University of Idaho
Facilities Services

FAMIS Web Time

User Training

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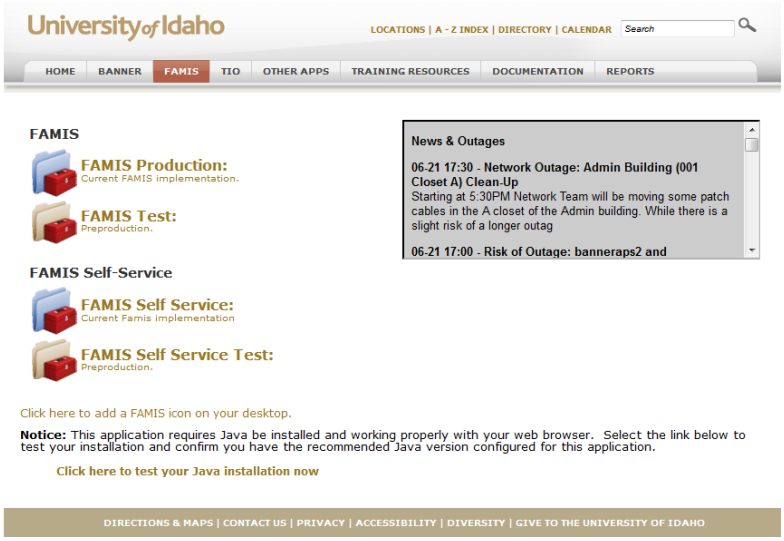
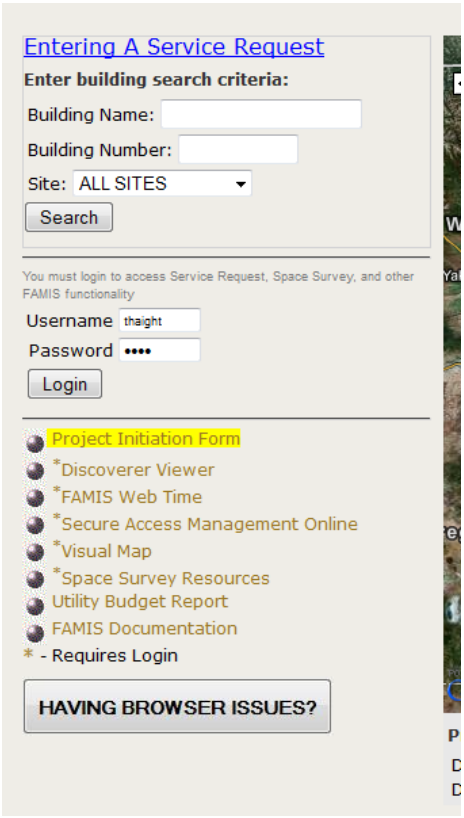
Lesson 1: Accessing FAMIS Web Time

To access FAMIS Web Time

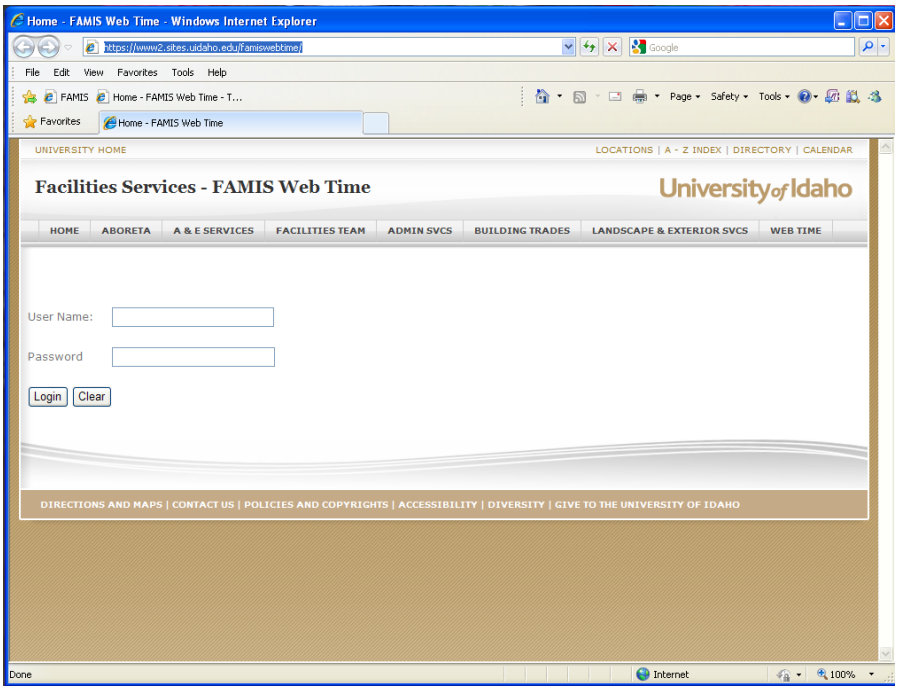
1. Open a web browser (Internet Explorer, Firefox, etc)
2. Go to the Banner Home Page (http://banner.uidaho.edu



3. Click on Self Service



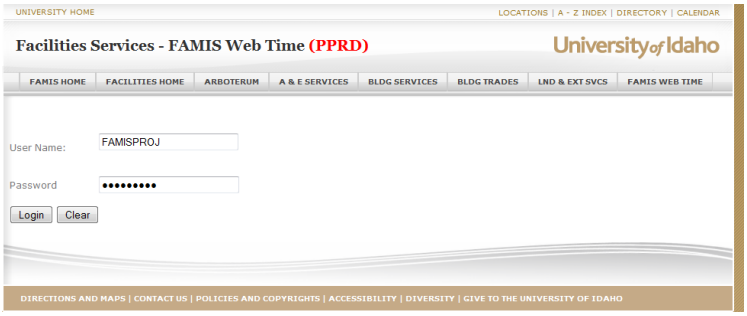
4. Click on FAMIS Web Time


Home - FAMIS Web Time - Windows Internet Explorer
https://www2.sites.uidaho.edu/famiswebtime/
File Edit View Favorites Tools Help
Favorites
Home - FAMIS Web Time
UNIVERSITY HOME
LOCATIONS | A - Z INDEX | DIRECTORY | CALENDAR
Facilities Services - FAMIS Web Time
University of Idaho
HOME
ABORETA
A & E SERVICES
FACILITIES TEAM
ADMIN SVCS
BUILDING TRADES
LANDSCAPE & EXTERIOR SVCS
WEB TIME
User Name:
Password
Login
Clear
DIRECTIONS AND MAPS | CONTACT US | POLICIES AND COPYRIGHTS | ACCESSIBILITY | DIVERSITY | GIVE TO THE UNIVERSITY OF IDAHO
Done
Internet
100%

