	Approva	I
ne In/Time Out													
 Click the Delete Click the Defau 			1.1			w) you d	o not v	vork.					
Default Time In/Ti	me Out	Add	New Day										
	WOF	K DATE	IN 1	OUT 1	IN 2	OUT 2	IN 3	OUT 3	IN 4	OUT 4	ABSENT	EXEMPT	HOUR
DELETE	MONDAY ,	02/15/2010									Y		0
DELETE	TUESDAY ,	02/16/2010	07:30AM	11:30AM	12:30PM	04:30PM							8
DELETE	WEDNESDA	r, 02/17/201	0 07:30AM	11:30AM	12:30PM	04:30PM							8
DELETE EDIT	THURSDAY	, 02/18/2010	07:30AM	11:30AM	12:30PM	04:30PM					-		8
DELETE	FRIDAY , 0	2/19/2010	07:30AM	11:30AM	12:30PM	04:30PM							8
DELETE EDIT	FRIDAY , 0	2/19/2010	07:30AM	11:30AM	12:30PM	04:30PM							-
		• New	Work Ord	er									32.0
ork Order/Hours	> 8	• New	Work Ord	er HO	URS WO N	UMBER		SCRIPTIO		MENTS	E 45	STAT	32.0
ork Order/Hours		• New	Work Ord	er HO		UMBER 0323 FA	CILITIES	SCRIPTIO 5 HOLIDA HOLIDAY		MENTS	E AP	STATI	32.0
ork Order/Hours Default Hours===	> 8	New	Work Ord	ег но 10	URS WO N	UMBER 0323 FA 0220 FA	CILITIES FAULT H CILITIES	S HOLIDA	Ŷ	MENTS			32.0
Ork Order/Hours Default Hours====================================	> 8 [LETE] [E[New WMONDAY TUESDAY	Work Ord	ег 10	URS WO N 8 51000	UMBER 1323 FA DE 1320 FA DE 1320 FA	CILITIES FAULT H CILITIES FAULT R CILITIES	S HOLIDA HOLIDAY S DEFAUL REGULAR S DEFAUL	Y T TIME	MENTS	E AP	PROVE	32.0
ork Order/Hours Default Hours	> 8 LETE (EC	New Monday TIT MONDAY TUESDAY TUESDAY WEDNESC	Work Orde	er 10 10 2010	URS WO N 8 51000 8 51000	UMBER 1323 FA DE 1320 FA DE 1320 FA DE 1320 FA DE 1320 FA	CILITIES FAULT H CILITIES FAULT R CILITIES FAULT R CILITIES	S HOLIDA HOLIDAY S DEFAUL REGULAR S DEFAUL S DEFAUL	Y F TIME F TIME	MENTS	E AP	PROVE	32.0
ork Order/Hours Default Hours INSERT DE INSERT DE INSERT DE	> 8 LETE EC LETE EC LETE EC	New Monday Tuesday Wednesc Trursday Trursday	Work Orde DRK DATE , 02/15/20 , 02/16/20 DAY, 02/17/	er 10 10 2010 2010	URS WO N 8 \$1000 8 \$1000	UMBER 1323 FA DE 0320 FA DE 0320 FA DE 0320 FA DE 0320 FA	CILITIES FAULT H CILITIES FAULT R CILITIES FAULT R CILITIES	S HOLIDA HOLIDAY S DEFAUL REGULAR S DEFAUL	T TIME	MENTS	E AP E AP E AP	PROVE	32.0

Figure 28 - Updating Absent Flag

Adding Work Orders

Default work order records are created weekly. If you work a regular schedule, then all you would need to do is update the number of hours worked for each work order by clicking the Enter Default Hours==> button above the Work Orders/Hours table to update your labor records for the week.

You are paid based on the entries in the Work Order/Hours table. In the Time In/Time Out table, absences are indicated by a Y in the Absent field, and the total hours are the number of hours actually worked. For the Work Order/Hours table, these absences must be accounted for. For example, on Monday, February 15, 2010, the user was absent due to the President's Day Holiday. In the Work Order/Hours table, this was accounted for with Work Order S1300323 (FACILITIES HOLIDAY).

