

# FAMIS Web Time

# **User Manual**

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# University of Idaho Facilities Services

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# 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

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# **Time Card Description**



Number	Item	Description
1	Logged in Employee	Indicates who is logged in
	Name	
2	Open Calendar Button	Opens a calendar to allow you to select a different
		week
3	<b>Close Calendar Button</b>	Closes the calendar
4	User Manual Button	Opens the online user manual in a separate
		browser window or tab
5	Supervisor Approval	Visible if you are a supervisor. When clicked,
	Button	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	Enters the default times that are stored in FAMIS
	Table Enter Default	into Time In/Time Out table for the logged in user
	Times Button	for the selected week.

Number	Item	Description
8	Time In/Time Out	Allows logged in user to enter a new Time In/Time
	Table Insert New Day	Out record.
	Button	
9	Time In/Time Out	Shows the Time In/Time Out records for the
	Table	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	Allows the logged in user to delete a Time In/Time
	Delete Record Button	Out record.
11	Time In/Time Out Edit	Allows the logged in user to edit the selected Time
	Record Button	In/Time Out record.
12	Work Order/Hours	Enters the value of the Hours Drop Down List into
	Table Enter Default	the logged in user's Work Order/Hours table for
	Hours Button	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	Allows the logged in user to insert a new Work
	Table Insert New Day	Order/Hours record.
	Button	
15	Work Order/Hours	Shows the work orders and <b>paid</b> hours for the
	Table	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	Allows the logged in user to insert a record in the
	Table Insert Record	Work Orders/Hours table. When clicked, the date
	Button	for the selected day is entered in the Insert Work
		Order Hours form.
17	Work Order/Hours	Allows the logged in to delete the selected Work
	Table Delete Record	Order/Hours record.
10	Button	
β	work Urder/Hours	Allows the logged in user to edit the selected
	Dutton	WOIK Urder/Hours record.
10		
19	Approve Button	Allows the logged in user to approve the selected
		week's time card. vvnen clicked, the status is
	Defreek Dertfer	
20	Kerresn Button	Refresnes 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

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gM.					
			•••••		

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.

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Click the De	efault	Times	Buttor	to add	vour de	efault t	ime.									
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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.

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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

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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.

ployee Nar	me : HAIGHT, TIMOTH	YW Open Calendar	Close Calenda	r User Manual	Supervisor Approval
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Add Tin	ne In/Time Out Click	the Add Time In/Time C	ut Button. A blank	Time In/Time Out table v	will appear.
Click the	Delete button for th	e Time In/Time Out re	ecords (below) yo	u do not work.	
Click the	Default Times Butto	n to add your default i	time.		
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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.

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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.

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#### Enter / Edit Time Cards

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For The Inveil: 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.

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Work Order/Hours

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Figure 8 - After Deleting Non Working Days

4. 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.

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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** 

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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.

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06LE.TE [EDIT]	TURSDAY, 02	734/3910	ST-304N	11/3/349	612-30PM	04.3079						
DELETE EDIT	WEDWISSAY.	NAMES OF COLUMN	017.30AN	11.004	(12.2094	24.3594						
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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	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:	
оит 3:	
IN 4:	
OUT 4:	
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		►	
		Su	Мо	Tu	We	Th	Fr	Sa
DATE		25	26	27	28	29	30	31
DATE.		1	2	3	4	5	6	7
	Click the Work Date Field (abo	8	9	10	11	12	13	14
TN 1.		15	16	17	18	19	20	21
IN 1.		22	23	24	25	26	27	28
OUT 1:		29	30	1	2	3	4	5
IN 2:			Toda	y: Od	tobe	· 19,	2012	
OUT 2:								
IN 3:								
OUT 3:								
IN <mark>4</mark> :								
OUT 4:								
ABSENT:	Click if you are Absent.							
ABSENT: EXEMPT:	<ul> <li>Click if you are Absent.</li> <li>Click if you are Exempt.</li> </ul>							

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.

Insert	New Day
WORK DATE:	20-Apr-2012 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:	
IN 4:	
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.

Insere	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 <mark>4:</mark>	
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.

	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

	ne: va	INDAL, JOE	Open Cale	ndar	Close Ca	lendar	User	Manual		Super	visor Appr	oval
e In/Time Click the	Out Delete	button for the Time	In/Time (	Out reco	rds (belo	w) you d	lo not w	ork.				
Click the Default Tim	Default e In/Tin	t Times Button to ad	d your def d New Day	ault tim	e.							
		WORK DATE	IN 1	OUT 1	IN 2	OUT 2	IN 3	OUT 3	IN 4	OUT 4	ABSENTEX	EMPTHOU
DELETE	EDIT	MONDAY , 02/15/2010	07:00AM	09130AN	10:00AM	11:30AM	12:30PM	04130PM		-		8
DELETE	EDIT	TUESDAY , 02/16/2010	07:00AM	09130AN	10:00AM	11:30AM	12:30PM	04130PM				8
DELETE	EDIT	WEDNESDAY, 02/17/20	10 07:00AM	09:30AN	10:00AM	11:30AM	12:30PM	04:30PM				8
DELETE	EDIT	THURSDAY , 02/18/20	10 07:00AM	09:30AN	10:00AM	11:30AM	12:30PM	04:30PM				8
DELETE	EDIT	FRIDAY, 02/19/2010	07:00AM	09:30AN	10:00AM	11:30AM	12:30PM	04:30PM				8
DELETE	EDIT	SATURDAY , 02/20/20	10 07:30AM	11;30AN	12:30PM	04:30PM						
									_			48.0
Default Ho	ours==>	8 • Ne	WORK DATE	der He	URS WO N	UMBER	DES	CRIPTION	COMM	ENTS	S	ATUS
Default Ho	DEL	8 • Ne	W Work Ore	der Ho	90 <b>R5 WO N</b> 8 5100	UMBER 0323 FA	DES CILITIES	HOLIDAY	соми	ENTS	ST E APPRO	TATUS VE
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Default Ho INSERT	) DEL ) DEL	8 Ne	W Work Ore NORK DATE Y , 02/15/2 NY , 02/16/2 SDAY, 02/17	010 010 //2010	8 5100 8 5100 8 5100 8 5100	UMBER 0323 F4 0320 F4 0320 F4	DES CILITIES FAULT HI ICILITIES FAULT RI ICILITIES	CRIPTION HOLIDAY DEFAULT	COMM TIME	ENTS	E APPRO E APPRO E APPRO	<b>atus</b> Vē Vē
Default Ho INSERT INSERT INSERT INSERT	) (DEL ) (DEL ) (DEL ) (DEL	ETE EDIT MONDA ETE EDIT TUESD ETE EDIT WEDNE ETE EDIT TUURS	W Work Or NORK DATE Y , 02/15/2/ AY , 02/16/2 SDAY, 02/16/2 DAY , 02/18	der не 010 //2010 //2010	BURS WO N 8 5100 8 5100 8 5100 8 5100	0323 FA 0323 FA 01 0320 FA 01 0320 FA 01 0320 FA 01 0320 FA	DES ICILITIES IFAULT HI ICILITIES IFAULT RI ICILITIES IFAULT RI ICILITIES	CRIPTION HOLIDAY DEFAULT ' IGULAR DEFAULT ' IGULAR DEFAULT ' IGULAR	COMM TIME TIME	ENTS	E APPRO E APPRO E APPRO E APPRO	VE VE VE VE
Default He	) ( DEL ) ( DEL ) ( DEL ) ( DEL ) ( DEL	B Ner ETE EDIT MONDA ETE EDIT TUESD ETE EDIT WEDNE ETE EDIT THURS ETE EDIT FRIDAY	W Work Or NORK DATE Y, 02/15/2/ NY, 02/16/2 SDAY, 02/17 DAY, 02/18 r, 02/19/20	der 10 10 10 10 10	B S100 8 S100 8 S100 8 S100 8 S100 8 S100	0323 FA 04 0320 FA 0320 FA 04 0320 FA 04 0320 FA 04 0320 FA 04 0320 FA 04 04 04 04 04 04 04 04 04 04 04 04 04	DES CILITIES FAULT HI CILITIES FAULT RI CILITIES FAULT RI CILITIES FAULT RI CILITIES	CRIPTION HOLIDAY DEFAULT IGULAR DEFAULT IGULAR DEFAULT IGULAR	TIME TIME TIME	ENTS	E APDRO E APDRO E APDRO E APDRO E APDRO	VATUS VE VE VE