Lesson 2 – Logging Into FAMIS Web Time

To log into FAMIS Web Time:

1. Enter your FAMIS User Name and Password in the appropriate fields



   For this training, use the following User Name and Password
   User Name: FAMISPROJ
   Password: projtra1n

2. Click the Login button
3. You will be taken to the Enter/Edit Time Cards page.

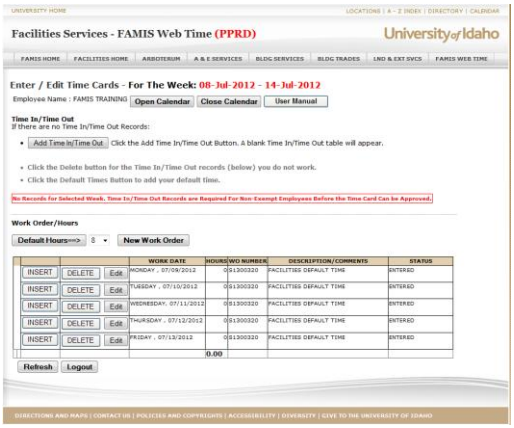
If an incorrect User Name or Password is entered, the error message "Invalid User Name and/or Password. Please Try Again" will appear. Check your user name and password to make sure it is correct and try again.

Lesson 3 – Entering Your Default Time In/Time Outs

The FAMIS Web Time application was designed to make it easier to enter your time, especially if you generally have the same schedule each week, and perform work on a default work order. The FAMIS Web Time also gives you a weekly view of your time card.

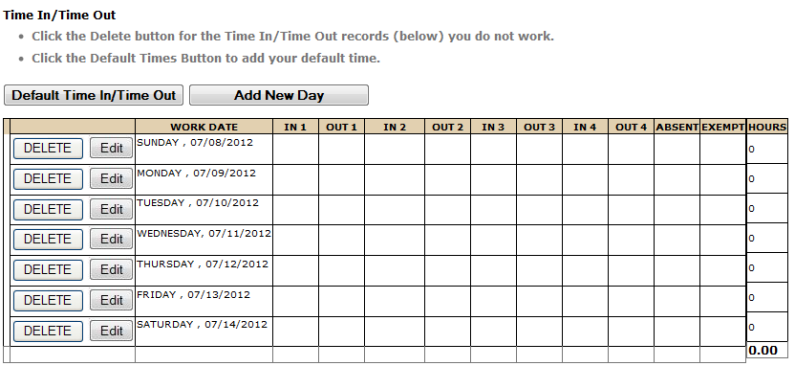
If this is the first time you updated your time card, you will see something like the screen below.

- The Time In/Time Out table will not be visible, and instead "No Records for Selected Week. Time In/Time Out Records are Required For Non-Exempt Employees Before the Time Card Can be Approved." will appear.
- The Work Order/Hours table will have your default work orders for the week, and there will be no hours for those work orders.

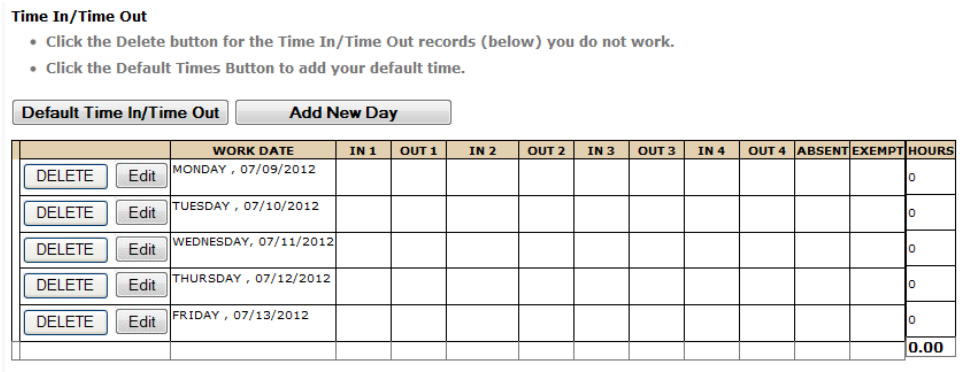


To add in your default time in/time out records:

1. Click the Add Time In/Time Out button. This will create blank time in/time out records for the selected week



2. Click the Delete button for the days you do not work. For example, if you work Monday through Friday, click the Delete button for Sunday and Saturday.