There are times when you will need to add a work order, such as when you do work on a work order other your default work order, such as S1300320 (FACILITIES DEFAULT TIME, FY13). To add a new work order:

1. Click the Insert New Work Order button above the Work Order/Hours table. Enter / Edit Time Cards - For The Week: 21-Oct-2012 - 27-Oct-2012

Employee Name : VANDAL, JOE Open Calendar Close Calendar User Manual Supervisor Approval

efault Time	e In/Tir	ne Out	Add N	lew Day	y	1								
		wo	RK DATE	IN 1	OUT 1	IN 2	OUT 2	IN 3	OUT 3	IN 4	OUT 4	ABSENT	ЕХЕМРТ	HOURS
DELETE	Edit	MONDAY ,	10/22/2012	07:00AN	11:30AM	12:30P	1 04:00PM							8
DELETE	Edit	TUESDAY ,	10/23/2012	07:00AN	11:30AN	12:30P	1 04:00PM							8
DELETE	Edit	WEDNESDA	AY, 10/24/2012	07:00AN	11:30AM	12:30P	1 04:00PM	-		33 20 				8
DELETE	Edit	THURSDAY	4, 10/25/2012	07:00AN	11:30AM	12:30P	1 04:00PM	-						8
DELETE	Edit	FRIDAY , 1	10/26/2012	07:00AN	11:30AM	12:30P	1 04:00PM	_						8
rk Order/H	lours			_										40.00
rk Order/F efault Hou] 8 •(New Work)-	HOLD		DITON		10	Work	Order	der Bi	40.00
efault Hou	rs==>	w	New Work	HOURS	WO NU 3 \$13003	20 FA	CILITIES DE	FAULT 1	COMMEN	TS	Work	Order	der Bi	
		MONDAY	ORK DATE	HOURS		20 FA DI 20 FA		FAULT 1 ILAR FAULT 1	IME	TS	Work	Order STATUS	der Bi	
DELETE	rs==>	MONDAY TUESDAY	ORK DATE	HOURS	S13003	20 FA 20 FA 20 FA 20 FA	CILITIES DE FAULT REGU CILITIES DE	FAULT 1 ILAR FAULT 1 ILAR FAULT 1	'IME 'IME	TS	Work	D D	der B	
DELETE DELETE	Edit	MONDAY TUESDAY WEDNESI	ORK DATE 7, 10/22/2012 7, 10/23/2012	HOURS	3 S13003 3 S13003	20 FA 20 FA 20 FA DI 20 FA DI 20 FA	CILITIES DE FAULT REGU CILITIES DE FAULT REGU CILITIES DE	FAULT 1 ILAR FAULT 1 ILAR FAULT 1 ILAR FAULT 1	IME IME	TS	Work ENTERE ENTERE	a Order STATUS D D	oder Br	
DELETE DELETE DELETE	rs==> Edit Edit	Wednesd THURSD	ORK DATE , 10/22/2012 , 10/23/2012 DAY, 10/24/201	2 8 2 8	8 S13003 8 S13003 8 S13003	20 FA 20 FA 20 FA 20 FA 20 FA 20 FA 20 FA 20 FA	CILITIES DE FAULT REGU CILITIES DE FAULT REGU CILITIES DE FAULT REGU CILITIES DE	FAULT 1 ILAR FAULT 1 ILAR FAULT 1 ILAR FAULT 1 ILAR FAULT 1	TME TME TME TME	TS	Work ENTERE ENTERE ENTERE	D D D	eder Br	

Figure 29 - Work Order/Hours Insert New Order Button

WORK_DATE:	Ork Orders/Hours	e) to bring up calendar.
HOURS:	0	<u> </u>
	Enter Work Order Number	Search WO
WORK ORDER:	Enter a valid work order in the fi Search WO button to find a Work	
COMMENTS:		
STATUS:	ENTERED	
Insert WO	Cancel	

