

# **Daily Labor Entry in FAMIS**

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### 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	REP	ORT							
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Name		rker No.	Crew		Date	-		Prepared by	łĿ	Ch	ecked	by
Work Order #	Task #	Hrs.	Bldg	] [ v	ork Descr	iption						•:•:•:
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0008	Crew		Ļ									
200004	Break		<u> </u>									
200003	Travel		L						• • • •	• • • • • •	• • • • • •	
200002	Sick											
20_0006	Vacation	<b></b>										
200005 20 0007	Holiday											
20 0009	Other		[									
200003	Unpaid	<u> </u>										
200012	Paid				Emp	loyee	e's	Signatu	re			
200013	Admin		DESCRIE	BE:								
тот	AL HOURS											
*** OVERTIME HR (SEE BACK PAG					Supe	erviso	or's	s Signati	ıre	•		

**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.



#### 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 <u>first work day</u> 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.)

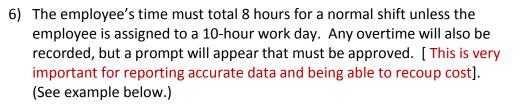
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Active Work Orders	⊕-⊡ Invoices ⊕-⊡ Job Cost	ina 🚺	-			+						L X
	⊖⊂⊒Labor	Ŭ.	Employee	14442	HENNINGTON, BR			TUE JUL 26, 2 ENTERED	016			View Leave
	- Labor - Super		-									
(3)	⊕- Repor		Timecard	Daily Schedule								Work
$\smile$	⊕ 🛄 Repor		WO Number	Location	WO Description	Hours	Task Code	Pay Code	Labor Class	Shift	Comments	Done?
	🔁 🔁 CP Mana	×	37545064	UTM/0552	FC3 - TEST 1	3.00		REGULAR	EMPLOYEE	1	TEST	
	🕀 🛄 Materials						]		]		]	□.
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	Projects								]		]	
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(5)-												
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					Tot	al Hours 3.00	1					
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- 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 8hour 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).



<b>f</b> Labor Timecard										$\exists \times$
Employee	14442	HENNINGTON, BRIAN K		Work	Date TUE J	UL 26, 2016			View L	ave
				Labor S	tatus ENTE	RED				
Timecard	Daily Schedule									
			Hours							Worl
WO Number	Location	WO Description	Sched	Hours	Task Code	Pay Code	Labor Class	Shift	Comments	Done
37545066	UTM/0552	FC3 TEST 3	3.00	3.00		REGULAR	EMPLOYEE	1		
37545065	UTM/0552	FC3 TEST 2	2.00	2.00		REGULAR	EMPLOYEE	1	][	
37545064	UTM/0552	FC3 - TEST 1	3.00	3.00		REGULAR	EMPLOYEE	1	]	
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6			Total	8.00	)					
Route Work Or	der Equip Re	ntal View WO Status	History.	E	Print Sa	ve and Approve	Save, Don't	Appro	ive	

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

Employee	14442	HENNINGTON, BRIAN K		Work Labor Si		IUL 26, 2016 RED			View I	eave
Timecard	Daily Schedule									
WO Number	Location	WO Description	Hours Sched	Hours	Task Code	Pay Code	Labor Class	Shift	Comments	
37545066	UTM/0552	FC3 TEST 3	3.00	3.00		REGULAR	EMPLOYEE	1		
37545065	UTM/0552	FC3 TEST 2	2.00	2.00		REGULAR	EMPLOYEE	1	1	
37545064	UTM/0552	FC3 - TEST 1	3.00	3.00		REGULAR	EMPLOYEE	1	ĺ	
[	ĺ	ĺ		ĺ		ĺ	Ī	1	ĺ	
	_				Approva	al process statu:	s oval process cor	nplete	d.	
			Total	8.00			C	<u>O</u> K		7

- 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.

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### 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.

<b>f</b> Labor Timecard									≚ ×
Employee				Work Date	TUE JUL 26, 2	2016		View I	Leave
				Labor Status	ENTERED				
			Find Employee DODDO					22222	
Timecard	Daily Schedu	ule							
			Name		Crew	Craft	Employee		Work
WO Number	Location	WO De	HENNINGTON, BRIAN	1			T686		Done?
			HENNINGTON, BRIAN K		097		14442		
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	1								
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	-				-				
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U								_	
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Route Work Or	der	Rental	ОК	Cancel					

### **Example B** – The three associated work orders for the indicated work date now displays.

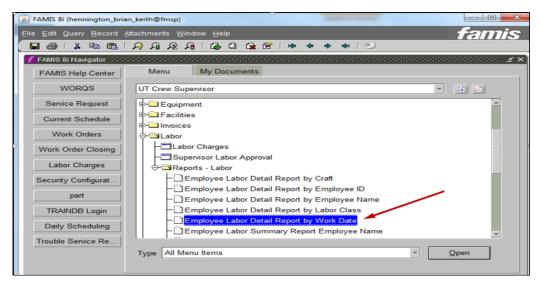
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FAMIS Help Center	Menu My Docu	iments										
TRAINDB Login	FMM Administration (FM	IM Only)		v 5	-							
SR Form	Facilities	<b>f</b> Labor Timecard	_									≚ ×
Active Work Orders	<ul> <li>➡ ☐ Job Costing</li> <li>➡ ☐ Labor</li> <li>➡ ☐ Labor Charges</li> </ul>	Employee	14442	HENNINGTON, BRIAN H		Work [ Labor Sta		UL 26, 2016 RED			View Lea	
	← Supervisor Lab ⊕	Timecard WO Number	Daily Schedul	e WO Description	Hours Sched	Hours	Task Code	Pay Code	Labor Class	Shift	Comments	Wo Dor
	⊕- CP Management ⊕- Materials	37545066 37545065	UTM/0552 UTM/0552	FC3 TEST 3 FC3 TEST 2	3.00 2.00			REGULAR REGULAR	EMPLOYEE EMPLOYEE	<mark>1</mark> 1		
	<ul> <li>Preventive Mainter</li> <li>Projects</li> <li>Purchasing</li> </ul>	37545064	UTM/0552	FC3 - TEST 1	3.00			REGULAR	EMPLOYEE			
	Type All Menu Items											
ļ		-										
			,	1	Total			,	7	, ,		
		Route Work Or	der Equip F	ental View WO St	atus History		rint Sa	ve and Approve	Save, Don't	Approv	e	



### 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. <u>NOTE</u>: 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**.

