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
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

   ![Login Screen](image)

   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.

   ![Error Message](image)

   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.
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.

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.

   ![Work Order/Hours Table]

   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.

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.
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.

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.
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.

![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.

![Insert New Day form with calendar]

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.)

<table>
<thead>
<tr>
<th>WORK DATE</th>
<th>IN 1</th>
<th>OUT 1</th>
<th>IN 2</th>
<th>OUT 2</th>
<th>IN 3</th>
<th>OUT 3</th>
<th>IN 4</th>
<th>OUT 4</th>
<th>ABSENT</th>
<th>EXEMPT</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY, 07/09/2012</td>
<td>07:00AM</td>
<td>11:30AM</td>
<td>12:30PM</td>
<td>04:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>TUESDAY, 07/10/2012</td>
<td>07:00AM</td>
<td>11:30AM</td>
<td>12:30PM</td>
<td>04:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>WEDNESDAY, 07/11/2012</td>
<td>07:00AM</td>
<td>11:30AM</td>
<td>12:30PM</td>
<td>04:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>THURSDAY, 07/12/2012</td>
<td>07:00AM</td>
<td>11:30AM</td>
<td>12:30PM</td>
<td>04:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>FRIDAY, 07/13/2012</td>
<td>07:00AM</td>
<td>11:30AM</td>
<td>12:30PM</td>
<td>03:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>SATURDAY, 07/14/2012</td>
<td>07:00AM</td>
<td>11:30AM</td>
<td>12:30PM</td>
<td>04:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8</td>
</tr>
</tbody>
</table>

Total Hours: 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.
<table>
<thead>
<tr>
<th>WORK DATE</th>
<th>HOURS/WO NUMBER</th>
<th>DESCRIPTION/COMMENTS</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY, 07/09/2012</td>
<td>851300320</td>
<td>FACILITIES DEFAULT TIME</td>
<td>MODIFIED</td>
</tr>
<tr>
<td>TUESDAY, 07/10/2012</td>
<td>851300320</td>
<td>FACILITIES DEFAULT TIME</td>
<td>MODIFIED</td>
</tr>
<tr>
<td>WEDNESDAY, 07/11/2012</td>
<td>851300320</td>
<td>FACILITIES DEFAULT TIME</td>
<td>MODIFIED</td>
</tr>
<tr>
<td>THURSDAY, 07/12/2012</td>
<td>751300320</td>
<td>FACILITIES DEFAULT TIME</td>
<td>MODIFIED</td>
</tr>
<tr>
<td>FRIDAY, 07/13/2012</td>
<td>851300320</td>
<td>FACILITIES DEFAULT TIME</td>
<td>MODIFIED</td>
</tr>
</tbody>
</table>

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.
<table>
<thead>
<tr>
<th>WORK DATE</th>
<th>HOURS</th>
<th>WO NUMBER</th>
<th>DESCRIPTION/COMMENTS</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY, 07/09/2012</td>
<td>8</td>
<td>S1300320</td>
<td>FACILITIES DEFAULT TIME</td>
<td>ENTERED</td>
</tr>
<tr>
<td>TUESDAY, 07/10/2012</td>
<td>8</td>
<td>S1300320</td>
<td>FACILITIES DEFAULT TIME</td>
<td>ENTERED</td>
</tr>
<tr>
<td>WEDNESDAY, 07/11/2012</td>
<td>8</td>
<td>S1300320</td>
<td>FACILITIES DEFAULT TIME</td>
<td>ENTERED</td>
</tr>
<tr>
<td>THURSDAY, 07/12/2012</td>
<td>1</td>
<td>S1300006</td>
<td>ANNUAL LEAVE</td>
<td>ENTERED</td>
</tr>
<tr>
<td>THURSDAY, 07/12/2012</td>
<td>7</td>
<td>S1300320</td>
<td>FACILITIES DEFAULT TIME</td>
<td>ENTERED</td>
</tr>
<tr>
<td>FRIDAY, 07/13/2012</td>
<td>8</td>
<td>S1300320</td>
<td>FACILITIES DEFAULT TIME</td>
<td>ENTERED</td>
</tr>
</tbody>
</table>

**40.00**
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.

   ![Time Card Table]

   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.
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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

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Changed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 23, 2010</td>
<td>Initial Document</td>
<td>Tim Haight</td>
</tr>
<tr>
<td>June 22, 2012</td>
<td>Reformatted</td>
<td>Tim Haight</td>
</tr>
<tr>
<td>July 9, 2012</td>
<td>Updated Information</td>
<td>Tim Haight</td>
</tr>
</tbody>
</table>