# Daily Labor Entry in FAMIS

1. **Labor Timecard Form**

    The Labor Timecard form is used to enter daily labor transactions that are charged to either a work order or a standing work order.  The source of the information is currently the employee's DLR time sheet. (See image below.)

**DAILY LABOR REPORT**

| Name | Worker No. | Crew | Date | Prepared by | Checked by |
|---|---|---|---|---|---|
| | | | / / | | |

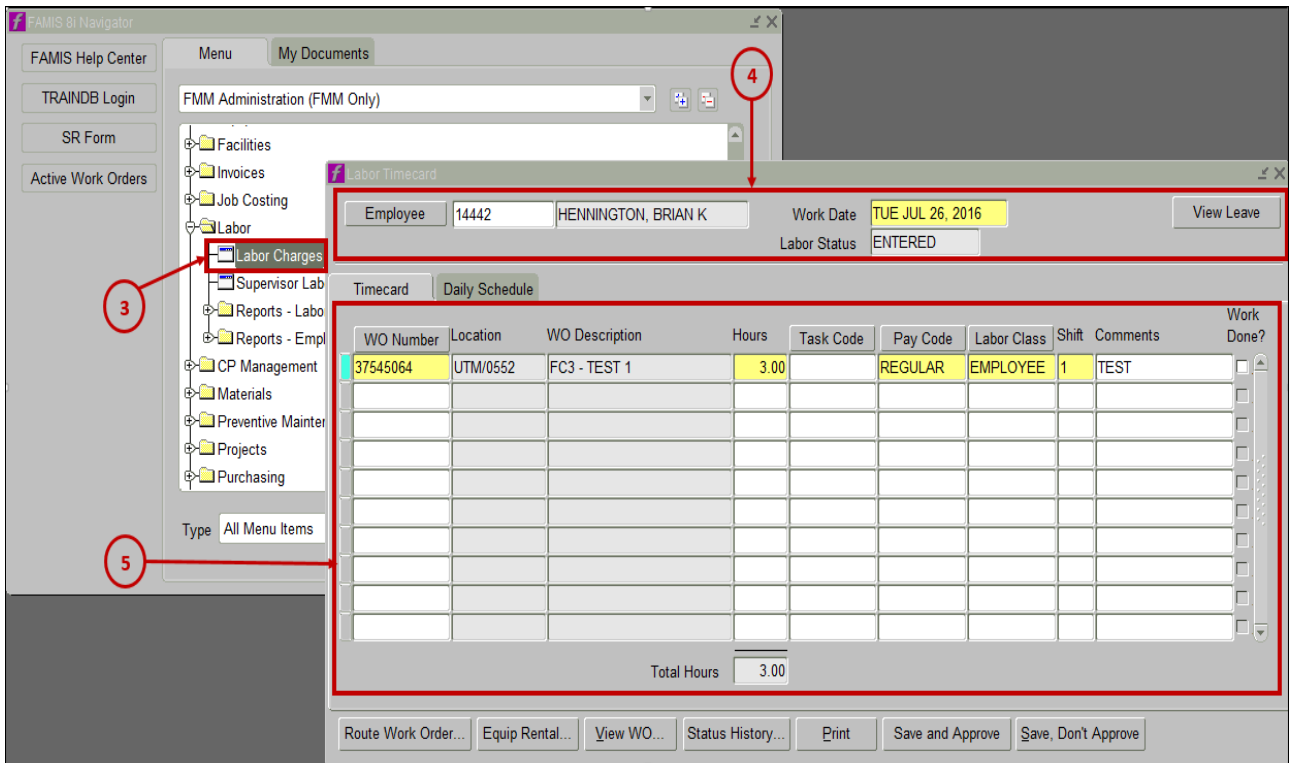| Work Order # | Task # | Hrs. | Bldg | Work Description |
|---|---|---|---|---|
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| | | | | |
| 20__ _0008 | Crew | | | |
| 20__ _0004 | Break | | | |
| 20__ _0003 | Travel | | | |
| 20__ _0002 | Sick | | | |
| 20__ _0006 | Vacation | | | |
| 20__ _0005 | Holiday | | | |
| 20__ _0007 | Training | | | |
| 20__ _0009 | Other | | | |
| 20__ _0011 | Unpaid | | | |
| 20__ _0012 | Paid | | **Employee's Signature** | |
| 20__ _0013 | Admin | | DESCRIBE: | |
| **TOTAL HOURS** | | | | |
| *** OVERTIME HRS:*** [SEE BACK PAGE] | | | **Supervisor's Signature** | |