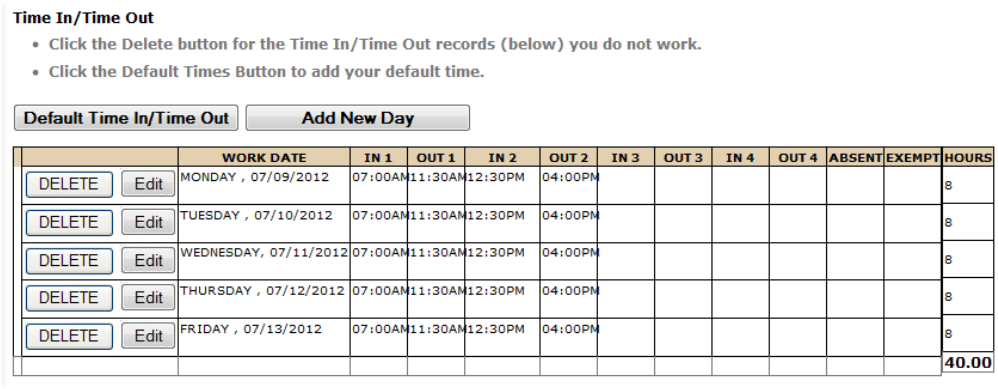
Time In/Time Out

- 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 , 07/09/2012											0
DELETE Edit	TUESDAY , 07/10/2012											0
DELETE Edit	WEDNESDAY, 07/11/2012											0
DELETE Edit	THURSDAY , 07/12/2012											0
DELETE Edit	FRIDAY , 07/13/2012											0
												0.00

3. Click the Default Time In/Time Out button. This will add your default time in and time outs that are stored in FAMIS. The number of hours will be calculated in the Hours column, and the weekly number of hours will be calculated in the last row of the table.



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

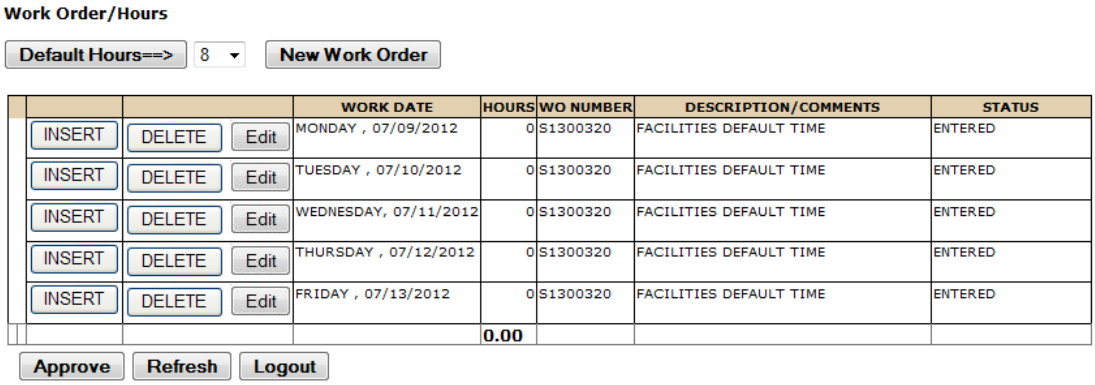
	WORK DATE	IN 1	OUT 1	IN 2	OUT 2	IN 3	OUT 3	IN 4	OUT 4	ABSENT	EXEMPT	HOURS
DELETE Edit	MONDAY , 07/09/2012	07:00AM	11:30AM	12:30PM	04:00PM							8
DELETE Edit	TUESDAY , 07/10/2012	07:00AM	11:30AM	12:30PM	04:00PM							8
DELETE Edit	WEDNESDAY, 07/11/2012	07:00AM	11:30AM	12:30PM	04:00PM							8
DELETE Edit	THURSDAY , 07/12/2012	07:00AM	11:30AM	12:30PM	04:00PM							8
DELETE Edit	FRIDAY , 07/13/2012	07:00AM	11:30AM	12:30PM	04:00PM							8
												40.00

If your default time does not appear, contact the Mike Finkbiner, mikef@uidaho.edu to have them updated.

Lesson 4 – Default Work Orders/Hours

Default work orders are added to the Work Order/Hours table about three weeks in advance. If you don't have any changes in the work order or the number of hours you work each day, then all you will need to do for the work hours is to add the number of hours for the selected week. To do this:

1. Click the Default Hours button. This will update the Hours column for the selected week's work orders.



2. The default number of hours is 8. If you work a different number of hours, change the drop down box to the number of hours you work each day, then click the Default Hours button.

   For example, if you work a 4 10's schedule (4 days a week, 10 hours a day), change the Hours drop down list to 10. Then click the Default Hours button. After the update, the drop down list switches back to 8.

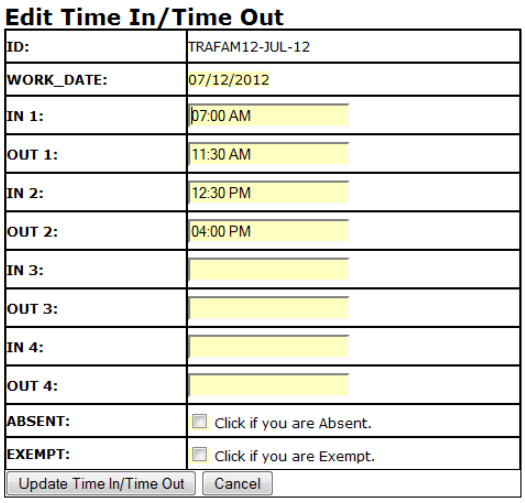
Lesson 5 – Changing Time In/Time Out Records

In Lesson 3 we discussed entering default time in /time out records. There may be occasions where these times may need to be changed. For example, if you are taking time off (such as vacation), you will need to adjust your times.

The times reflected in the Time In/Time Out table are the actual times that you work. Paid hours are entered into the Work Order/Hours table.

To change a time in/time out record:

1. Click the Edit button for the day to be changed. The Edit Time In/Time Out form will appear.

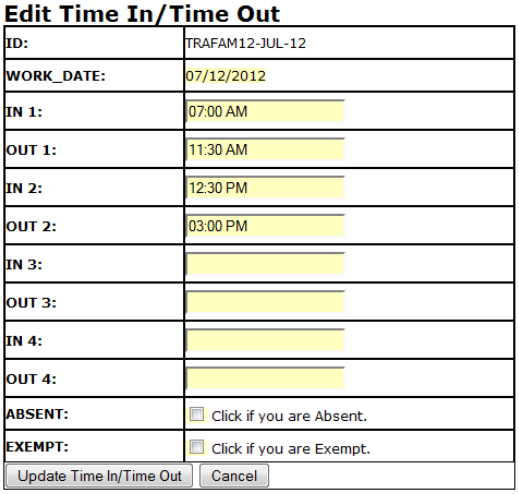


Edit Time In/Time Out

ID:	TRAFAM12-JUL-12
WORK_DATE:	07/12/2012
IN 1:	07:00 AM
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/Time Out | Cancel

2. Edit the time in or time out to be updated. In this example, the employee will be leaving at 3:00 pm so the OUT 3 field needs to be changed.