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).

Insert	New Day
WORK DATE:	20-Oct-2012 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.

nployee Name : V	ANDAL, JOE	Op	en Cale	ndar	Close (	Calendar	Us	er Manı	ıal	Supe	rvisor /	pprova	al
ne In/Time Out Click the Delete Click the Defau	e button for It Times Bu	the Time I tton to add	n/Time your de	Out reo fault tir	ords (bel ne.	low) you	ı do not	work.					
Default Time In/T	ime Out	Add	New Da	у	J								
~	WOR	K DATE	IN 1	OUT 1	IN 2	OUT 2	IN 3	OUT 3	IN 4	OUT 4	ABSENT	EXEMPT	H
DELETE Edit	MONDAY, 2	MONDAY, 2/15/2010		09:00PM	10:00PM	12:00AN	1						6
DELETE	TUESDAY, 2	46/2010	12:00A8	02:00AM	05:00PM	09:00PM	10:00PM	12:00AN					8
DELETE Edit	WEDNESDAY	, 2/17/2010	12:00AM	02:00AN	05:00PM	09:00PM	10:00PM	12:00AN			-		8
DELETE	THURSDAY,	2/18/2010	12:00A	02:00AM	05:00PM	09:00PM	10:00PM	12:00AN					8
DELETE Edit	FRIDAY, 2/19	FRIDAY, 2/19/2010		02:00AN	OSIDBRM	09:00PM	10:00PM	12:00AN					8
DELETE	SATURDAY,	2/19/2010	12:00AM	02:00AM									2
													4
Default Hours==>	8 • (	New Wor	k Order								< edit	TIME IN/C	UT
	wa	RK DATE	HOUR	S WO NU	MBER	DESCR	IPTION/	COMMEN	rs	3	STATUS		
DELETE	IT MONDAY,	2/15/2010		S13003	20 FAC	ILITIES DI	EFAULT T	IME		ENTERE	D		
	Edit TUESDAY, 2/16/2010		- 0	0 \$13003	20 FAC	ILITIES D	EFAULT T	IME		ENTERE	D		
DELETE		TE Edit WEDNESDAY, 2/17/2010						IME		ENTERE	D		
DELETE Ed	it WEDNESD	AY, 2/17/2010		0 \$13003	20 FAC	ILITIES DI	EFAULT T						
DELETE Ed DELETE Ed DELETE Ed	it WEDNESD	AY, 2/17/2010 Y, 2/18/2010	-	0 \$13003 0 \$13003	20 FAC	ILITIES D	EFAULT T	IME		ENTERE	D		
DELETE Ed DELETE Ed DELETE Ed	it WEDNESD it THURSDA it FRIDAY, 2	AY, 2/17/2010 Y, 2/18/2010 2/19/2010		0 \$13003 0 \$13003 0 \$13003	20 FAC 20 FAC 20 FAC	ILITIES DI ILITIES DI ILITIES DI	EFAULT T	IME		ENTERE	D		
DELETE Ed DELETE Ed DELETE Ed DELETE Ed DELETE Ed	it WEDNESD. it THURSDA it FRIDAY, 2 it SATURDAY	AY, 2/17/2010 Y, 2/18/2010 2/19/2010 7, 2/19/2010		0 \$13003 0 \$13003 0 \$13003 0 \$13003	20 FAC 20 FAC 20 FAC 20 FAC	ILITIES D ILITIES D ILITIES D ILITIES D	EFAULT T EFAULT T EFAULT T			ENTERE ENTERE ENTERE	D D		

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. ABSENT:

EXEMPT:

Update Time In/Time Out

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:		

Cancel

📃 Click if you are Absent.

🔲 Click if you are Exempt.

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

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	05:00PM	09:00PN	10:00PM	12:00AM		~		*	8	8	6
DELETE	TUESDAY , 02/16/2010	12:00AM	02:00AN	05:00PM	09:00PM	10:00PN	12:00AM	5		82	82	8
DELETE	WEDNESDAY, 02/17/2010	12:00AM	02:00AN	05:00PM	09:00PM	10:00PM	12:00AM	-	8	92 	8	8
DELETE	THURSDAY , 02/18/2010	12:00AM	02:00AN	05:00PM	09:00PM	10:00PM	12:00AM	ĥ	2	30 	8	8
DELETE	FRIDAY, 02/19/2010	12:00AM	02:00AN	05:00PM	09:00PM	10:00PN	12:00AM	ŝ.	8	20	10	8
DELETE	SATURDAY , 02/20/2010	12:00AM	02:00AN		0	8	8	2	8	8	80	2
	5			-		Q		8	22	2		40.00

Work Order/Hours

	WORK DATE	HOURS WO NUMBER	DESCRIPTION/COMMENTS	STATUS
DELETE	MONDAY , 02/15/2010	6 S1000323	FACILITIES HOLIDAY DEFAULT HOLIDAY	ENTERED
DELETE	TUESDAY , 02/16/2010	8 \$1000320	FACILITIES DEFAULT TIME DEFAULT REGULAR	ENTERED
DELETE	WEDNESDAY, 02/17/2010	8 \$1000320	FACILITIES DEFAULT TIME DEFAULT REGULAR	ENTERED
DELETE	THURSDAY , 02/18/2010	8 \$1000320	FACILITIES DEFAULT TIME DEFAULT REGULAR	ENTERED
DELETE Edit	FRIDAY , 02/19/2010	8 \$1000320	FACILITIES DEFAULT TIME DEFAULT REGULAR	ENTERED
DELETE Edit	SATURDAY , 02/20/2010	2 \$1300320	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.