**Note**: Labor can only be charged against a work order that is still open, unless the charge is made within the 7-day grace period after the work order is closed.

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2. **Entering Labor**

   Within the Labor Timecard form, labor charges can be entered through either the **Timecard TAB** or the **Daily Schedule TAB** where all associated work orders for the employee are listed. When entering labor, a crew must be assigned to the work order in order for labor to be charged. During holiday breaks, labor entry must be entered on the **first work day** after the break.

   **A. Timecard TAB**

   1) Open FAMIS.
   2) Expand the **Labor** folder.
   3) Open the Labor Timecard form by clicking on **Labor Charges.** (See example below.)



   4) In the Header Section, complete the following:
      a) **Employee** - (*required*) Enter the employee's 5-digit worker number by directly typing in the field or click the Employee button to launch the Find Employees form.
      b) **Work Date** - (*required*) Enter the date work performed (e.g., July 26, 2016).
      c) **View Leave** button – (not used).
      d) **Labor Status** – (*read-only*) Shows the status of the employee's daily Labor timecard.

5) Complete the following steps for each entry on the employee's DLR sheet:

   a) **WO Number** – *(required)* Enter the work order number.

   b) **Location** – (*read-only*) Provides work location for the work order.

   c) **WO Description** – (*read-only*) field that provides work description for the work order.

   d) **Hours** - *(required)* Enter the hours worked in quarter-hour increments.

   e) **Pay Code** - *(required)* Enter the appropriate charge rate, REGULAR or OVERTIME.

      i. Default value is REGULAR.

      ii. If OVERTIME is selected, the customer will be charged at 1.50 of the charge-out rate.

   f) **Labor Class** – *(default)* Loads the employee's labor class from his/her employee record.

   g) **Shift** - *(required)* Enter the employee's work shift *(defaults to 1)*.

   h) **Comments** – Enter any additional information about work performed or leave taken.
      If the Work Order Number for Non-Work time is used, comments are to be included.

   i) **Work Done** – *(not used).*

   j) **Total Hours** – (*read-only*) Totals the hours entered. (*Employees who work 8 hours a day need to account for 8 hours, and employees who work 10 hours a day need to account for 10 hours.*) FAMIS recognizes 8-hour work days. Override the 8 hours to reflect the appropriate hours worked.

   k) **Overtime** is defined as hours worked over the employee's normal work shift (e.g., if an employee is scheduled to work an 8-hour shift and works 10 hours, then the 2 hours is considered overtime).