Edit Time In/Time Out

ID:	TRAFAM12-JUL-12
WORK_DATE:	07/12/2012
IN 1:	07:00 AM
OUT 1:	11:30 AM
IN 2:	12:30 PM
OUT 2:	03:00 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 Out | Cancel

3. When you are finished making changes, click the Update Time In/Time Out button. This will update the Time In/Time Out record and recalculate the Hours column.

	WORK DATE	IN 1	OUT 1	IN 2	OUT 2	IN 3	OUT 3	IN 4	OUT 4	ABSENT	EXEMPT	HOURS
DELETE Edit	MONDAY , 07/09/2012	07:00AM	11:30AM	12:30PM	04:00PM							8
DELETE Edit	TUESDAY , 07/10/2012	07:00AM	11:30AM	12:30PM	04:00PM							8
DELETE Edit	WEDNESDAY, 07/11/2012	07:00AM	11:30AM	12:30PM	04:00PM							8
DELETE Edit	THURSDAY , 07/12/2012	07:00AM	11:30AM	12:30PM	03:00PM							7
DELETE Edit	FRIDAY , 07/13/2012	07:00AM	11:30AM	12:30PM	04:00PM							8
												39.00

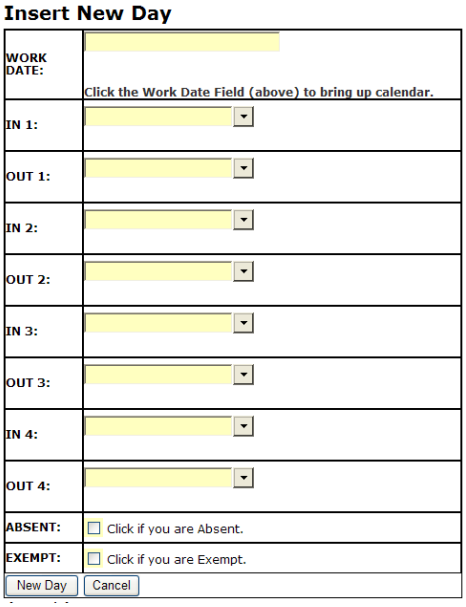
If you are going to be absent the entire day, click the "Click if you are Absent" check box. This will blank out the time in/time outs for that day and enter a Y in the Absent field.

	WORK DATE	IN 1	OUT 1	IN 2	OUT 2	IN 3	OUT 3	IN 4	OUT 4	ABSENT	EXEMPT	HOURS
DELETE Edit	MONDAY , 07/09/2012	07:00AM	11:30AM	12:30PM	04:00PM							8
DELETE Edit	TUESDAY , 07/10/2012	07:00AM	11:30AM	12:30PM	04:00PM							8
DELETE Edit	WEDNESDAY, 07/11/2012	07:00AM	11:30AM	12:30PM	04:00PM							8
DELETE Edit	THURSDAY , 07/12/2012									Y		0
DELETE Edit	FRIDAY , 07/13/2012	07:00AM	11:30AM	12:30PM	04:00PM							8
												32.00

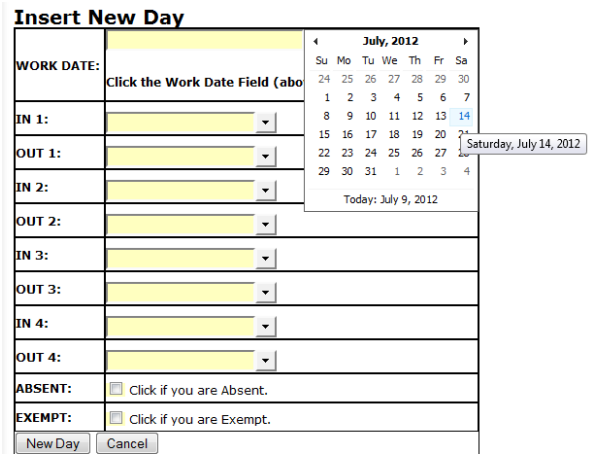
Lesson 6 – Adding New Time In/Time Out Records

Occasionally you may need to add another day. For example, you may get called in on a day off to work. To add another Time In/Time Out record:

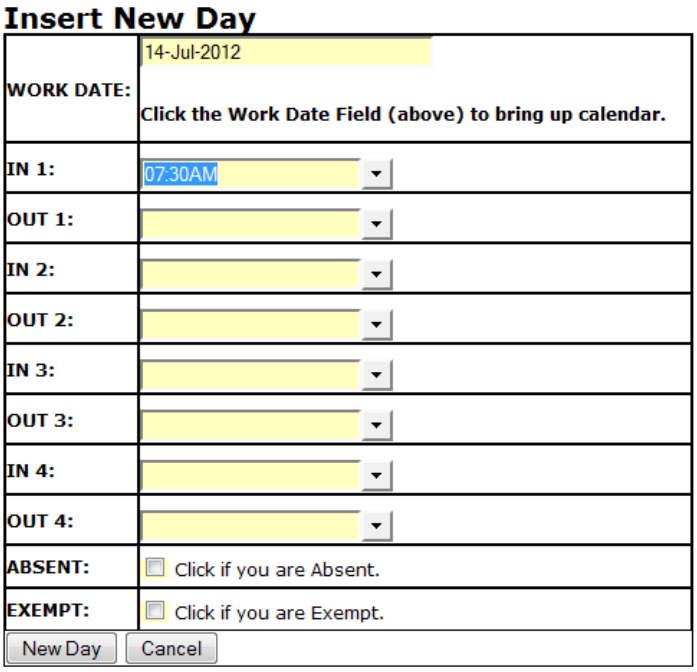
1. Click the New Time In/Time Out button. This will open the Insert New Day form.