Figure 30 - Insert Work Orders/Hours Form

2. Click the Work_Date field to bring up the calendar.

Insert Work Orders/Hours

			(Octo	ber,	2012			1
	Click the Work Date Field (abo	Su	Мо	Tu	We	Th	Fr	Sa	
WORK DATE:	Click the Work Date Field (abo	30	1	2	3	4	5	6	
WORK_DATE.		7	8	9	10	11	12	13	
		14	15	16	17	18	19	20	
		21	22	23	24	25	26	27	L
HOURS:	0	28	29	30	31	1	2	3	-
ana ar mana	Enter Work Order Number	4	5	6	7	8	9	10	
			Toda						ľ
WORK ORDER:	Enter a valid work order in the Search WO button to find a Wo	rk O	rde	r.					
ORDER:		rk O	rde	r.					
		rk O	rde	r.					

Figure 31 - Work_Date Field Calendar

3. Click the date in the calendar to enter the date into the Work_Date field. Press the TAB key to go to the Hours field.

Insert Work Orders/Hours

WORK_DATE:	26-Oct-2012 Click the Work Date Field (above)	to bring up calendar.
HOURS:		•
WORK ORDER:	Enter Work Order Number Enter a valid work order in the fie Search WO button to find a Work	
COMMENTS:		
STATUS:	ENTERED	
Insert WO	Cancel	

Figure 32 - Work_Date Field Filled In

4. Enter the number of hours in the Hours field. The hours must be between 0 and 12. A decimal is not required, but if a partial hour is to be entered, it must be in quarter hour increments (.25, 50, or .75). Tab to the next field.

Insert Work Orders/Hours

WORK_DATE:	26-Oct-2012 Click the Work Date Field (abov	ve) to bring up calendar.
HOURS:	4	•
WORK ORDER:	Enter Work Order Number Enter a valid work order in the Search WO button to find a Wor	
COMMENTS:		
STATUS:	ENTERED	
Insert WO	Cancel	

Figure 33 - Hours Field

5. Enter the Work Order Number in the "Enter Work Order Number" field. As you start typing in the field, the field will start to auto fill. You can also select the work order number from the auto fill dropdown list.

WORK_DATE:	26-Oct-2012 Click the Work Date Field (above) to bring up calendar.
HOURS:	4	
	S130032	Search WO
	S1300320	r click the
WORK ORDER:	S1300321	r click the
ORDER.	S1300323	
	S1300324	
COMMENTS:	\$1300325	
STATUS:	ENTERED	
Insert WO	Cancel	

Figure 34 WO Field

If you enter an incorrect work order number, an error message will appear and the Insert WO button will disappear. Correct the error to continue.

WORK_DATE:	26-Oct-2012 Click the Work Date Field (above) to bring	j up calendar.
HOURS:	4	
	S130030	Search WO
	S1300300 S1300301	r click the
WORK ORDER:	S1300303	
	Please Enter a Valid Work Order Number!!	
COMMENTS:		
STATUS:	ENTERED	
Cancel		

Figure 35 - Work Order Error Message

6. If you do not know the work order number, click the Search WO button. The Select WO from List will appear. As you start typing the work order number, the list will auto fill with matching work order numbers and their descriptions. Select the appropriate work order from the list.

	26-Oct-2012	
WORK_DA	TE:	
HOURS:	8	
	Enter Work Order Number Search WO	
	Enter a valid work order in the field above, or click the Search WO button to find a W Order.	ork
	S1300320 (FACILITIES DEFAULT TIME)	
	S1300289 (SURPLUS - WAREHOUSE WORK)	
	S1300299 (FIRE CALLS - VOLUNTEER FIREMEN)	ſ
	S1300300 (AMBULANCE CALLS - VOLUNTEER AMBULANCE CREW)	
	S1300301 (SAFETY MEETINGS)	
	S1300303 (BEX - CAMPUS STORAGE YARD CLEANUP AND ORGANIZATION)	
	S1300311 (SURPLUS - WEB AUTHORING HOURS)	
	S1300314 (SWEET AVENUE FOUNTAIN MAINTENANCE - PLUMBING)	
WORK	S1300315 (CONTROLS COMPUTER MAINTENANCE)	
ORDER:	S1300317 (APOGEE/INSIGHT NETWORK MAINTENANCE)	
	S1300318 (APOGEE / INSIGHT HARDWARE MAINTENANCE)	
	S1300320 (FACILITIES DEFAULT TIME)	