6) The employee's time must total 8 hours for a normal shift unless the employee is assigned to a 10-hour work day.  Any overtime will also be recorded, but a prompt will appear that must be approved.  [ This is very important for reporting accurate data and being able to recoup cost]. (See example below.)
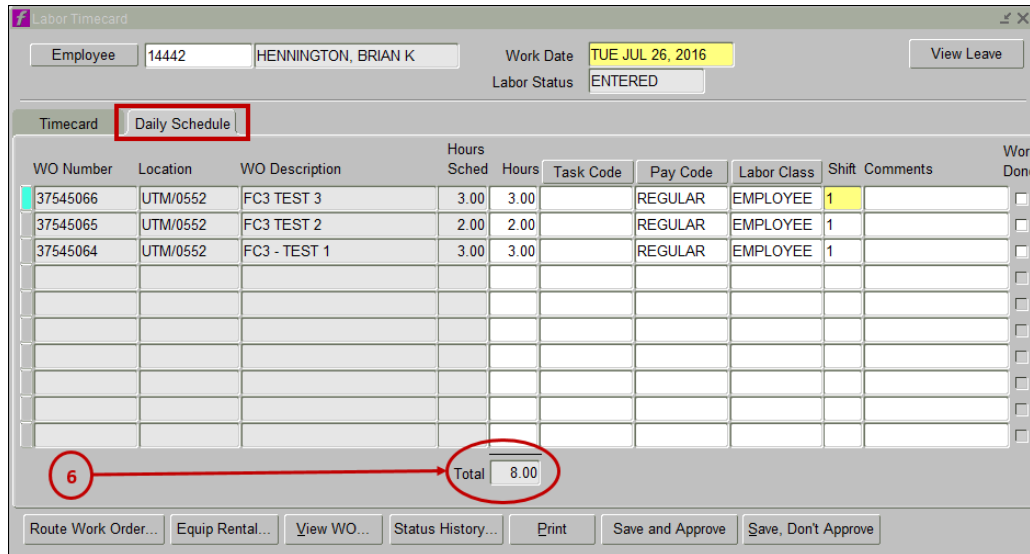


7) Click **Save and Approve**, then Click OK
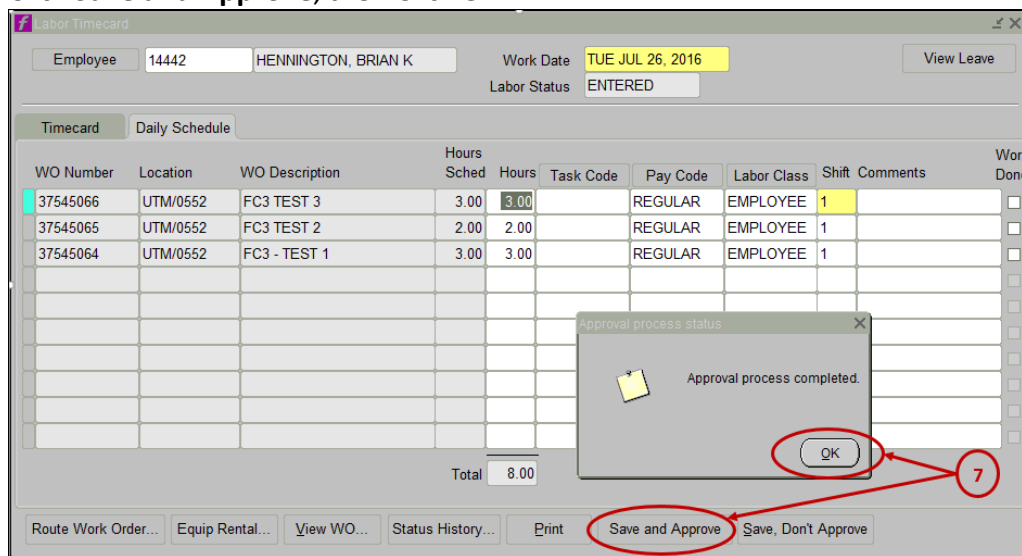


8) Hit CTRL + S or click the **Save** 🖫 icon in the top left of the browser window. (If you do not "Save" the information, it will not be recorded against the work orders.)
9) Repeat until all labor entries are completed for the day for each employee.

**B.  Daily Schedule TAB**
All open work orders for the selected employee are listed based on the work date entered.  Repeat the previous 1-8 steps listed for the Timecard TAB section once all labor is entered. (See examples A & B.)