2. Click the Work Date field. This will open a calendar. Select the Work Date from this calendar. Press the Tab key to go to the IN 1 field.



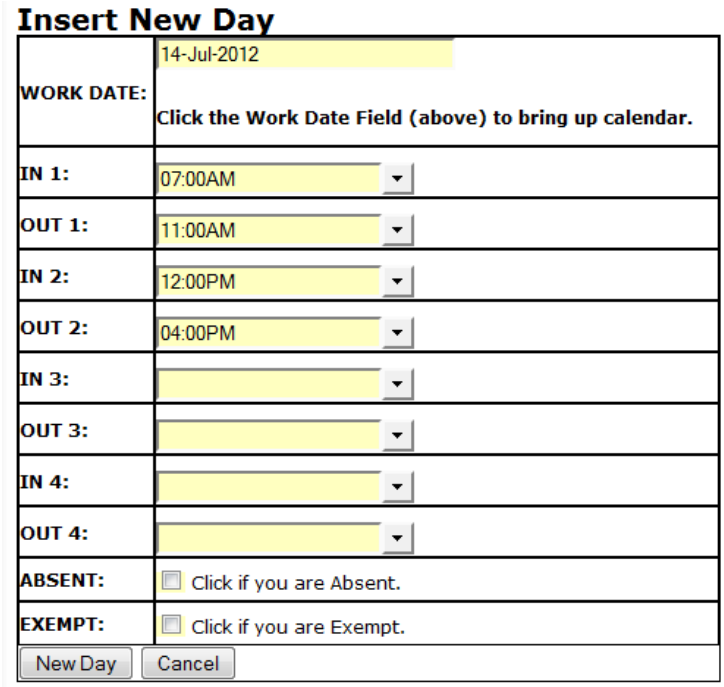
3. In the IN 1 field, enter the first time in. All the times must be in the HH:MM AM/PM format, such as 07:30 AM. If you type the time in the field directly, it will auto complete as the time is being typed in. The time can also be selected from the drop down list next to the field.



4. After entering the time, hit the tab key twice to go to the next field.
5. Repeat items 3 and 4 until all times are entered for that day.

On a typical work day, two time in/time out pairs may be used. For example

- You start work at 07:00AM, to IN 1 would equal 07:00 AM
- You leave for lunch at 11:00 AM, so OUT 1 would equal 11:00 AM
- You return from lunch at 12:00 PM, so IN 2 would equal 12;00 PM
- Finally you leave for the day at 4:00 PM, so OUT 2 would equal 04:00 PM



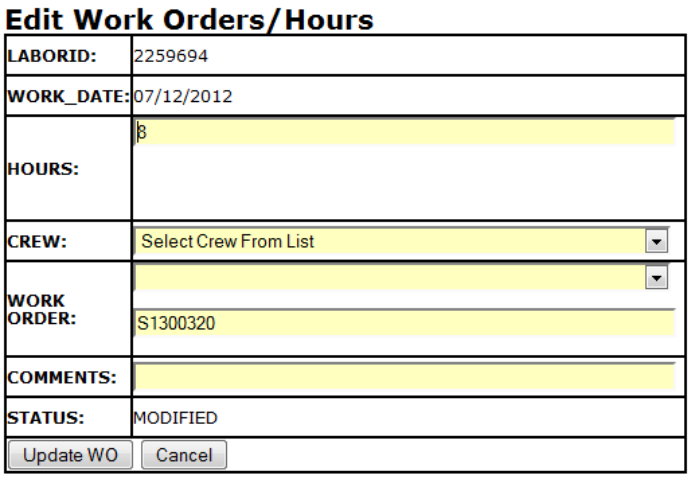
6. When all the times are entered, click the New Day button. This will add a new Time In/Time Out record. You will also need to add a work order for the new day (this will be covered in Lesson 8.

	WORK DATE	IN 1	OUT 1	IN 2	OUT 2	IN 3	OUT 3	IN 4	OUT 4	ABSENT	EXEMPT	HOURS
DELETE Edit	MONDAY , 07/09/2012	07:00AM	11:30AM	12:30PM	04:00PM							8
DELETE Edit	TUESDAY , 07/10/2012	07:00AM	11:30AM	12:30PM	04:00PM							8
DELETE Edit	WEDNESDAY, 07/11/2012	07:00AM	11:30AM	12:30PM	04:00PM							8
DELETE Edit	THURSDAY , 07/12/2012	07:00AM	11:30AM	12:30PM	04:00PM							8
DELETE Edit	FRIDAY , 07/13/2012	07:00AM	11:30AM	12:30PM	03:00PM							7
DELETE Edit	SATURDAY , 07/14/2012	07:00AM	11:00AM	12:00PM	04:00PM							8
												47.00

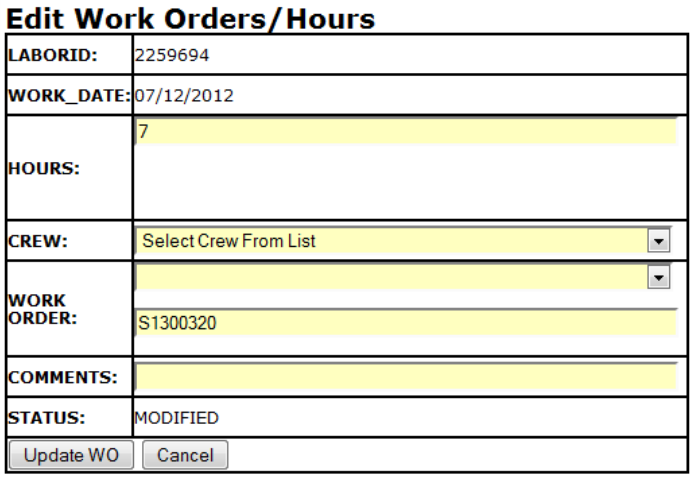
Lesson 7 – Changing Work Orders

In Lesson 4 we discussed adding default times to work orders. There may be occasions when you need to change work order information, such as the number of hours or the work order number.