Figure 36 - Work Order Selected from Search box

7. Enter your comments in the Comments field. This is optional.

Insert Work Orders/Hours

WORK_DATE	26-Oct-2012 Click the Work Date Field (abo	ve) to bring up calendar.
HOURS:	4	
WORK ORDER:	S1300301 Enter a valid work order in the Search WO button to find a Wo	
COMMENTS:	ATTENDED SAFETY MEETINGS	3
STATUS:	ENTERED	
Insert WO	Cancel	

Figure 38 - Comments Field

8. Click the Insert WO button to save the work order.

noyee Hun	ne : VAN	DAL, JO	E	Op	en Calei	ndar	Close C	alendar	Use	er Manua		Sup	ervisor A	Approva	d
e In/Time Click the Click the	Delete							ow) you	do not v	work.					
efault Time	e In/Tin	ne Out		Add M	lew Day										
		V	VORK	ATE	IN 1	OUT 1	IN 2	OUT 2	IN 3	OUT 3	IN 4	OUT 4	ABSENT	EXEMPT	HOUR
DELETE	EDIT	MONDAY	Y , 02/	15/2010									Y		0
DELETE	EDIT	TUESDA	Y, 02/	16/2010	07:30AM	11:30AM	12:30PM	04:30Pt	4						8
DELETE	EDIT	WEDNES	DAY, 0	2/17/2010	07:30AM	11:30AM	12:30PM	04:30P	4						8
DELETE	EDIT	THURSO	DAY , 0	2/18/2010	07:30AM	11:30AM	12:30PM	04:30P	^				-		8
DELETE	EDIT	FRIDAY	, 02/1	9/2010	07:30AM	11:30AM	12:30PM	04:30P	4						8
'k Order/H Default Ho	Hours	8	•	New 1	Nork Ore	der									32.0
	Hours	8	•												
Default Ho	Hours			wa	RK DATE	но	OURS WO			SCRIPTIC		MENTS	ENT	STAT	
	Hours		EDIT		RK DATE	но	OURS WO	0323 F	ACILITIE	S HOLIDA		MENTS	ENTI	STATI	
Default Ho	Hours	ETE) (wa	RK DATE 02/15/2	HC		10323 F	ACILITIE		Y	MENTS			
Default Ho	Hours	ETE (EDIT	WO MONDAY , TUESDAY	RK DATE 02/15/20	010 010	8 S10	10323 F 00320 F	ACILITIE EFAULT H ACILITIE EFAULT F	S HOLIDA HOLIDAY S DEFAUL REGULAR	Y F TIME	MENTS	ENTI	ERED	
Default Ho	Hours	ETE (EDIT	WO MONDAY ,	RK DATE 02/15/20	010 010	8 510	10323 F 00320 F 00320 F	ACILITIE EFAULT H ACILITIE EFAULT F	S HOLIDA HOLIDAY S DEFAUL REGULAR S DEFAUL	Y F TIME	MENTS	ENTI	ERED	
Default Ho	Hours	ETE (ETE) (ETE) (EDIT	WO MONDAY , TUESDAY	RK DATE 02/15/20 , 02/16/2 AY, 02/17	010 010 //2010	8 S10	10323 F C 10320 F 10320 F C	ACILITIE EFAULT F ACILITIE EFAULT F ACILITIE	S HOLIDA HOLIDAY S DEFAUL REGULAR S DEFAUL	Y F TIME F TIME	MENTS	ENTI	ERED	
Default Ho INSERT INSERT INSERT INSERT	Hours		EDIT EDIT EDIT EDIT	WO MONDAY , TUESDAY WEDNESD THURSDA	RK DATE 02/15/2 , 02/16/2 AY, 02/17 Y , 02/18	HC 010 010 /2010 /2010	8 510 8 510 8 510 8 510	0323 F 0320 F 0320 F 0320 F 0320 F 0320 F	ACILITIE EFAULT F ACILITIE EFAULT F ACILITIE EFAULT F EFAULT F	S HOLIDA HOLIDAY S DEFAUL REGULAR S DEFAUL S DEFAUL REGULAR	Y F TIME F TIME	MENTS	ENTI ENTI ENTI	ERED ERED ERED ERED	32.0 US
Default Ho INSERT INSERT	Hours Hours		EDIT EDIT EDIT	WO MONDAY , TUESDAY WEDNESD	RK DATE 02/15/2 , 02/16/2 AY, 02/17 Y , 02/18	HC 010 010 /2010 /2010	8 S10 8 S10 8 S10	00323 F 00320 F 00320 F 00320 F 00320 F 00320 F 00320 S	ACILITIE EFAULT F ACILITIE EFAULT F ACILITIE EFAULT F ACILITIE EFAULT F AFETY MI	S HOLIDA HOLIDAY S DEFAUL REGULAR S DEFAUL S DEFAUL REGULAR	Y F TIME F TIME F TIME			ERED ERED ERED	
Default Ho INSERT INSERT INSERT INSERT	Hours		EDIT EDIT EDIT EDIT	WO MONDAY , TUESDAY WEDNESD THURSDA	RK DATE 02/15/2 , 02/16/2 AY, 02/17 Y , 02/18 02/19/20	HC 010 (12010 (2010) (2010)	8 510 8 510 8 510 8 510	00320 F 00320 F 00320 F 00320 F 00320 F 00320 F 00320 F 00320 F	ACILITIE EFAULT F ACILITIE EFAULT F ACILITIE EFAULT F ACILITIE EFAULT F AFETY MI TTENDED RAINING ACILITIE	S HOLIDA HOLIDAY S DEFAUL REGULAR S DEFAUL S DEFAUL REGULAR REGULAR REGULAR	Y T TIME T TIME T TIME DEFENSI		ENTI ENTI ENTI ENTI	ERED ERED ERED ERED	