**Example A** - Query the employee's name or enter his/her 5-digit worker number.
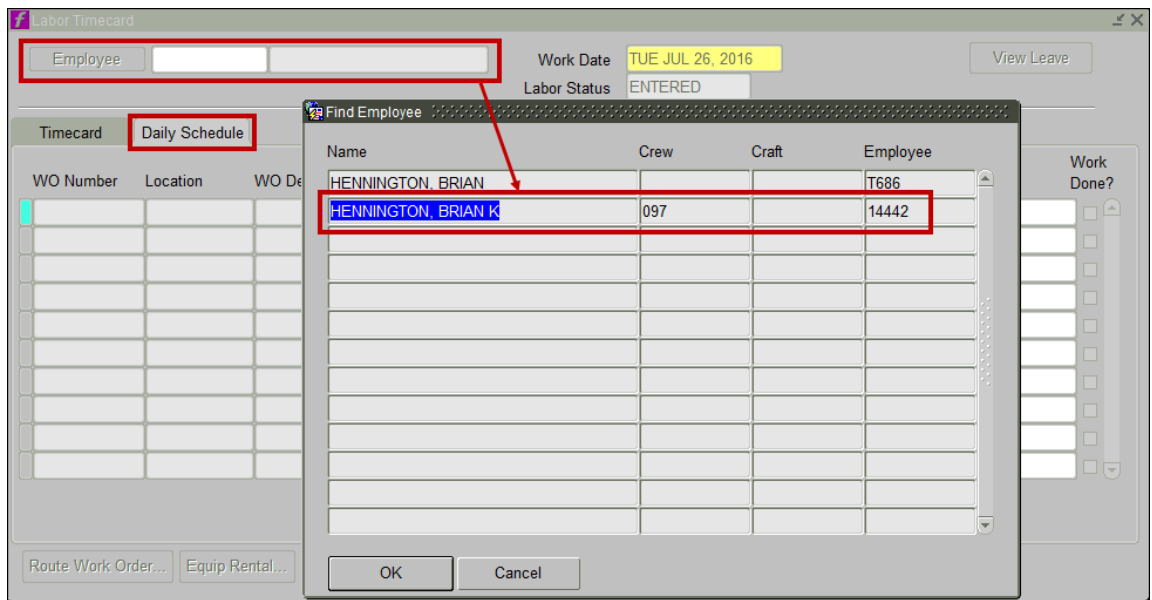


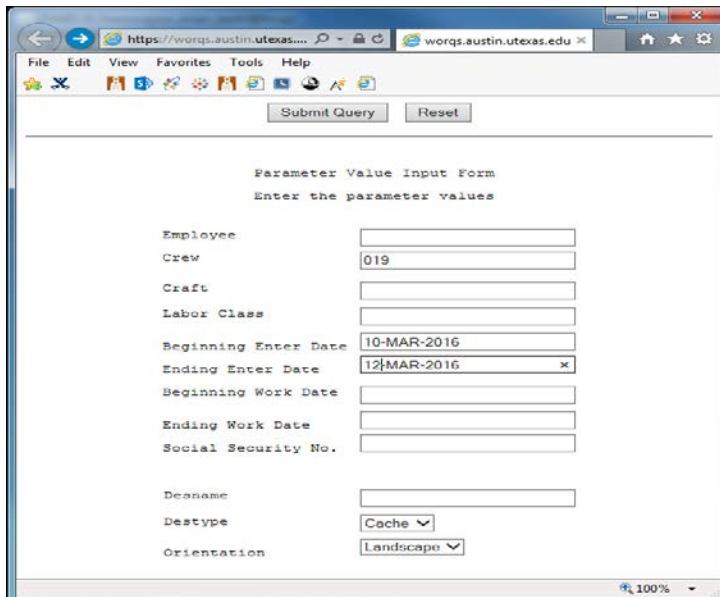**Example B** – The three associated work orders for the indicated work date now displays.
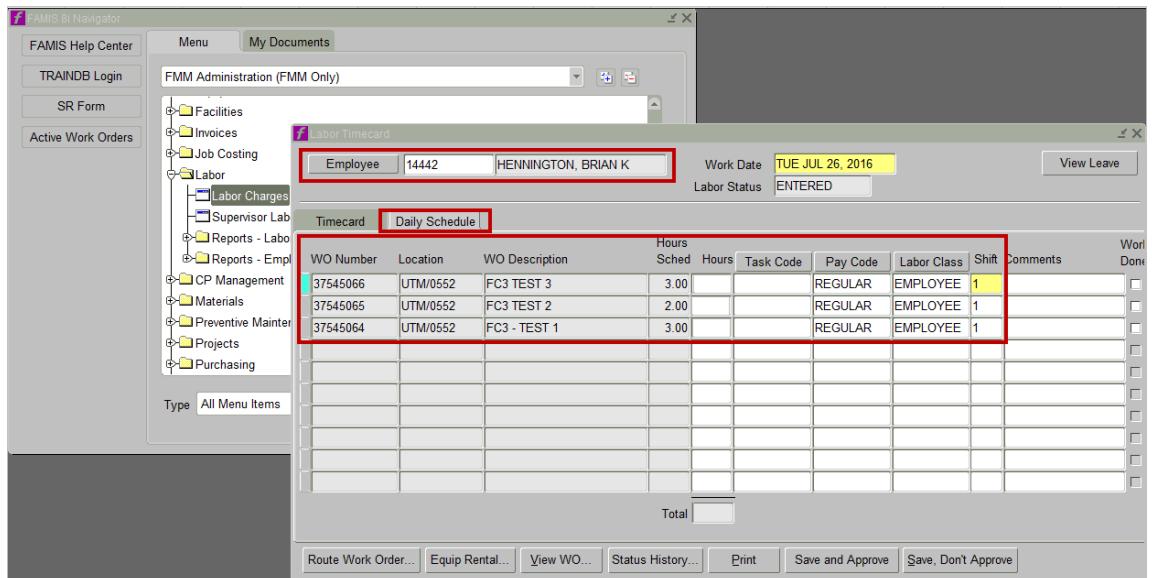
3. **Verifying Labor Entry**
   This step is very important for proactively catching and correcting data entry errors the same day. This helps avoid and reduce data integrity issues for accurate performance reporting.