For example, an employee is taking annual leave, so the number of hours on the Facilities Default Time work order needs to be changed. Then Work Order S1000324 would need to be added. Entering New Work Orders is discussed in Lesson 8. Click the Edit button for the work order to be changed.



1. Make the changes on the Edit Work Order/Hours form. In this example, the number of hours has been changed to 7.



2. When the changes are made, click the Update WO button.
3. The updates will appear in the Work Orders/Hours table.

Default Hours==> 8 New Work Order

			WORK DATE	HOURS	WO NUMBER	DESCRIPTION/COMMENTS	STATUS
INSERT	DELETE	Edit	MONDAY , 07/09/2012	8	S1300320	FACILITIES DEFAULT TIME	MODIFIED
INSERT	DELETE	Edit	TUESDAY , 07/10/2012	8	S1300320	FACILITIES DEFAULT TIME	MODIFIED
INSERT	DELETE	Edit	WEDNESDAY, 07/11/2012	8	S1300320	FACILITIES DEFAULT TIME	MODIFIED
INSERT	DELETE	Edit	THURSDAY , 07/12/2012	7	S1300320	FACILITIES DEFAULT TIME	MODIFIED
INSERT	DELETE	Edit	FRIDAY , 07/13/2012	8	S1300320	FACILITIES DEFAULT TIME	MODIFIED
				39.00			

Lesson 8 – Entering New Work Orders

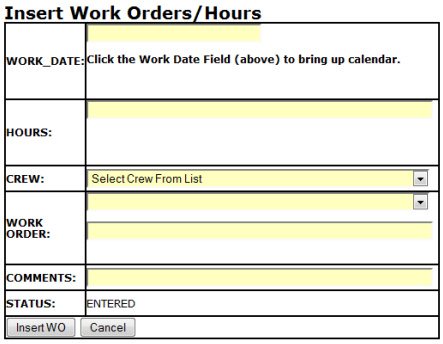
Sometimes you are required to record paid hours on a different work order than your default work order. For example, work order S1300006 is used for annual leave in fiscal year (FY) 2013. Employees who work on a holiday would have hours recorded on

- S1000323 (Facilities Holiday),
- S1000320 (Facilities Default Time), and
- S1000570 (Pay for Holidays Worked).

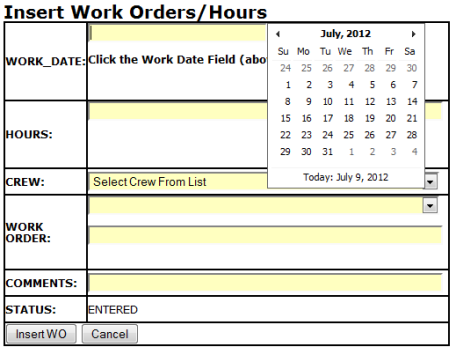
Days that are designated as University of Idaho holidays are entered with work order S1300323 when the default work orders are inserted. The employees who work those holidays would be required to add the additional work orders.

To add a new work order:

1. Click the New Work Order button. This will open the Insert Work Orders/Hours form. (Note: The Insert button in the Work Order/Hours will bring up the Insert Work Orders/Hours form. The difference with this form is the date from the record is inserted in the form. If you click this button, skip to step 3.