Bits         Difference         Status         Description         Status           0ELETE         Edit         Morek Ante         12/004/92/004/91         12/004/92/004/91         10/004/91         10/004/91           DELETE         Edit         Morek Ante         12/004/92/004/91         10/004/91		visor Ap	Supe	al	er Manu	Us	alendar	Close C	ndar	pen Cale	DAL, JOE Oj	e: VAM	nployee Nam
Default Time Inf Time Out         Add New Day           DELETE         Edit         WORK DATE         19.1         OUT 1         19.3         OUT 3         19.4         OUT 4         ABSENTIZED           DELETE         Edit         VERSION 7.216/2019         12.100AH0/2.00AH0/2.00AH0/2.00AH         12.00AH0/2.00AH0/2.00AH0/2.00AH         1         Image: Comparison of the comparison o					work.	do not	ow) you	ords (bel ne.	Out rec fault tir	In/Time I your de	utton for the Time I Times Button to add	Dut Delete I Default	Click the I Click the I
EDELETE         Edit         TURSDAT, 219/2016         12//00AH02:100AH02:100AH         00//2 I//2 I//2 I//2 I//4 ABSERT/SACH           DELETE         Edit         TURSDAT, 219/2016         12//00AH02:100AH02:100AH02:100AH         10//00H12:100AH         1           DELETE         Edit         TURSDAT, 219/2016         12//00AH02:100AH02:100AH02:100AH         10//00H12:100AH         1           DELETE         Edit         TURSDAT, 219/2016         12//00AH02:100AH02:100AH         10//00H12:100AH         1           DELETE         Edit         TURSDAT, 219/2016         12//00AH02:100AH02:100AH         10//00H12:100AH         1           DELETE         Edit         TURSDAT, 219/2016         12//00AH02:100AH02:100AH         1         1           DELETE         Edit         TURSDAT, 219/2016         12//00AH02:100AH         10//00H12:100AH         1           Vork Order/Hours         Default Hours->         8         New Work Order         EDIT TURE D           DELETE         Edit         MOINDAT, 219/2016         12///00AH02:00AH         DESCREPTION/COMMENTS         STATUS           DELETE         Edit         MOINDAT, 219/2016         12////00AH02:00AH         DESCREPTION/COMMENTS         STATUS           DELETE         Edit         MOINDAT, 219////00H         0         DESCRE									y	New Da	e Out Add	In/Tim	efault Time
DELETE         Edit         More Konta         Houses/moneta         Production         Production <th>MPTH</th> <th>ABSENT</th> <th>OUT 4</th> <th>IN 4</th> <th>OUT 3</th> <th>IN 3</th> <th>OUT 2</th> <th>IN 2</th> <th>OUT 1</th> <th>IN 1</th> <th>WORK DATE</th> <th>-</th> <th></th>	MPTH	ABSENT	OUT 4	IN 4	OUT 3	IN 3	OUT 2	IN 2	OUT 1	IN 1	WORK DATE	-	
DELETE         Edit         TURSDAY, 75462949         12/00AM02/00AM05/00PM         09/00PM 27/00AM02         00AM02           DELETE         Edit         TURERDAY, 211/2016         12/00AM02/00AM05/00PM         09/00PM 27/00AM         0           DELETE         Edit         TURERDAY, 211/2016         12/00AM02/00AM05/00PM         09/00PM 27/00AM         0           DELETE         Edit         TURERDAY, 211/2016         12/00AM02/00AM05/0PM         09/00PM 27/00AM         0           DELETE         Edit         TURERDAY, 211/2016         12/00AM02/00AM05/0PM         09/00PM 27/00AM         0           DELETE         Edit         TURERDAY, 211/2016         12/00AM02/00AM05/0PM         09/00PM 27/00AM         0           Vork Order/Hours         Edit         TURERDAY, 211/2016         12/00AM02/00AM05/0PM         09/00PM 12/00AM         0           DeLETE         Edit         MOMBAY, 215/2016         12/00AM02/00AM05/0PM         09/00PM 12/00AM         0           Vork Order/Hours         Edit         MOMBAY, 215/2016         12/00A/02/00AM05/0PM         05/002/00A/02/0PM         0         0           DELETE         Edit         MOMBAY, 215/2019         05/002/02/0A/02/0PM         0         0         0         0         0           DELETE         Edi	6						12:00AM	10:00PM	09:00P	05:00P	MONDAY, 2/15/2010	Edit	DELETE
DELETE         Edit         WORK DAY, 211/2016         12:0004/02:0004/05:000H         09:000910:0004/02:0004           DELETE         Edit         THREDAY, 218/2016         12:0004/02:0004/05:000H         09:000910:0004/02:0004           DELETE         Edit         FR0AY, 218/2016         12:0004/02:0004/02:0004         09:000910:000912:0004           DELETE         Edit         FR0AY, 218/2016         12:0004/02:0004/02:0004         09:000910:000912:0004           DELETE         Edit         FR0AY, 218/2016         12:0004/02:0004/02:0004         09:000910:000912:0004           DELETE         Edit         MORK Oxfer         EDIT         Edit           Default Hours         8         New Work Oxfer         EDIT         51:4102           DELETE         Edit         MORK Oxfer         05:1200202         74:CL111ES DEFAULT TIME         EDITERED           DELETE         Edit         MORKOX, 75:52019         05:1200202         74:CL111ES DEFAULT TIME         EDITERED	8			8	12:00AM	10:00PM	09:00PM	05:00PM	02:00A	12:00A	TUESDAY, 846/2010	Edit	DELETE
DELETE         Edit         THREEDAY, 218/2016         12// GOARD-200ARD-3/09/00         09// GOARD-200ARD-3/09/00           DELETE         Edit         FRDAY, 219/2016         12// GOARD-200ARD-3/09/82         00/000912// GOARD-200ARD-3/09/82         00/000912// GOARD-200ARD-3/09/82           Verk Order/Hours         22// GOARD-200ARD-3/09/82         00/000912// GOARD-200ARD-3/09/82         EDIT         Title 1           Default Hours->         8         *         New Work Order         EDIT         Edit         MOREOAY, 315/2010         01// 20020         FACLUTIES DEFAULT TIME         BITHED           DELETE         Edit         MOREOAY, 55/2010         01// 20020         FACLUTIES DEFAULT TIME         BITHED           DELETE         Edit         THE 300// 31// 31// 32// 32// 32// 32// 32// 32	8			8	12:00AM	10:00PM	09:00PM	05:00PM	02:00A	12:00A	WEDNESDAY, 2/17/2010	Edit	DELETE
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WORK DATE         HOURS/WO RUMBER         DESCRIPTION/COMMENTS         STATUS           DELETE         Edd.         MORDAY, 2452010         051300320         FACLUTIES DEFAULT TIME         ENTERED           DELETE         Edd.         TUESDAY, 2462010         051300320         FACLUTIES DEFAULT TIME         ENTERED	4											Edit	
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DELETE Edit TUESDAY, 2/16/2010 0 S1300320 FACILITIES DEFAULT TIME ENTERED		<ul> <li>EDIT TII</li> <li>STATUS</li> </ul>		15	COMMEN	IPTION/	DESCR	MBER		rk Order	8 - New Work	ours	ork Order/H Default Hou
		- EDIT TII	ENTERE	15		EPTION/	DESCR.	IMBER 320 FACI	5 WO NU 5 513003	rk Order	8 - New Work WORK DATE MONDAY, 2/15/2010	eun ours s=> Edit	Default Hou
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DELETE Edit SATURDAY, 2/19/2010 0 S1300320 FACILITIES DEFAULT TIME ENTERED		EDIT TI	ENTERE ENTERE ENTERE ENTERE	15	COMMENT TME TME TME TME TME	FAULT T	DESCRI ILITIES DE ILITIES DE ILITIES DE	IMBER 320 FACI 320 FACI 320 FACI 320 FACI 320 FACI	5 WO NU 5 51300 5 51300 5 51300 5 51300 5 51300 5 51300	rk Order	8 - Now Wor WORK DATE MORDAY, 21/52010 TUE SDAY, 21/62010 THURSDAY, 21/82010 FRIDAY, 21/82010	edit Edit Edit Edit Edit Edit	DELETE DELETE DELETE DELETE DELETE DELETE DELETE