   A. Open FAMIS and double-click the "**Employee Labor Detail Report by Work Date**" report. **NOTE**: These "canned" or "out of box" reports launch within your current default browser such as Internet Explorer.
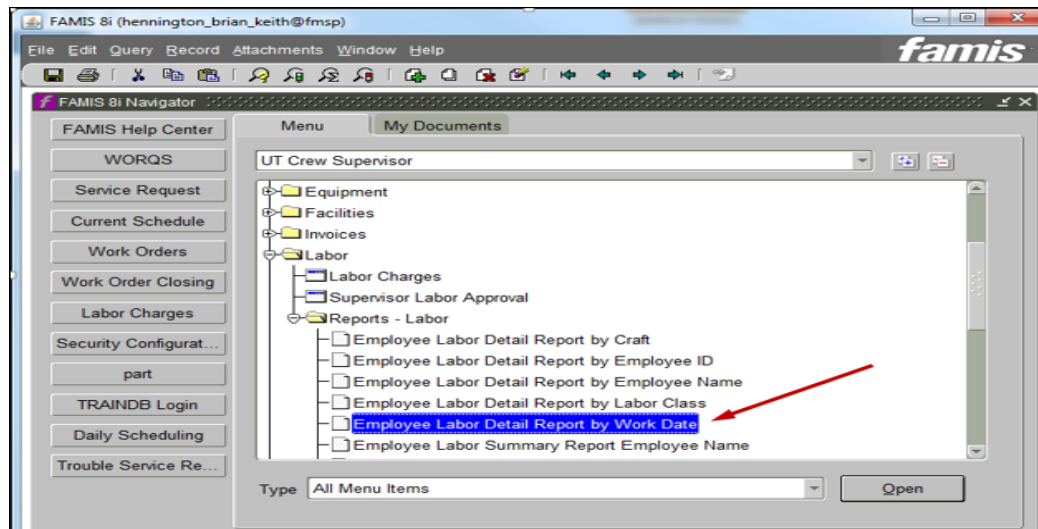


   B. Enter data into the "**Employee Labor Detail Report**" report form:
      1. Enter the Crew number (e.g., **019**).
      2. Enter the **Beginning Enter Date** and use the following format: **DD-MON-YYYY**.
      3. Enter the **Ending Enter Date** and use the following format: **DD-MON-YYYY**.
      4. Click **Submit Query**.