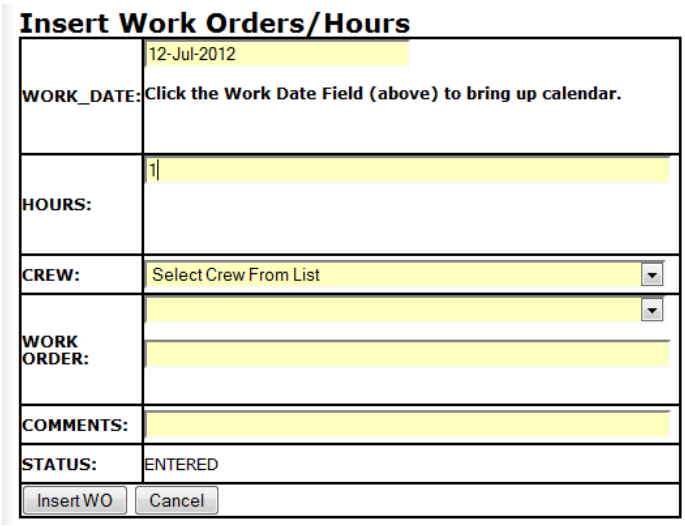


2. Click in the Work Date field. This will bring up a calendar. Select the work date from the calendar.

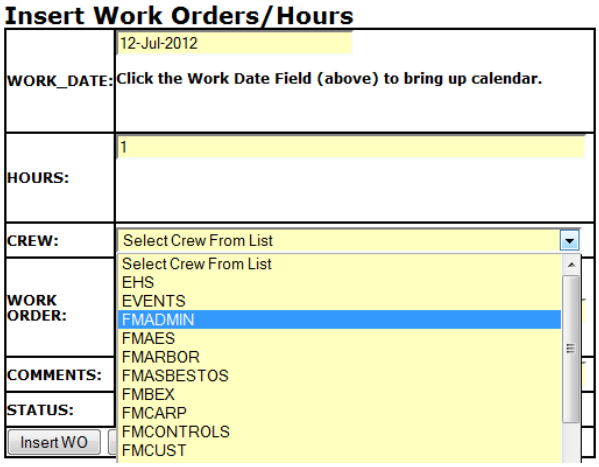


3. Tab to the Hours field.

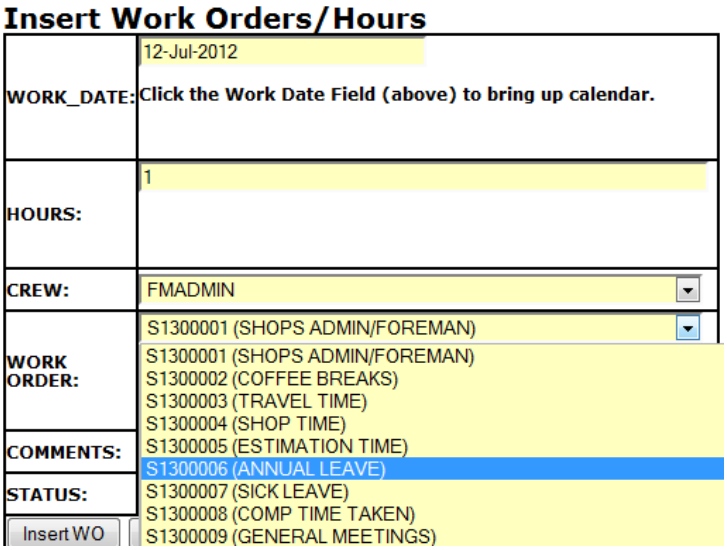
4. Enter the number of hours in the Hours field. The hours must be in the range from -12 to 12. For partial hours, they must be in quarter hour increments in decimal format:
   a. ¼ hour = .25
   b. ½ hour =.50
   c. ¾ hour = .75



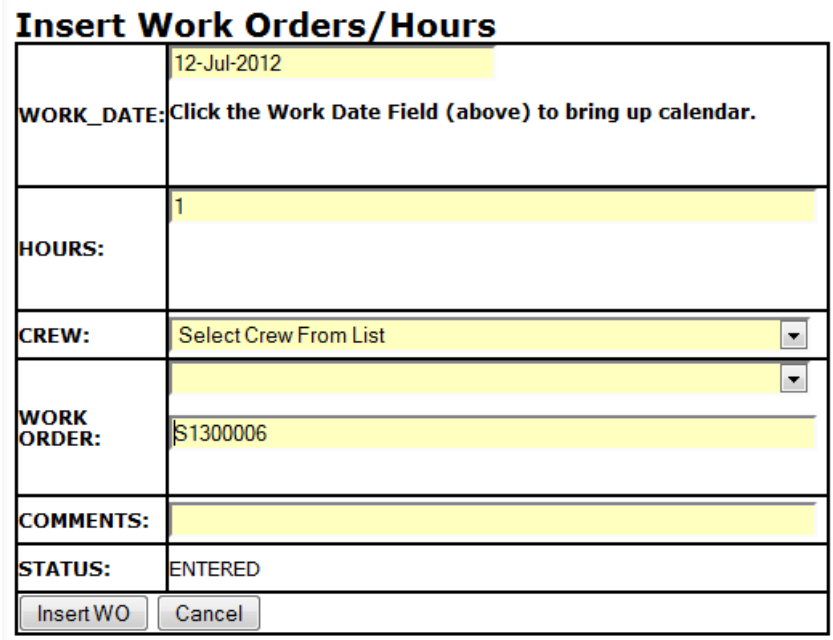
5. Work orders can be entered by using the drop down lists, or typing it directly in the Work Order field.
6. To use the drop down lists:
   a. Click the Crew drop down list. This will bring up a list of crews. Select the crew from the list.



   b. A list of work orders will appear in the Work Order drop down list. Pick the work order from that list. This will enter the selected work order in the Work Order field.



7. To enter the work order directly, type the work order in the Work Order field.



8. Press the tab key twice, or mouse click into the Comments.
9. If desired, enter a comment in the Comments field.
10. Click the Insert WO button to save the work order.

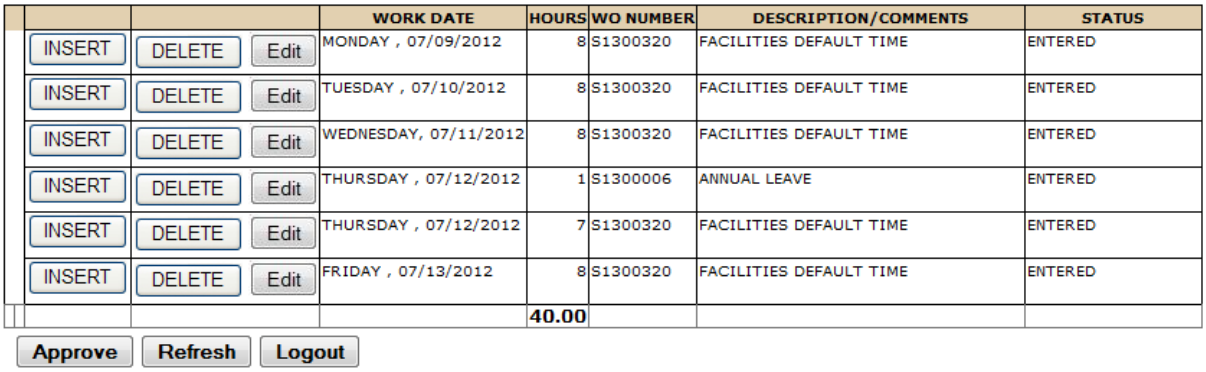
			WORK DATE	HOURS	WO NUMBER	DESCRIPTION/COMMENTS	STATUS
INSERT	DELETE	Edit	MONDAY , 07/09/2012	8	S1300320	FACILITIES DEFAULT TIME	ENTERED
INSERT	DELETE	Edit	TUESDAY , 07/10/2012	8	S1300320	FACILITIES DEFAULT TIME	ENTERED
INSERT	DELETE	Edit	WEDNESDAY, 07/11/2012	8	S1300320	FACILITIES DEFAULT TIME	ENTERED
INSERT	DELETE	Edit	THURSDAY , 07/12/2012	1	S1300006	ANNUAL LEAVE	ENTERED
INSERT	DELETE	Edit	THURSDAY , 07/12/2012	7	S1300320	FACILITIES DEFAULT TIME	ENTERED
INSERT	DELETE	Edit	FRIDAY , 07/13/2012	8	S1300320	FACILITIES DEFAULT TIME	ENTERED
				40.00			