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.

ID:	VANJOE15-FEB-2010	
WORK_DATE:	02/15/2010	
IN 1:	07:00AM	
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	

#### 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/Tim	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.	
Update Time In/Tim	e Out Cancel	

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:	A second designed and the
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

Default Time In/Tir	ne Out	Add N	lew Dag	1	J								
	WOF	RK 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	07:00AN	11:30AM	12:30PN	04:00PM							8
DELETE	TUESDAY ,	02/16/2010	07:30AN	11:30AM	12:30PN	04:30PM							8
DELETE Edit	WEDNESDA	Y, 02/17/2010	07:30AN	11:30AM	12:30PN	04:30PM	8						8
DELETE Edit	THURSDAY	, 02/18/2010	07:30AN	11:30AM	12:30PM	04:30PM	1						8
DELETE Edit	FRIDAY, 0	2/19/2010	07:00AN	11:30AM	12:30PM	04:00PM							8
				25	45	25					25	-	40.00
ork Order/Hours													
ork Order/Hours Default Hours==>	] 8 🗸	New Work	Order		MBER	DESCRI	PTION	COMMEN	15		STATUS		
ork Order/Hours Default Hours==>	8 -	New Work DRK DATE , 02/15/2010	Order HOURS	WO NU 510003	MBER 23 FA	DESCRI CILITIES HO FAULT HOLI	PTION/ LIDAY DAY	COMMEN	TS	MODIFI	STATUS		F
ork Order/Hours Default Hours==> DELETE Edit DELETE Edit	8 - MONDAY TUESDAY	New Work	Order HOURS	<mark>WO NU</mark> S10003	MBER 23 FA DE 20 FA DE	DESCRI DILITIES HO FAULT HOLI DILITIES DE FAULT REGU	PTION/ LIDAY DAY FAULT 1 LAR	COMMEN	TS	MODIFI MODIFI	STATUS IED		
Ork Order/Hours Default Hours==> DELETE Edit DELETE Edit DELETE Edit DELETE Edit	8 V MONDAY TUESDAY WEDNESC	New Work DRK DATE , 02/15/2010 , 02/16/2010 DAY, 02/17/201	Order HOURS	<mark>WO NU</mark> 510003 510003 510003	MBER 23 FA/ DE 20 FA/ DE 20 FA/ DE	DESCRI DILITIES HO FAULT HOLI DILITIES DE FAULT REGU FAULT REGU	PTION/ LIDAY DAY FAULT 1 LAR FAULT 1 LAR	TIME	TS	MODIFI MODIFI	STATUS IED IED		
Ork Order/Hours Default Hours> DELETE Edit DELETE Edit DELETE Edit DELETE Edit DELETE Edit DELETE Edit	8 V MONDAY TUESDAY WEDNESC	New Work DRK DATE , 02/15/2010 , 02/16/2010 DAY, 02/17/201 DAY, 02/18/201	Order HOURS 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	WO NU \$10003 \$10003 \$10003	MBER 23 FA DE 20 FA 20 FA 20 FA 20 FA DE	DESCRI DILITIES HO FAULT HOLI DILITIES DE FAULT REGU DILITIES DE FAULT REGU FAULT REGU	PTION/ LIDAY DAY AULT 1 LAR FAULT 1 LAR FAULT 1 LAR	TIME TIME TIME	TS	MODIFI MODIFI MODIFI	STATUS IED IED IED		
Ork Order/Hours       Default Hours>       DELETE     Edit       DELETE     Edit	8 • MONDAY UESDAY WEDNESC THURSD/ FRIDAY,	New Work DRK DATE , 02/15/2010 02/16/2010 DAY, 02/17/201 AY, 02/18/201 02/19/2010	Order HOURS 8 8 8 9 8 9 8 9 8 9 8 8 8 8 8 8 8 8 8	WO NU S10003 S10003 S10003 S10003 S10003	MBER         FA           23         FA           DE         DE           20         FA           DE         DE           20         FA           DE         E           20         FA           DE         E           20         FA           DE         E	DESCRI CILITIES HC FAULT HOLL CILITIES DE FAULT REGU CILITIES DE FAULT REGU CILITIES DE FAULT REGU	PTION/ LIDAY DAY FAULT 1 LAR FAULT 1 LAR FAULT 1 LAR FAULT 1 LAR	TIME TIME TIME TIME	TS	MODIFI MODIFI MODIFI MODIFI	STATUS IED IED IED IED		

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.

Enter / Edit Tim	e Cards - For Th	e We	ek: 17	7-Jun-2	012 -	23-Jı	<b>in-20</b> 1	12				
Employee Name : HA	IGHT, TIMOTHY W OF	en Cal	endar	Close (	Calenda	r 🗌	lser Man	ual	Supe	rvisor	Approv	al
Time In/Time Out												
<ul> <li>Click the Delete</li> </ul>	button for the Time I	n/Time	Out red	ords (be	low) you	ı do no	t work.					
<ul> <li>Click the Defaul</li> </ul>	t Times Button to add	your de	efault ti	me.								
Default Time In/Ti	me Out Add	New Da	y									
	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	TUESDAY , 06/19/2012	07:00AN	11:30AM	12:30PM	04:00PM							8
DELETE EDIT	WEDNESDAY, 06/20/2012	07:00AN	11:30AN	12:30PM	04:00PM							8
DELETE EDIT	THURSDAY , 06/21/2012	07:00AN	11:30AM	12:30PM	04:00PM							8
DELETE EDIT	FRIDAY, 06/22/2012	07:00AN	11:30AM	12:30PM	04:00PM							8
				1								40.0

Figure 26 - Time In/Time Out Table

2. Check the Click if your are Absent box.

cart time ti	i/ Time Out	
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 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

