

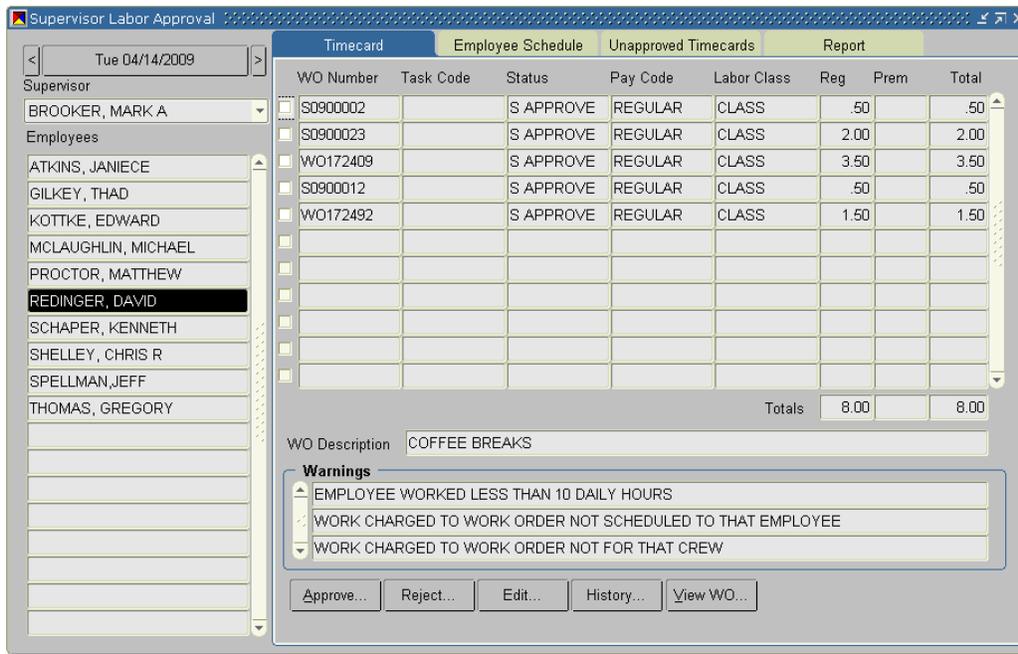
Supervisor Labor Approval

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.



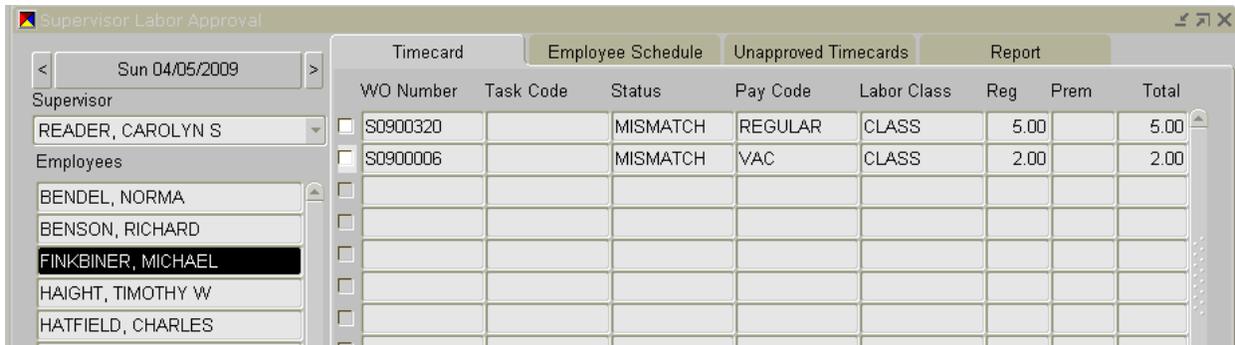
Use the calendar bar above the supervisor name to select the date. The bar brings up a calendar, or use the left and right arrows to move one day at a time. Once you are on the correct date select the first employee with work orders for that day



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.

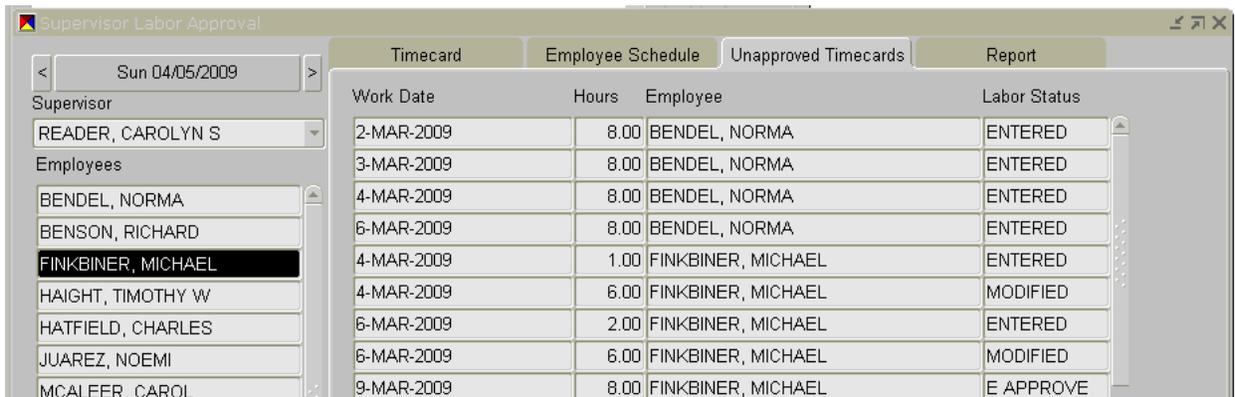
If you go back to that date another time, the work orders will show as S APPROVE.

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.

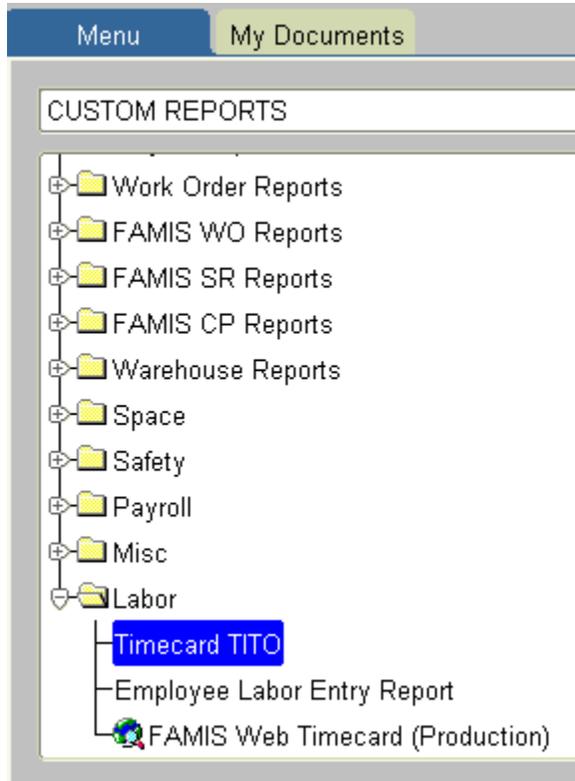


Notify the employee that they will need to update the timecard. At this point we can't send email from inside FAMIS but that should be corrected later.

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



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



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-

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.

Report Parameters

Enter values for the parameters IN CAPS

Employee ID

Crew Name

Supervisor

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