9. If necessary, make adjustments to other work orders for that day, or add additional Time In/Time Out records. In the above example, the user attended a safety meeting for 4 hours on Friday on Work Order S1000301, and changed the number of hours on Work Order S1000320 from 8 to 4. For instructions on how to change a work order, go to Editing Work Orders.

Editing Work Orders

There may be occasions where a work order needs to be changed. For example, a user may perform work on a different work order part of the day, and the number of hours on the default work order needs to be changed.

In the <u>Adding Work Order</u> section, a new work order, S1000301, was added. The number of hours for default work order, S1000320, needed to be changed. To edit a work order:

1. Click the Edit button for the Work Order/Hours record that needs to be changed.

	WDAL, JOE	Op	en Caler	ndar	Close Ca	lendar	Use	r Manua		Sup	ervisor A	Approval	
ne In/Time Out • Click the Delete • Click the Defaul						w) you d	o not v	vork.					
Default Time In/Tir	ne Out	Add	New Day										
	wo	RK DATE	IN 1	OUT 1	IN 2	OUT 2	IN 3	OUT 3	IN 4	OUT 4	ABSENT	EXEMPT	нои
DELETE	MONDAY ,	02/15/2010									Y		D
DELETE EDIT	TUESDAY .	02/16/2010	07:30AM	11:30AM	12:30PM	04:30PM		1					8
DELETE EDIT	WEDNESD	Y, 02/17/2010	07:30AM	11:30AM	12:30PM	04:30PM							в
DELETE EDIT	THURSDAY	/,02/18/2010	07:30AM	11:30AM	12:30PM	04:30PM							в
DELETE EDIT	FRIDAY , (02/19/2010	07:30AM	11:30AM	12:30PM	04:30PM			-				в
ork Order/Hours)		Net	w Work ()rder hu	tton - Ad	de Wark		32.
ork Order/Hours Default Hours==>	. 8	• New	Work Orc	ler	}			w Work (der)rder bu	tton - Ad	ds Work		32.
101	. 8		Work Ore		DURS WO N	NUMBER	Or				ds Work	STATU	32.
Default Hours==>		w		нс	B S100		DES	der	N/COMI		ds Work	STATU	
Default Hours==>	.ETE) (E	DIT MONDAY	ORK DATE	D10	8 5100	0323 FA	Or DES CILITIES FAULT H	der SCRIPTIO 5 HOLIDA HOLIDAY	N/COMI		ENTE	STATU	
Default Hours==>	.ETE) (E	DIT MONDAY	ORK DATE	D10		0323 FA DE 0320 FA	Or CILITIES FAULT H CILITIES	der SCRIPTIG 5 HOLIDA	N/COMI			STATU	