	DAL, JUE	Op	en Caler	ndar	Close Ca	lendar	Use	er Manua		Sup	ervisor A	Approval
ne In/Time Out												
Click the Delete	button fo	or the Time In	/Time C	out reco	rds (belo	w) you d	o not v	work.				
Click the Defaul	t Times B	utton to add	your def	ault tim	e.							
Default Time In/Tin	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	EXEMPTHOU
DELETE EDIT	MONDAY	02/15/2010									Y	0
DELETE EDIT	TUESDAY	, 02/16/2010	07:30AM	11:30AM	12:30PM	04:30PM						8
	WEDNESD	AY, 02/17/2010	07:30AM	11:30AM	12:30PM	04:30PM		-			-	
DELETE												8
DELETE	THURSDA	Y,02/18/2010	07:30AM	11:30AM	12:30PM	04:30PM						8
DELETE	FRIDAY ,	02/19/2010	07:30AM	11:30AM	12:30PM	04:30PM						8
DELETE EDIT	FRIDAY ,	02/19/2010	07130AM	11:30AM	12:30PM	04:30PM						8 32
DELETE EDIT	FRIDAY ,	<ul> <li>New</li> </ul>	Work Orc	ll:30AM	12:30PM	04:30PM						8
DELETE EDIT	FRIDAY ,	<ul> <li>New</li> </ul>	Work Ord	ll:30AM	DURS WO N	UMBER	DE	SCRIPTIC	N/COM	MENTS		8 32. STATUS
DELETE EDIT	ETE E	New     New     Monday	Work Orc	ier 010	DURS WO N 8 S100	UMBER 0323 FA	DE: CILITIE: FAULT F	SCRIPTIC S HOLIDA HOLIDAY	N/COMI Y	MENTS	E AP	STATUS PROVE
DELETE EDIT	ETE E	New     New     New     DIT MONDAY     TUESDAY	Work Ord 07:30AM Work Ord 07:30AM 0	ler 010 010	DURS WO N 8 S100 8 S100	UMBER 0323 FA 0320 FA	DES CILITIE FAULT F	SCRIPTIC S HOLIDA HOLIDAY S DEFAUL	Y Y T TIME	MENTS	E AF	STATUS STATUS PPROVE
DELETE EDIT	FRIDAY , 8 ETE E ETE E	New     New     Monday     DIT     TUESDAY	Work Ore 07:30AM Work Ore 02/15/20 , 02/16/2	ler HC 010 010	DURS WO N 8 S100 8 S100	UMBER 0323 FA 0320 FA 0320 FA	DES CILITIES FAULT F FAULT F	SCRIPTIO S HOLIDAY S DEFAUL <sup>1</sup> REGULAR	Y Y T TIME	MENTS	E AF	STATUS PPROVE
DELETE EDIT	ETE E ETE E	New     New     DIT     TUESDAY DIT     WEDNESD	Work Ord PRK DATE , 02/15/20 , 02/16/2 AY, 02/17	II:30AM	DURS WO N 8 S100 8 S100	UMBER 0323 FA 0320 FA 0320 FA 02320 FA	DES CILITIE: FAULT F CILITIE: FAULT F CILITIE: FAULT F	SCRIPTIC S HOLIDAY S DEFAUL' REGULAR S DEFAUL' REGULAR	Y Y T TIME T TIME	MENTS	E AF	STATUS PROVE PROVE
DELETE EDIT	ETE E ETE E ETE E ETE E	New     New     Monday     TUESDAY     TUESDAY     MONDAY     TUESDAY     TUESDAY     THURSDA	Work Ord DRK DATE , 02/15/20 , 02/15/20 , 02/16/2 AY, 02/17 Y, 02/18/	ier HC 010 /2010 /2010	DURS WO N 8 S100 8 S100 8 S100	UMBER 0323 FA 0320 FA 0320 FA 0320 FA 0320 FA 0500 FA 0500 FA	DES CILITIE: FAULT F CILITIE: FAULT F CILITIE: FAULT F	SCRIPTIC S HOLIDAY S DEFAUL REGULAR S DEFAUL REGULAR S DEFAUL REGULAR	T TIME T TIME T TIME	MENTS	E AF E AF E AF	STATUS PROVE PROVE PROVE
DELETE EDT Default Hours> INSERT DEL INSERT DEL INSERT DEL INSERT DEL INSERT DEL INSERT DEL INSERT DEL	ETE E ETE E ETE E ETE E ETE E ETE E	New     New     Monday     Tuesday     Tuesday     Tuesday     Tuesday     Tuesday     Tuesday     Tuesday     Tuesday     Tuesday	Work Orc 07:30AM Work Orc 02/15/20 , 02/16/2 AY, 02/17 Y, 02/18/ 02/19/20:	ler нс 010 /2010 /2010	DURS WO N 8 S100 8 S100 8 S100 8 S100 8 S100 8 S100	UMBER 0323 FA 0320 FA 0320 FA 02320 FA 02320 FA 04 04 04 04 04 04 04 04 04 04	DES CILITIE FAULT F CILITIE FAULT F CILITIE FAULT F CILITIE	SCRIPTIC S HOLIDAY S DEFAUL REGULAR S DEFAUL REGULAR S DEFAUL REGULAR S DEFAUL	T TIME T TIME T TIME T TIME T TIME	MENTS	E AF E AF E AF E AF	STATUS PROVE PROVE PROVE PROVE PROVE