Approve Refresh Logout

Lesson 9 – Employee Approvals

After your time card has been entered, you will need to approve it. To approve your time card:

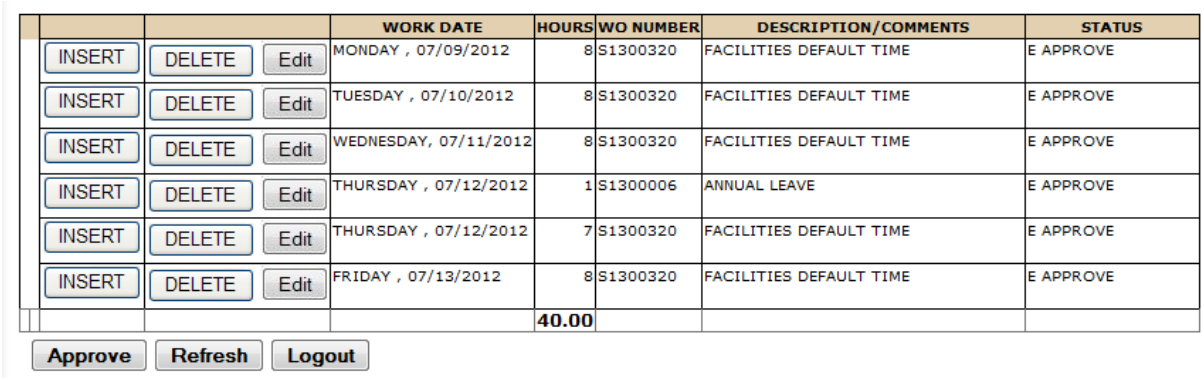
1. Click the Approve button, located below the Work Order/Hours table.



			WORK DATE	HOURS	WO NUMBER	DESCRIPTION/COMMENTS	STATUS
INSERT	DELETE	Edit	MONDAY , 07/09/2012	8	S1300320	FACILITIES DEFAULT TIME	ENTERED
INSERT	DELETE	Edit	TUESDAY , 07/10/2012	8	S1300320	FACILITIES DEFAULT TIME	ENTERED
INSERT	DELETE	Edit	WEDNESDAY, 07/11/2012	8	S1300320	FACILITIES DEFAULT TIME	ENTERED
INSERT	DELETE	Edit	THURSDAY , 07/12/2012	1	S1300006	ANNUAL LEAVE	ENTERED
INSERT	DELETE	Edit	THURSDAY , 07/12/2012	7	S1300320	FACILITIES DEFAULT TIME	ENTERED
INSERT	DELETE	Edit	FRIDAY , 07/13/2012	8	S1300320	FACILITIES DEFAULT TIME	ENTERED
				40.00			

Approve Refresh Logout

2. When clicked, the Status for the work orders in the selected week will be updated to E APPROVE.



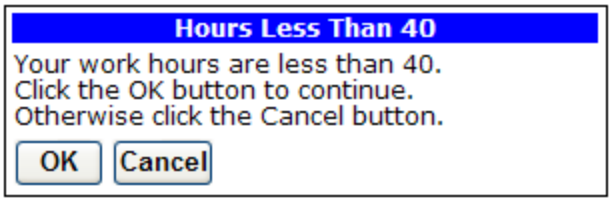
			WORK DATE	HOURS	WO NUMBER	DESCRIPTION/COMMENTS	STATUS
INSERT	DELETE	Edit	MONDAY , 07/09/2012	8	S1300320	FACILITIES DEFAULT TIME	E APPROVE
INSERT	DELETE	Edit	TUESDAY , 07/10/2012	8	S1300320	FACILITIES DEFAULT TIME	E APPROVE
INSERT	DELETE	Edit	WEDNESDAY, 07/11/2012	8	S1300320	FACILITIES DEFAULT TIME	E APPROVE
INSERT	DELETE	Edit	THURSDAY , 07/12/2012	1	S1300006	ANNUAL LEAVE	E APPROVE
INSERT	DELETE	Edit	THURSDAY , 07/12/2012	7	S1300320	FACILITIES DEFAULT TIME	E APPROVE
INSERT	DELETE	Edit	FRIDAY , 07/13/2012	8	S1300320	FACILITIES DEFAULT TIME	E APPROVE
				40.00			

Approve Refresh Logout

According to the Facilities Policy Procedure, paragraph 2.02.01, time cards should be filled out and approved by the employee no later than 5:00PM on Mondays. Supervisors will need to approve the time cards, and payroll entry needs to be completed by 5:00PM on Tuesday following a payday. Any adjustments to time card entries after this deadline will affect the following pay period.

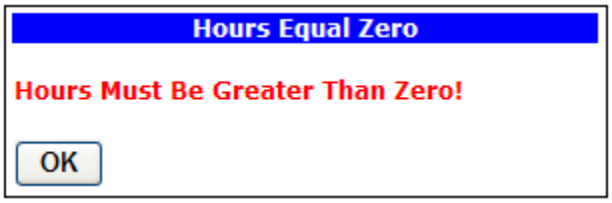
Notes:

1. If the number of work orders hours are less than 40, the Hours Less than 40 dialog box will appear when you click the Approve button.



a. If your hours should be at least 40, click cancel to stop the approval process. Then correct your time card and click Approve again.
b. If your hours are supposed to be less than 40 (such as IH or part time employees) click OK to close the dialog box and approve the time card.

2. If the number of work order hours is zero for any of the work orders when you click the Approve button, the Hours Equal Zero dialog box will appear.



a. Click OK to close the dialog box
b. Correct your time card.
c. Click the Approve button.

Change History

Date	Description	Changed By
March 23, 2010	Initial Document	Tim Haight
June 22, 2012	Reformatted	Tim Haight
July 9, 2012	Updated Information	Tim Haight