Default Hours==3	.ETE (E	DIT MONDAY	ORK DATE	010	8 5100	0323 FA DE 0320 FA DE 0320 FA	Or DES CILITIES FAULT H CILITIES FAULT R CILITIES	GERIPTIO S HOLIDA HOLIDAY S DEFAUL [®] REGULAR S DEFAUL [®]	Y Y T TIME		ENTE	STATU: ERED ERED	
Default Hours==>	.ETE E .ETE E	DIT MONDAY DIT TUESDAY DIT WEDNESD	02/15/20	010 010 /2010	8 S100	0323 FA DE 0320 FA DE 0320 FA DE	Or DES CILITIES FAULT H CILITIES FAULT R FAULT R	der SCRIPTIO 5 HOLIDAY 6 DEFAUL ⁴ 5 DEFAUL ⁴ 5 EGULAR	Y Y T TIME T TIME		ENTE	STATU: ERED ERED	
Default Hours==>	.ETE E .ETE E .ETE E .ETE E	DIT MONDAY , DIT TUESDAY DIT WEDNESD DIT THURSDA	02/15/20 , 02/15/20 , 02/16/2 AY, 02/17 Y , 02/18/	010 010 /2010 /2010	8 S100 8 S100 8 S100 8 S100	0323 FA DE 0320 FA 0320 FA 0320 FA 0320 FA DE 0320 FA	Or DES CILITIES FAULT H CILITIES FAULT R CILITIES FAULT R	CRIPTIO S HOLIDA HOLIDAY S DEFAUL EGULAR S DEFAUL S DEFAUL S DEFAUL	Y T TIME T TIME T TIME			STATU: ERED ERED ERED ERED	
Default Hours==>	.ETE E .ETE E .ETE E .ETE E	DIT MONDAY , DIT TUESDAY DIT WEDNESD DIT THURSDA	02/15/20 , 02/15/20 , 02/16/2 AY, 02/17	010 010 /2010 /2010	8 S100 8 S100 8 S100	0323 FA DE 0320 FA DE 0320 FA DE 0320 FA DE 0320 FA	OF DES CILITIES FAULT R CILITIES FAULT R CILITIES FAULT R CILITIES	GCRIPTIO S HOLIDAY S DEFAUL ² EGULAR S DEFAUL ² EGULAR S DEFAUL ²	Y T TIME T TIME T TIME		ENTE	STATU: ERED ERED ERED ERED	

Figure 40 - Edit Button for Work Order/Hours Record to be Changed

2. Edit the items that need to be changed. In this example, the number of hours needs to be changed to 4.

Edit Work Orders/Hours

LABORID:	1923135
WORK_DATE	:02/18/2010
HOURS:	4
CREW:	Select Crew From List
WORK ORDER:	S1000320
COMMENTS:	DEFAULT REGULAR
STATUS:	ENTERED
Update WO	Cancel

Figure 41 - Editing Hours for Work Order

3. Notes: The hours must be between 0 and 12. A decimal is not required, but if a partial hour is to be entered, it must be in quarter hour increments (25, 50, or. .75).

If you enter a different work order, the work order must be a valid work order, otherwise an error message will appear and the Update WO button will disappear.