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	In/Tin	ne Out	Add N	lew Day	y									
		WOR	RK DATE	IN 1	OUT 1	IN	2 OUT 2	IN 3	OUT 3	IN 4	OUT 4	ABSENT	EXEMPT	HOURS
DELETE	Edit	MONDAY , :	10/22/2012	07:00AN	11:30AM	12:30F	04:00PM							8
DELETE	Edit	TUESDAY ,	10/23/2012	07:00AN	11:30AM	12:30F	04:00PM							8
DELETE	Edit	WEDNESDA	Y, 10/24/2012	07:00AN	11:30AM	12:30F	M 04:00PM							8
DELETE	Edit	THURSDAY	, 10/25/2012	07:00AN	11:30AM	12:305	M 04:00PM							8
DELETE	Edit	FRIDAY , 1	0/26/2012	07:00AN	11:30AN	12:30F	PM 04:00PM							8
						2			1.0		27			
rk Order/He	ours													40.00
rk Order/Ho Default Hour:	ours s==>	8 •	New Work	Order	)-	NOCO		DITON			_ New Work	Work C Order	Dder Br	40.00
rk Order/Ho	s==>	8 •	New Work	Order	WO NU 3 \$13003	MBER 20 F	DESCRI ACILITIES DE	PTION/	COMMEN	TS	- New Work	Work C Order	Dder Br	40.00
rk Order/Ho Pefault Hours DELETE DELETE	s=>	8 •	New Work DRK DATE , 10/22/2012 , 10/23/2012	Order	WO NU 3 513003	MBER 20 F 20 F 20 F	DESCRI ACILITIES DEI DEFAULT REGU ACILITIES DEI DEFAULT REGU	PTION/ FAULT 1 LAR FAULT 1	COMMEN	TS	_ New Work	Work C Order STATUS	Dder Br	40.00
rk Order/Ho Default Hours DELETE DELETE DELETE	Edit Edit Edit	8 V MONDAY TUESDAY WEDNESD	New Work DRK DATE , 10/22/2012 , 10/23/2012 OAY, 10/24/201	Order HOURS	WO NU 3 513003 3 513003	MBER 220 F 220 F 220 F 220 F	DESCRI ACILITIES DEI SEFAULT REGU ACILITIES DEI SEFAULT REGU ACILITIES DEI SEFAULT REGU	PTION/ FAULT 1 LAR FAULT 1 LAR FAULT 1 LAR	COMMEN TIME TIME	TS	_ New Work ENTERE ENTERE ENTERE	Work ( Order STATUS D	Dder Br	40.00
rk Order/Ho befault Hours DELETE DELETE DELETE DELETE	s=>	8 - MONDAY TUESDAY WEDNESD THURSDA	New Work DRK DATE , 10/22/2012 , 10/23/2012 DAY, 10/24/201 NY , 10/25/201	Order HOURS	WO NU 3513003 3513003 3513003 3513003	MBER 220 F 220 F 220 F 220 F 220 F 220 F 220 F	DESCRI ACILITIES DEI ACILITIES DEI ACILITIES DEI ACILITIES DEI DEFAULT REGU ACILITIES DEI DEFAULT REGU	PTION/ FAULT 1 LAR FAULT 1 LAR FAULT 1 LAR FAULT 1 LAR	COMMEN TIME TIME TIME	īs	New Work	Work C Order	Oder B	40.00
rk Order/He Pefault Hours DELETE DELETE DELETE DELETE DELETE DELETE	Edit Edit Edit Edit Edit	8 VIC	New Work DRK DATE , 10/22/2012 , 10/23/2012 DAY, 10/24/201 10/25/2012	Order HOURS	WO NU 3 513003 3 513003 3 513003 3 513003 3 513003	MBER 220 F 220 F 220 F 220 F 220 F 220 F 220 F 220 F 220 F	DESCRI ACILITIES DE BEFAULT REGU ACILITIES DE BEFAULT REGU ACILITIES DE BEFAULT REGU ACILITIES DE BEFAULT REGU	PTION/ FAULT 1 LAR FAULT 1 LAR FAULT 1 LAR FAULT 1 LAR	TIME TIME TIME TIME TIME TIME	TS	- New Work ENTERE ENTERE ENTERE ENTERE	Work C Order	Oder B	40.00

Figure 29 - Work Order/Hours Insert New Order Button

Insert W	ork Orders/Hours	
WORK_DATE:	Click the Work Date Field (above) 1	to bring up calendar.
HOURS:	0	<b>•</b>
	Enter Work Order Number	Search WO
WORK ORDER:	Enter a valid work order in the field Search WO button to find a Work O	l above, or click the Order.
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

		4	(	Octo	ber,	2012	Č.	•	
	Click the Work Date Field (she	Su	Мо	Tu	We	Th	Fr	Sa	
WORK DATE	Click the work Date Field (abo	30	1	2	3	4	5	6	
TORK_DATE.		7	8	9	10	11	12	13	
		14	15	16	17	18	19	20	
		21	22	23	24	25	26	27	
HOURS:	0	28	29	30	31	1	2	3	-
	Enter Work Order Number	4	5	6	7	8	9	10	F
		18	Toda	y: Od	tobe	22,	2012		2
WORK ORDER:	Search WO button to find a Wo	rk O	rde	r.	. 01	ciici	C UI		
Comments:									
STATUS:	ENTERED								
Insert WO	Cancel								

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 b	ring up calendar.
HOURS:		<b>_</b>
WORK ORDER:	Enter Work Order Number Enter a valid work order in the field ab Search WO button to find a Work Orde	Search WO ove, or click the r.
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 (above) to	bring up calendar.
HOURS:	4	•
WORK ORDER:	Enter Work Order Number Enter a valid work order in the field Search WO button to find a Work Or	Search WO above, or click the der.
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.

	26-Oct-2012	
WORK_DATE:	Click the Work Date Field	(above) to bring up calendar.
HOURS:	4	
	S130032	Search WO
	S1300320	r click the
WORK	S1300321	I CICK UIE
ORDER.	S1300323	
	S1300324	
COMMENTS:	S1300325	
STATUS:	ENTERED	
Incort WO	Cancol	

#### 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 up calendar.
HOURS:	4	
	S130030	Search WO
WORK ORDER:	S1300300 S1300301 S1300303	r click the
	Please Enter a Valid Work Or	der Number!!
COMMENTS:		
STATUS:	ENTERED	
Cancel	7	

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 Wo Order.	rk
	S1300320 (FACILITIES DEFAULT TIME)	
	S1300289 (SURPLUS - WAREHOUSE WORK)	
	S1300299 (FIRE CALLS - VOLUNTEER FIREMEN)	
	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)	
	S1300321 (FACILITIES PROBLEM TIMECARD)	

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	<b>_</b>
WORK ORDER:	S1300301 Enter a valid work order in the Search WO button to find a Wo	field above, or click the rk Order.
COMMENTS:	ATTENDED SAFETY MEETINGS	§
STATUS:	ENTERED	
Insert WO	Cancel	

