

Supervisor Labor Approval

FAMIS Forms

Finkbiner, Michael 6/22/2012 Open the Supervisor Labor Approval form. It should display your name as the Supervisor and any employees who report to you. You can switch to any other supervisor by selecting their name from the drop down list.

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		[Timecard		Employ	ree Schedule	Unapproved Ti	mecards	Report		
Supervisor			WO Number	Task (Code	Status	Pay Code	Labor Class	Reg	Prem	Total
BROOKER, MARK A	-		S0900002			S APPROVE	REGULAR	CLASS	.50		.50 📤
Employees			S0900023			S APPROVE	REGULAR	CLASS	2.00		2.00
ATKINS, JANIECE			WO172409			S APPROVE	REGULAR	CLASS	3.50		3.50
GILKEY, THAD			S0900012			S APPROVE	REGULAR	CLASS	.50		.50
KOTTKE, EDWARD			W0172492			S APPROVE	REGULAR	CLASS	1.50		1.50
MCLAUGHLIN, MICHAEL											
PROCTOR, MATTHEW											
REDINGER, DAVID											
SCHAPER, KENNETH											
SHELLEY, CHRIS R											
SPELLMAN, JEFF]					
THOMAS, GREGORY								Totals	8.00		8.00
		V	VO Description	COF	FEE BRE	AKS					
			Warnings —								
			EMPLOYEE WORKED LESS THAN 10 DAILY HOURS								
			WORK CHARGED TO WORK ORDER NOT SCHEDULED TO THAT EMPLOYEE								
		WORK CHARGED TO WORK ORDER NOT FOR THAT CREW									
		Approve Reject Edit History View WO									
		<u> </u>									

Use the calendar bar above the supervisor name to select the date. The bar brings up a calendar, or use the left and right arrows to move one day at a time. Once you are on the correct date select the first employee with work orders for that day

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Supervisor		WO Number	Task	Code	Status	Pay Code	Labor Class	Reg I	Prem	Total	
READER, CAROLYN S	-	S0900320			E APPROVE	REGULAR	CLASS	5.00		5.00 📤	
Employees		S0900006			E APPROVE	VAC	CLASS	2.00		2.00	
BENDEL, NORMA	P										
BENSON, RICHARD											
FINKBINER, MICHAEL	Í										
HAIGHT, TIMOTHY W											
HATFIELD, CHARLES		□				_	_				
ULADEZ NOEM											

If the employee has approved the time, they will be in E APPROVE status. To approve the time card, click on one of the work order numbers and then the Approve button at the bottom. A window will pop up asking you to confirm. Select OK, then the employee will be cleared from the list and you will be moved to the next one.

If you go back to that date another time, the work orders will show as S APPROVE.

To reject a timecard, click on the Reject button and pick one of the reasons listed. We can add more reasons to the list if you need them.

Then the work orders on the timecard will show the new status.

📕 Supervisor Labor Approval										≚ ⊼ X
Sun 04/05/2009		Timecard		Employ	vee Schedule	Unapproved	Timecards	Report		
Supervisor		WO Number	Task	Code	Status	Pay Code	Labor Class	Reg	Prem	Total
READER, CAROLYN S	-	S0900320			MISMATCH	REGULAR	CLASS	5.00		5.00
Employees		S0900006			MISMATCH	VAC	CLASS	2.00		2.00
BENDEL, NORMA										
BENSON, RICHARD										
FINKBINER, MICHAEL										
HAIGHT, TIMOTHY W										
HATFIELD, CHARLES								_		

Notify the employee that they will need to update the timecard. At this point we can't send email from inside FAMIS but that should be corrected later.

Use the Unapproved Timecards tab to find work orders which are not in S APPROVE status.

📕 Supervisor Labor Approval									_≚ ⊼ X
		Timecard	Em	ployee Si	chedule	Unapproved Timecards	Report		
Sun 04/05/2009 Supervisor	2	Work Date		Hours	Employee		Labor Status		
READER, CAROLYN S	-	2-MAR-2009		8.00	BENDEL	, NORMA	ENTERED	P	
Employees		3-MAR-2009		8.00	BENDEL	, NORMA	ENTERED		
BENDEL, NORMA		4-MAR-2009		8.00	BENDEL	, NORMA	ENTERED		
BENSON, RICHARD		6-MAR-2009		8.00	BENDEL	, NORMA	ENTERED		
FINKBINER, MICHAEL		4-MAR-2009		1.00	FINKBINE	ER, MICHAEL	ENTERED		
HAIGHT, TIMOTHY W		4-MAR-2009		6.00	FINKBINE	ER, MICHAEL	MODIFIED		
HATFIELD, CHARLES		6-MAR-2009		2.00	FINKBINE	ER, MICHAEL	ENTERED		
JUAREZ, NOEMI		6-MAR-2009		6.00	FINKBINE	ER, MICHAEL	MODIFIED		
MCALEER, CAROL		9-MAR-2009		8.00	FINKBINE	ER, MICHAEL	E APPROVE		

Click on a work order, then the Go To Approval button on the bottom. That will take you to the timecard that work order is from

University of Idaho

Facilities Services

Supervisor Labor Approval

Menu My Documents	
Menu My Documents CUSTOM REPORTS CUSTOM REPORTS CUSTOM REPORTS FAMIS WO Reports FAMIS SR Reports FAMIS CP Reports FAMIS CP Reports CUSTOM Sec CUSTOM REPORTS FAMIS CP ReportS FA	To see a snapshot of one employee or an entire crew, use the FAMIS Timecard TITO report. It can be found on the Custom Reports menu-
GRAMIS Web Timecard (Production)	

The parameter screen allows you to select individual employees, crew or supervisor. The begin and end work dates must be entered. Consider using a Sunday through Monday of a week to catch any entered on the wrong day.

	Submit Query Reset
	Benort Parameters
Enter value	s for the parameters IN CAPS
Employee ID	EMPLOYEE - 1
Crew Name	CREW-1
Supervisor	SUPERVISOR - 1
Begin Date	End Date

This report allows you to select either an Employee ID, Crew Name or Supervisor.

Use the drop-down lists to select.

Both Begin and End work dates must be entered, as DD-MON-YYYY i.e. 22-JUN-2009



Change History

Date	Description	Changed By
22 June 12	Forms based Supervisor Approval	MikeF