LABORID:	1923135	
WORK_DATE	02/18/2010	
HOURS:	4	
CREW:	Select Crew From List	¥
WORK ORDER:	S10000320 Please Enter a Valid Work Order Number!!	~
COMMENTS:	DEFAULT REGULAR	
STATUS:	ENTERED	

Edit Work Orders/Hours

Figure 42 - Work Order Error Message

4. Click the UpdateWO button to save the changes.

Enter / Edit Time Cards - For The Week: 17-Jun-2012 - 23-Jun-2012

Employee Name : HAIGHT, TIMOTHY W 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.

	WORK DATE	IN 1	OUT 1	IN 2	OUT 2	IN 3	OUT 3	IN 4	OUT 4	ABSENT	EXEMPT	HOUR
DELETE	MONDAY, 06/18/2012	07:00AN	11:00AN	12:00PM	04:00PM							8
DELETE EDIT	TUESDAY , 06/19/2012	07:00AN	11:30AN	12:30PM	04:00PM							8
DELETE EDIT	WEDNESDAY, 06/20/2012	07:00AN	11:30AN	12:30PM	04:00PM							8
DELETE	THURSDAY , 06/21/2012	07:00AN	11:30AN	12:30PM	04:00PM							8
DELETE	FRIDAY, 06/22/2012	07:00AN	11:30AN	12:30PM	04:00PM							8
												40.00

Work Order/Hours

Default Hours==> 8 - New Work Order

		WORK DATE	HOURS	WO NUMBER	DESCRIPTION/COMMENTS	STATUS
INSEF	T DELETE EDIT	MONDAY, 06/18/2012	8	S1200320	FACILITIES DEFAULT TIME	ENTERED
INSEF		TUESDAY , 06/19/2012	8	S1200320	FACILITIES DEFAULT TIME	ENTERED
INSEF		WEDNESDAY, 06/20/2012	8	S1200320	FACILITIES DEFAULT TIME	ENTERED
INSEF		THURSDAY , 06/21/2012	8	S1200320	FACILITIES DEFAULT TIME	ENTERED
INSEF		FRIDAY, 06/22/2012	4	S1200320	FACILITIES DEFAULT TIME	ENTERED
INSEF		FRIDAY, 06/22/2012	4	S1200320	FACILITIES DEFAULT TIME	ENTERED
			40.00			

Approve Refresh Logout

Figure 43 - Time Card With Work Order Inserted

University of Idaho **Facilities Services**

Approving Your Time Card

At the end of the work week, you will need to approve your time card. After your time and work orders have been entered for the week:

1. Click the Approve Button

mployee Name : HA	Op	en Cale	ndar	Close C	alendar	0	ser Man	ual	Supe	rvisor A	pprova	al
ime In/Time Out												
Click the Delete	button for the Time I	n/Time (Out reo	o <mark>rds (be</mark> l	ow) you	do not	work.					
 Click the Default 	t Times Button to add	your def	fault tir	ne.								
Default Time In/Ti	me Out Add I	New Day	y									
	WORK DATE	IN 1	OUT 1	IN 2	OUT 2	IN 3	OUT 3	IN 4	OUTA	ADCENT	EXEMPT	hou
							0013	114.4	0014	ADDENT		
DELETE Edit	MONDAY, 06/18/2012	07:00AM		12:00PM	04:00PM	111.5	0013	10.4	0014	Abbein	CALINI	8
DELETE Edit DELETE Edit	MONDAY , 06/18/2012 TUESDAY , 06/19/2012		11:00AM			1113	0013	104		Absent		8
		07:00AN	11:00AM	12:00PM	04:00PM					Absent		8 8 8
DELETE Edit	TUESDAY , 06/19/2012	07:00AM 2 07:00AM	11:00AN 11:30AN 11:30AN	12:00PM 12:30PM 12:30PM	04:00PM			184		ABSENT		8 8 8 8
DELETE Edit	TUESDAY , 06/19/2012 WEDNESDAY, 06/20/2012	07:00AM 07:00AM 07:00AM	11:30AM 11:30AM 11:30AM 11:30AM	12:00PM 12:30PM 12:30PM	04:00PM 04:00PM 04:00PM							8 8 8 8