#### Figure 38 - Comments Field

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

		WAL, SOL		Op	en Caler	ndar	Close Ca	alendar	Use	r Manua		Sup	ervisor /	Approva	1
e In/Time Click the Click the	Out Delete Defaul	button fo t Times E	or the luttor	Time In to add y	ı/Time C your def	Out reco ault tim	rds (belo e.	ow) you	do not v	vork.					
efault Time	e In/Tin	ne Out		Add N	New Day										
	i i i i	wo	ORK DA	ATE	IN 1	OUT 1	IN 2	OUT 2	IN 3	OUT 3	IN 4	OUT 4	ABSENT	EXEMPT	HOUF
DELETE	EDIT	MONDAY	02/1	5/2010									Y		0
DELETE	EDIT	TUESDAY	, 02/1	6/2010	07:30AM	11:30AM	12:30PM	04:30P	4						8
DELETE	EDIT	WEDNESD	AY, 02	2/17/2010	07:30AM	11:30AM	12:30PM	04:30P	4						8
DELETE	EDIT	THURSDA	Y , 02	/18/2010	07:30AM	11:30AM	12:30PM	04:30P	^						8
DELETE	EDIT	FRIDAY ,	02/19	/2010	07:30AM	11:30AM	12:30PM	04:30P	4						8
k Order/H Default Ho	Hours	8	•	New \	Work Ore	ler									32.0
'k Order/H Default Ho	Hours	8	-	New 1	Work Ore	ler									32.0
'k Order/H Default Ho	Hours	8	•	New I	Work Ord	der	DURS WO	NUMBER	DE	SCRIPTIO	N/COMI	MENTS		STATI	JS
K Order/H Default Ho	Hours	8 ETE (E	• ( :DIT)	New \ wo MONDAY ,	Work Ord	der HC	0URS WO 1 8 S100	NUMBER 0323 F	DE	SCRIPTIO 5 HOLIDA	N/COMI	MENTS	ENTI	STATE	<u>132.0</u> JS
K Order/H Default Ho	Hours	BTE E	• ( :DIT)	New New N WO MONDAY ,	Work Ord	der нс 010	0URS WO 1 8 S100 8 S100	NUMBER 0323 F 0320 F	DES ACILITIE: EFAULT H ACILITIE:	SCRIPTIO S HOLIDA HOLIDAY S DEFAUL	N/COMI Y	MENTS	ENTI	STATE	<u>132.0</u> JS
K Order/H Default Ho INSERT	Hours	B ETE E ETE E	• ( :DIT)	New 1 WO MONDAY , TUESDAY	Work Ord 02/15/20 , 02/16/2	der но 010	8 S100 8 S100	NUMBER 0323 F 0320 F 0320 F	DES ACILITIE EFAULT F ACILITIE EFAULT F	SCRIPTIO S HOLIDAY S DEFAULT	N/COMI Y F TIME	MENTS	ENTI	STATI ERED	JS
k Order/H Default Ho INSERT INSERT	lours	B ETE E ETE E ETE E		New I wo MONDAY , TUESDAY WEDNESD	Work Ord 02/15/20 , 02/16/2 Ay, 02/17	der 010 010 1/2010	BURS WO 1 8 S100 8 S100 8 S100	NUMBER 0323 F 0320 F 0320 F 0320 F	DES ACILITIE EFAULT F ACILITIE EFAULT F ACILITIE	SCRIPTIO S HOLIDA HOLIDAY S DEFAULT LEGULAR S DEFAULT	N/COMI Y F TIME F TIME	MENTS	ENTI	STATI ERED ERED ERED	J32.0
k Order/H Default Ho INSERT INSERT INSERT	Hours	8 ETE (E ETE (E ETE (E ETE (E		New 1 wo MONDAY , TUESDAY WEDNESD, THURSDA	Work Ord OZ/15/20 , 02/16/2 AY, 02/17 Y , 02/18	der 010 1/2010 /2010	BURS WO 8 S100 8 S100 8 S100 8 S100 8 S100	NUMBER 0323 F 0320 F 0320 F 0320 F 0320 F	DES ACILITIE: EFAULT F ACILITIE: EFAULT F ACILITIE:	SCRIPTIO S HOLIDAY S DEFAULT LEGULAR S DEFAULT S DEFAULT	N/COMI Y F TIME F TIME F TIME	MENTS	ENTI ENTI ENTI	STATE ERED ERED ERED	J32.0
k Order/H Default Ho INSERT INSERT INSERT	Hours	8 ETE E ETE E ETE E ETE E	TIO:	New 1 wo MONDAY , TUESDAY WEDNESDA THURSDA	Work Ord 02/15/20 , 02/16/2 AY, 02/17 Y , 02/18	der 010 010 /2010 /2010	BURS WO 1 8 S100 8 S100 8 S100 8 S100	NUMBER 0323 F 0320 F 0320 F 0320 F 0320 F 0320 F	DES ACILITIE: EFAULT F ACILITIE: EFAULT F ACILITIE: EFAULT F	SCRIPTIO S HOLIDA HOLIDAY S DEFAUL' LEGULAR S DEFAUL' LEGULAR LEGULAR	Y T TIME T TIME T TIME	MENTS	ENTI ENTI ENTI ENTI	STATE RED RED ERED	J32.0
k Order/H Default Ho INSERT INSERT INSERT INSERT	Hours	B ETE E ETE E ETE E ETE E ETE E	(TICE TICE TICE TICE TICE TICE	New M WONDAY , TUESDAY WEDNESD, THURSDAY FRIDAY , 1	Work Ore 02/15/20 , 02/16/2 AY, 02/17 Y , 02/18 02/19/20	der 010 010 /2010 /2010 10	BURS WO 1 8 S100 8 S100 8 S100 8 S100 4 S100	NUMBER 0323 F 0320 F 0320 F 0320 F 0320 F 0320 F 0321 S	DES ACILITIE: EFAULT F ACILITIE: EFAULT F ACILITIE: EFAULT F ACILITIE: EFAULT F AFETY ME TRANENCE	SCRIPTIO S HOLIDAY S DEFAULT LEGULAR S DEFAULT LEGULAR LEGULAR LEGULAR LEGULAR WINTER I	T TIME T TIME T TIME T TIME	MENTS		STATE RED ERED ERED ERED ERED	JS
k Order/H Default Ho INSERT INSERT INSERT INSERT INSERT	lours	BETE E ETE E ETE E ETE E ETE E ETE E	• ( - TOT - TOT - TOT - TOT - TOT - TOT - TOT - TOT - TOT	New V WONDAY , TUESDAY WEDNESD THURSDAY FRIDAY , I	Work Ord 02/15/20 , 02/15/20 , 02/16/2 AY, 02/17 Y , 02/18 02/19/20	der HC 010 1/2010 10 10	BURS WO 8 S100 8 S100 8 S100 8 S100 4 S100 8 S100 8 S100	NUMBER 0323 F 0320 F 0320 F 0320 F 0320 F 0301 S 0301 S 0301 F	DES ACILITIE: EFAULT F ACILITIE: EFAULT F ACILITIE: FAULT F ACILITIE: TTENDED RAINING ACILITIE:	SCRIPTIO S HOLIDAY S DEFAUL' LEGULAR S DEFAUL' LEGULAR S DEFAUL' LEGULAR S DEFAUL' S DEFAUL' S DEFAUL'	T TIME T TIME T TIME T TIME DEFENSI T TIME	MENTS	ENTI ENTI ENTI ENTI ENTI	STATI ERED ERED ERED ERED ERED	132.0

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.