   C. Review work dates and hours to ensure data is entered correctly. (See examples A & B.)

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**Example A** – The data appears correct on Page 1, but be sure to review the entire report.

Employee Labor Detail Report
By Work Date
Created          20-JUL-2016

==================================== R E P O R T   C R I T E R I A ====================================

| | | | |
|---|---|---|---|
| Employee: | | Beginning Enter Date: | 10-MAR-2016 |
| Crew : | 019 | Ending Enter Date: | 12-MAR-2016 |
| Craft: | | Beginning Work Date: | |
| Labor Class: | | Ending Work Date: | |
| Social Security No. -- | | | |

==================================== E M P L O Y E E   L A B O R ====================================

| Work Date | Enter Date | Employee ID | Employee Name | Craft | Labor Class | WO Number | Pay Code | Hours | Amount |
|---|---|---|---|---|---|---|---|---|---|
| 29-FEB-2016 | 11-MAR-2016 | 02057 | TAMEZ, LEONARDO JR | ELECTRONIC | EMPLOYEE | 37377107 | REGULAR | 1.00 | 33.03 |
| 29-FEB-2016 | 11-MAR-2016 | 02057 | TAMEZ, LEONARDO JR | ELECTRONIC | EMPLOYEE | 37415250 | REGULAR | 5.50 | 181.67 |
| 29-FEB-2016 | 11-MAR-2016 | 02057 | TAMEZ, LEONARDO JR | ELECTRONIC | EMPLOYEE | 20190008 | REGULAR | 1.00 | 33.03 |
| 29-FEB-2016 | 11-MAR-2016 | 02057 | TAMEZ, LEONARDO JR | ELECTRONIC | EMPLOYEE | 20190004 | REGULAR | 0.50 | 16.52 |
| 29-FEB-2016 | 11-MAR-2016 | 02057 | TAMEZ, LEONARDO JR | ELECTRONIC | EMPLOYEE | 37377107 | OVERTIME | 1.00 | 49.55 |

**Example B** – The data highlighted in shows the incorrect future date entered on Page 9.

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 10-MAR-2016 | 11-MAR-2016 | 01299 | ABROMS, JOHN J | ELECTRONIC | EMPLOYEE | 20190004 | REGULAR | 0.50 | 16.52 |
| 10-MAR-2016 | 11-MAR-2016 | 01299 | ABROMS, JOHN J | ELECTRONIC | EMPLOYEE | 20190003 | REGULAR | 1.00 | 33.03 |
| 10-MAR-2016 | 11-MAR-2016 | 01299 | ABROMS, JOHN J | ELECTRONIC | EMPLOYEE | 36900420 | OVERTIME | 1.50 | 74.33 |
| 08-MAR-2019 | 11-MAR-2016 | 14760 | ALCALAR, JOHN F | SPRINKLERS | EMPLOYEE | 37492405 | REGULAR | 0.25 | 8.26 |
| 08-MAR-2019 | 11-MAR-2016 | 14760 | ALCALAR, JOHN F | SPRINKLERS | EMPLOYEE | 37492408 | REGULAR | 0.25 | 8.26 |
| 08-MAR-2019 | 11-MAR-2016 | 14760 | ALCALAR, JOHN F | SPRINKLERS | EMPLOYEE | 37492410 | REGULAR | 0.25 | 8.26 |
| 08-MAR-2019 | 11-MAR-2016 | 14760 | ALCALAR, JOHN F | SPRINKLERS | EMPLOYEE | 37492411 | REGULAR | 0.25 | 8.26 |
| 08-MAR-2019 | 11-MAR-2016 | 14760 | ALCALAR, JOHN F | SPRINKLERS | EMPLOYEE | 37492395 | REGULAR | 0.25 | 8.26 |
| 08-MAR-2019 | 11-MAR-2016 | 14760 | ALCALAR, JOHN F | SPRINKLERS | EMPLOYEE | 37492394 | REGULAR | 0.25 | 8.26 |
| 08-MAR-2019 | 11-MAR-2016 | 14760 | ALCALAR, JOHN F | SPRINKLERS | EMPLOYEE | 37492412 | REGULAR | 0.25 | 8.26 |
| 08-MAR-2019 | 11-MAR-2016 | 14760 | ALCALAR, JOHN F | SPRINKLERS | EMPLOYEE | 37492413 | REGULAR | 0.25 | 8.26 |
| 08-MAR-2019 | 11-MAR-2016 | 14760 | ALCALAR, JOHN F | SPRINKLERS | EMPLOYEE | 37490030 | REGULAR | 2.75 | 90.83 |
| 08-MAR-2019 | 11-MAR-2016 | 14760 | ALCALAR, JOHN F | SPRINKLERS | EMPLOYEE | 37497224 | REGULAR | 1.50 | 49.55 |
| 08-MAR-2019 | 11-MAR-2016 | 14760 | ALCALAR, JOHN F | SPRINKLERS | EMPLOYEE | 20190008 | REGULAR | 0.50 | 16.52 |
| 08-MAR-2019 | 11-MAR-2016 | 14760 | ALCALAR, JOHN F | SPRINKLERS | EMPLOYEE | 20190003 | REGULAR | 0.50 | 16.52 |
| 08-MAR-2019 | 11-MAR-2016 | 14760 | ALCALAR, JOHN F | SPRINKLERS | EMPLOYEE | 20190006 | REGULAR | 0.75 | 24.77 |