Work Order/Hours

Default Hours--> 8

		WORK DATE	HOURS	WO NUMBER	DESCRIPTION/COMMENTS	STATUS
INSERT	DELETE Edit	MONDAY, 06/18/2012	8	S1200320	FACILITIES DEFAULT TIME	ENTERED
INSERT	DELETE Edit	TUESDAY , 06/19/2012	8	S1200320	FACILITIES DEFAULT TIME	ENTERED
INSERT	DELETE Edit	WEDNESDAY, 06/20/2012	8	S1200320	FACILITIES DEFAULT TIME	ENTERED
INSERT	DELETE Edit	THURSDAY , 06/21/2012	8	S1200320	FACILITIES DEFAULT TIME	ENTERED
INSERT	DELETE Edit	FRIDAY, 06/22/2012	4	S1200320	FACILITIES DEFAULT TIME	ENTERED
INSERT	DELETE Edit	FRIDAY, 06/22/2012	4	S1200320	FACILITIES DEFAULT TIME	ENTERED
			40.00			

Approve Refresh Logout

2. The status will be updated to E-Approve

Facilities Services - FAMIS Web Time (PPRD)

Universityof Ic

Enter / Edit Time Cards - For The Week: 17-Jun-2012 - 23-Jun-2012

Employee Name : HAIGHT, TIMOTHY W Open Calendar Close Calendar User Manual Supervisor Approval

FAMIS HOME FACILITIES HOME ARBOTERUM A & E SERVICES BLDG SERVICES BLDG TRADES LND & EXT SYCS FAMIS WEB

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, 06/18/2012	07:00AM	11:00AN	12:00PM	04:00PM							8
DELETE Edit	TUESDAY , 06/19/2012	07:00AN	11:30AN	12:30PM	04:00PM							8
DELETE Edit	WEDNESDAY, 06/20/2012	07:00AM	11:30AN	12:30PM	04:00PM							8
DELETE Edit	THURSDAY , 06/21/2012	07:00AM	11:30AN	12:30PM	04:00PM							8
DELETE Edit	FRIDAY, 06/22/2012	07:00AM	11:30AN	12:30PM	04:00PM	1						8
												40.00

Work Order/Hours

Default Hours==> 8 - New Work Order

		WORK DATE	HOURS	WO NUMBER	DESCRIPTION/COMMENTS	STATUS
INSERT	DELETE Edit	MONDAY, 06/18/2012	8	S1200320	FACILITIES DEFAULT TIME	E APPROVE
INSERT	DELETE Edit	TUESDAY , 06/19/2012	8	S1200320	FACILITIES DEFAULT TIME	E APPROVE
INSERT	DELETE Edit	WEDNESDAY, 06/20/2012	8	S1200320	FACILITIES DEFAULT TIME	E APPROVE
INSERT	DELETE Edit	THURSDAY , 06/21/2012	8	S1200320	FACILITIES DEFAULT TIME	E APPROVE
INSERT	DELETE Edit	FRIDAY, 06/22/2012	4	\$1200320	FACILITIES DEFAULT TIME	E APPROVE
INSERT	DELETE Edit	FRIDAY, 06/22/2012	4	S1200320	FACILITIES DEFAULT TIME	E APPROVE
			40.00			

Approve Refresh Logout

Hours Less Than 40

If your total hours are less than 40, this warning will appear.

Hours Less Than 40
Your work hours are less than 40. Click the OK button to continue. Otherwise click the Cancel button.
OK Cance

If this is OK, then click OK, then the status will update to E Approve. If you click CANCEL, then the Status will change to Entered, and you can update your time card.

Deadline to Submit Time Card

So that your time card can be processed, your time card must be approved no later than the following Monday at 9:00 am.

When it's a holiday, you may be requested to submit your time card the Friday (or the last day worked) before the holiday. The Fiscal Office will notify you by email of any changes.

University of Idaho Facilities Services

Change History

Date	Description	Changed By
March 3, 2010	Initial Document	Tim Haight
June 22, 2012	Reformatted, Updated Document	Tim Haight
November 9, 2012	Updated Manual	Tim Haight