	ie mu	DAD, SOL	Op	en Caler	ndar	Close Ca	lendar	Use	r Manua	d L	Supe	ervisor I	Approva	1
e In/Time Click the Click the efault Time	Out Delete Default e In/Tin	button for t Times Bu ne Out	the Time Ir tton to add Add I	n/Time C your def New Day	Out reco ault tim	rds (belo e.	w) you d	o not v	vork.					
	_	wor	KDATE	TN 1	OUT 1	TN 2	OUT 2	TN 3	OUT 3	IN 4	OUT 4	ABSEN	EXEMPT	HOU
DELETE	EDIT	MONDAY ,	02/15/2010									Y		0
DELETE	EDIT	TUESDAY ,	02/16/2010	07:30AM	11:30AM	12:30PM	04:30PM							8
DELETE	EDIT	WEDNESDA	Y, 02/17/2010	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	EDIT	FRIDAY , 0	2/19/2010	07:30AM	11:30AM	12:30PM	04:30PM			-	1			8
rk Order/H	lours					) )		Ne	w Work (	)rder hu	tten - Ade	de Wark		32.
rk Order/H Default Ho	Hours	8	- New	Work Ore	der	}		Net Or	n Work ( der	)rder bu	tton - Ade	ds Work		32.
rk Order/H Default Ho	Hours	8	• New	Work Ore	der	DURS WO N	NUMBER	Net Or DES	w Work ( der SCRIPTIC	Drder bu	tton - Ade	ds Work	STATE	32.0
rk Order/H Default Ho	Hours	B ETE E		Work Ore	der HC	DURS WO N 8 S100	IUMBER 0323 FAI	Ner Or DES CILITIES	W Work ( der CRIPTIO	Drder bu Drder bu N/COMI	tton - Ade	ds Work	STAT	32.0
rk Order/H Default Ho INSERT	lours	BIETE (EC	TUESDAY	Work Ord	der 010	B S100	UMBER 0323 FAI 0320 FAI 0320 FAI	Ne Or CILITIES FAULT H CILITIES FAULT R	w Work ( der CRIPTIC 5 HOLIDA 5 HOLIDAY 5 DEFAUL <sup>2</sup> EGULAR	Drder bu DN/COMI Y T TIME	tton - Ade Ments	ds Work	STATI ERED ERED	32.0
rk Order/H Default Ho INSERT INSERT	Hours Hours DEL DEL DEL	BTE EI ETE EI ETE EI	New 1 MONDAY IT TUESDAY	Work Ore ORK DATE , 02/15/21 , 02/16/2 AY, 02/17	der 010 1010	B S1000 8 S1000 8 S1000	UMBER 0323 FAI 0320 FAI 0320 FAI 0320 FAI	Ne Or CILITIES FAULT H CILITIES FAULT R CILITIES FAULT R	W Work ( der CRIPTIC S HOLIDA S DEFAULT EGULAR S DEFAULT EGULAR	Drder bu DN/COMI Y T TIME T TIME	tton - Ada MENTS	ds Work ENT ENT ENT	STATE ERED ERED ERED	32.0
rk Order/H Default Ho INSERT INSERT INSERT	lours urs==> ) DEL ) DEL ) DEL	BTE EI ETE EI ETE EI ETE EI	V New NT MONDAY TUESDAY IT TUESDAY IT WEDNESD IT THURSDA	Work Ore DRK DATE , 02/15/20 , 02/16/2 AY, 02/17 Y , 02/18	der 010 010 1/2010 /2010	B S1000 8 S1000 8 S1000 8 S1000 8 S1000	AUMBER 0323 FAI DE 0320 FAI 0320 FAI 0320 FAI 0320 FAI	Ner Or CILITIES FAULT H CILITIES FAULT R CILITIES FAULT R CILITIES	w Work C der CRIPTICA S HOLIDAY S DEFAUL* EGULAR S DEFAUL* EGULAR E GULAR	Drder bu pn/com y t time t time t time	tton - Adv	ds Work	STATE ERED ERED ERED ERED	32.( JS
rk Order/H Default Ho INSERT INSERT INSERT INSERT	Iours IOEL IOEL IOEL IOEL IOEL IOEL IOEL IOEL	ETE EI ETE EI ETE EI ETE EI ETE EI	VIT TUESDAY	Work Ore ORK DATE , 02/15/21 , 02/16/2 AY, 02/17 Y , 02/18, 02/19/20	der 010 010 10 10	B S1000 8 S1000 8 S1000 8 S1000 8 S1000 8 S1000	AUMBER 0323 FAI 0320 FAI 0320 FAI 0320 FAI 0320 FAI 0320 FAI 0320 FAI	Net OT CILITIES FAULT H CILITIES FAULT R CILITIES FAULT R CILITIES FAULT R	Work ( der CRIPTIO 5 HOLIDA 10LIDAY 5 DEFAULT 25 DEFAULT 25 DEFAULT 25 DEFAULT 25 DEFAULT 25 DEFAULT 25 DEFAULT 25 DEFAULT	Drder bu Drder bu PY T TIME T TIME T TIME T TIME T TIME	tton - Ade	ds Work ENT ENT ENT ENT	STATE ERED ERED ERED ERED ERED	32.0

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.

East wo	rk Orders/Hours
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
Cancel	•

#### 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.

Default Time In/Ti	me Out Add I	New Da	y									
	WORK DATE	IN 1	OUT 1	IN 2	OUT 2	IN 3	OUT 3	IN 4	OUT 4	ABSENT	EXEMPT	HOURS
DELETE	MONDAY, 06/18/2012	07:00AN	11:00AN	12:00PM	04:00PM	I						8
DELETE	TUESDAY , 06/19/2012	07:00AN	11:30AN	12:30PM	04:00PM							8
DELETE	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	1						8
												40.00

#### Work Order/Hours

Default Hours=> 8 - New Work Order

		WORK DATE	HOURS	WO NUMBER	DESCRIPTION/COMMENTS	STATUS
INSERT	DELETE	MONDAY, 06/18/2012	8	S1200320	FACILITIES DEFAULT TIME	ENTERED
INSERT	DELETE	TUESDAY , 06/19/2012	8	S1200320	FACILITIES DEFAULT TIME	ENTERED
INSERT	DELETE	WEDNESDAY, 06/20/2012	8	S1200320	FACILITIES DEFAULT TIME	ENTERED
INSERT	DELETE	THURSDAY , 06/21/2012	8	S1200320	FACILITIES DEFAULT TIME	ENTERED
INSERT	DELETE	FRIDAY, 06/22/2012	4	S1200320	FACILITIES DEFAULT TIME	ENTERED
INSERT	DELETE	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	IGHT, TIMOTHY W OF	en Calendar	Close Caler	idar U	ser Manual	Super	visor Approva	al
me In/Time Out								
<ul> <li>Click the Delete</li> </ul>	button for the Time I	n/Time Out red	ords (below)	you do no	t work.			
<ul> <li>Click the Default</li> </ul>	t Times Button to add	your default ti	me.					
			-					
Default 1 ime In/1 ii	ne Out Add	New Day						
	WORK DATE	IN 1 OUT 1	IN 2 OU	T2 IN3	OUT 3 IN 4	OUT 4	ABSENT EXEMPT	(H
DELETE Edit	MONDAY, 06/18/2012	07:00AM11:00A	M12:00PM 04:0	OPM				8
DELETE Edit	TUESDAY , 06/19/2012	07:00AM11:30A	M12:30PM 04:0	OPM				8
DELETE Edit	WEDNESDAY, 06/20/201	2 07:00AM11:30A	M12:30PM 04:0	OPM				8
	THURSDAY 06/21/201	07:00AM11:30A	M12:30PM 04:0	OPM				8
DELETE Edit	1110100041 , 06/21/201		1 1		1 1			
DELETE Edit	FRIDAY , 06/22/2012	07:00AM11:30A	M12:30PM 04:0	OPM				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	\$1200320	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	\$1200320	FACILITIES DEFAULT TIME	ENTERED
	INSERT	DELETE Edit	FRIDAY, 06/22/2012	4	S1200320	FACILITIES DEFAULT TIME	ENTERED
Т				40.00			

Approve Refresh Logout

#### 2. The status will be updated to E-Approve

Facilities Services - FAMIS Web Time (PPRD)

**University** of lo

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 SVCS
 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

1		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	07:00AN	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 Edit	THURSDAY , 06/21/2012	07:00AN	11:30AN	12:30PM	04:00PM	1						8
	DELETE Edit	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
	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
Т				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