Total -        336  Labor Charges                                                                        490.75      16,692.68
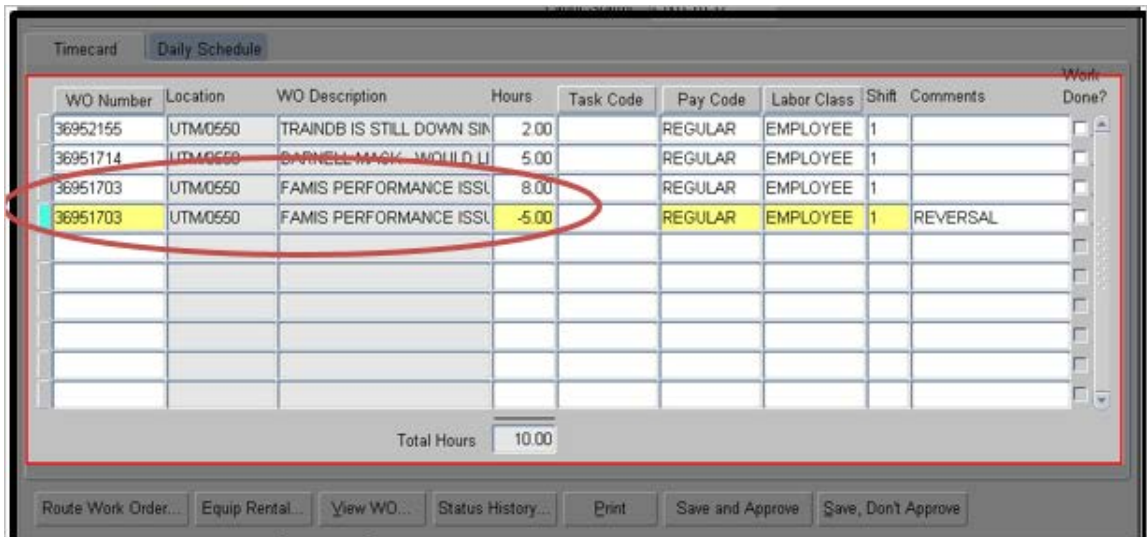
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4. **Correcting or Reversing Labor Entries**

**Note:** All Labor Entry corrections must be performed the same day to avoid data integrity issues.  If an error involves correcting labor hours only or correcting any account numbers within the same day, then go ahead and make corrections. If not, then check with Wayne King at 512-475-8407 or Patti Soskins at 512-471-0927 to determine if the billing cycle ran before reversing/correcting account charges.

A. **If Man Hours Change Only:**

**Note**: Same procedure as adding Labor Entry; however, in the timecard section:
1) Hours – (*required*) Enter the negative or positive number of hours necessary to correct the error.
2) Enter a **positive** number if more hours need to be charged to that work order for that day and employee.
3) Enter a **negative** number if fewer hours need to be charged to that work order for that day and employee.



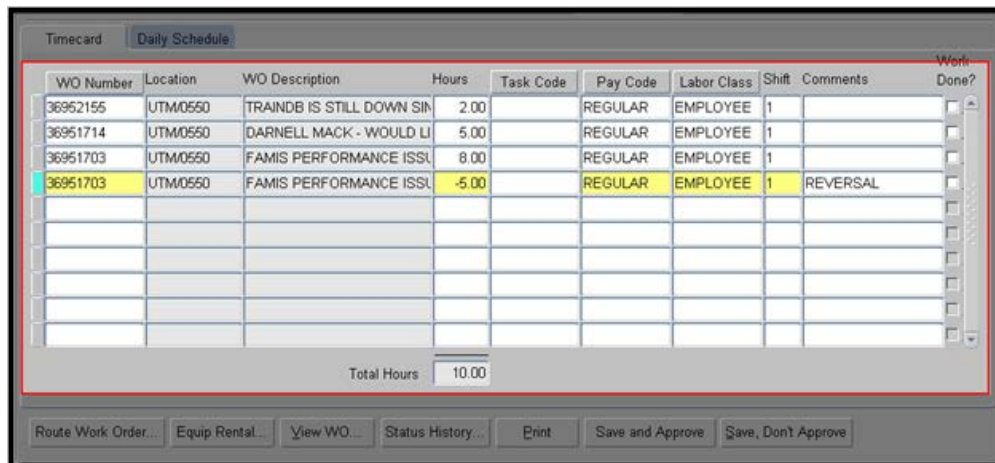B. **Correcting Account Number in the same Day:**
**Note**: If an error has been identified in the same day, go ahead and make the correction, as the billing has not run. The billing proof process runs nightly at 8:00 p.m. while the final billing process runs every 2 weeks. (See Billing Schedule.)

**C. Correcting Account Number after One Day:**

**Note**: If you are reversing labor due to an **incorrect account number**, you must reverse the labor as shown below and then WAIT for the next FAMIS final bill (See Billing Schedule) to run before changing the account number and adding back the labor.

Same procedure as adding Labor Entry; however, in the timecard section:

1) Hours - (*required*) Enter the negative or positive number of hours necessary to correct the error.
2) Enter a **positive** number if more hours need to be charged to that work order for that day and employee.
3) Enter a **negative** number if fewer hours need to be charged to that work order for that day and employee.
4) Note: For correcting **number of hours**, enter a negative number of hours to zero out the bad transaction, wait for the bill to run, add the correct account number, and then post the correct transaction like you normally would.
5) Add to your calendar/to do list to remember to verify if changes were made.



6) Click **Save and Approve**.

5. **Labor Entries for Terminated Employees**

When an employee is inactive, FAMIS will not allow you to post labor and material charges against that employee's ID, and you will receive an error message relating to that employee's crew not being assigned to the request. To work around this, please email worqs@austin.utexas.edu requesting temporary reactivation of the employee. You will then have a limited amount of time to make any needed entries.

6. **Document History**

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Verify that this is the correct version before use.

| Rev | APPROVAL SIGNATURES | | DATE |
|---|---|---|---|
| Draft | Patti Soskins | Business Applications Coordinator | 07/27/2016 |
| | | | |

Procedural changes to this DI shall not be made without proper approval.

| REVISION HISTORY | | | | |
|---|---|---|---|---|
| Revision Number | Effective Date | Description of Change | Author(s) | Approver |
| Draft | 7/27/2016 | Draft | Patti Soskins, Brian Hennington, Darnell Mack | Patti Soskins |
| 1.0 | 1/04/2017 | Reviewed and modified punctuation and formatting | Patti Soskins, Brian Hennington, Laura Illanes | Patti Soskins |
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