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	Enter the p	arameter values		
Employe	te			
Crew		019		
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Labor (	lass	[		
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Ending	Enter Date	12-MAR-2016	×	
Beginn:	ing Work Date			
Ending	Work Date			
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C. Review work dates and hours to ensure data is entered correctly. (See examples A & B.)



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

				Employee Labor Detail Rep By Work Date Created 20	ort -JUL-2016				
				=== REPORT CRITERI	A				
	Employee: Crew : Craft:	019				Beginning Enter Da Ending Enter Date: Beginning Work Da	12-MAR-: ite:		
	Labor Class: Social Securit	y No		==== EMPLOYEE LAB	)R =======	Ending Work Date:			
======================================		y No Employee ID	Employee Name	EMPLOYEE LAB	D R ===================================	-		Hours	Amount
	Social Securit	, 						Hours	Amount 33.03
29-FEB-2016	Social Securit	Employee ID	Employee Name	Craft	Labor Class	WO Number	Pay Code		
29-FEB-2016 29-FEB-2016	Social Securit	Employee ID 02057	Employee Name TAMEZ, LEONARDO JR	Craft ELECTRONIC	Labor Class	WO Number 37377107	Pay Code REGULAR	1.00	33.03
Work Date 29-FEB-2016 29-FEB-2016 29-FEB-2016 29-FEB-2016 29-FEB-2016	Social Securit Enter Date 11-MAR-2016 11-MAR-2016	Employee ID 02057 02057	Employee Name TAMEZ, LEONARDO JR TAMEZ, LEONARDO JR	Craft ELECTRONIC ELECTRONIC	Labor Class EMPLOYEE EMPLOYEE	WO Number 37377107 37415250	Pay Code REGULAR REGULAR	1.00 5.50	33.03 181.67

### **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	EMPLOY EE	20190004	REGULAR	0.50	16.52
10-MAR-2016	11-MAR-2016	01299	ABROMS, JOHN J	ELECTRONIC	EMPLOY EE	20190003	REGULAR	1.00	33.03
10-MAR-2016	11-MAR-2016	01299	ABROMS, JOHN J	ELECTRONIC	EMPLOY EE	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	EMPLOY EE	37492408	REGULAR	0.25	8.26
08-MAR-2019	11-MAR-2016	14760	ALCALAR, JOHN F	SPRINKLERS	EMPLOY EE	37492410	REGULAR	0.25	8.26
08-MAR-2019	11-MAR-2016	14760	ALCALAR, JOHN F	SPRINKLERS	EMPLOY EE	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	EMPLOY EE	37492412	REGULAR	0.25	8.26
08-MAR-2019	11-MAR-2016	14760	ALCALAR, JOHN F	SPRINKLERS	EMPLOY EE	37492413	REGULAR	0.25	8.26
08-MAR-2019	11-MAR-2016	14760	ALCALAR, JOHN F	SPRINKLERS	EMPLOY EE	37490030	REGULAR	2.75	90.83
08-MAR-2019	11-MAR-2016	14760	ALCALAR, JOHN F	SPRINKLERS	EMPLOY EE	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	EMPLOY EE	20190003	REGULAR	0.50	16.52
08-MAR-2019	11-MAR-2016	14760	ALCALAR, JOHN F	SPRINKLERS	EMPLOY EE	20190006	REGULAR	0.75	24.77
Total - 33	6 Labor Charges	6						490.75	16,692.68
				Page 9 of 9					

### 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.

WO Number	Location	WO Description	Hours	Task Code	Pay Code	Labor Class	Shift	Comments	Done
36952155	UTM/0550	TRAINDB IS STILL DOWN SIN	2.00		REGULAR	EMPLOYEE	1		
36951714	LITTAGESS	BARNELL MACK MOULD LI	5.00		REGULAR	EMPLOYEE	1		
36951703	UTM/0550	FAMIS PERFORMANCE ISSU	8.00		REGULAR	EMPLOYEE	1		
36951703	UTM/0550	FAMIS PERFORMANCE ISSU	-5.00	>	REGULAR	EMPLOYEE	1	REVERSAL	
									F
		-					-		F
									F
				-			-		F
				-			1		F
							-		E
	1	an a			-			1	
		Total Hours	10.00						

### 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.)

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

**Note**: If you are reversing labor due to an <u>incorrect account number</u>, you must reverse the labor as shown below and then WAIT for the next FAMIS final bill (<u>See Billing Schedule</u>) 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 <u>number of hours</u>, 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.

WO Number	Location	WO Description	Hours	Task Code	Pay Code	Labor Class	Shift	Comments	Done
36952155	UTM/0550	TRAINDB IS STILL DOWN SIN	2.00		REGULAR	EMPLOYEE	1		
36951714	UTM/0550	DARNELL MACK - WOULD LI	5.00		REGULAR	EMPLOYEE	1	6	
36951703	UTM/0550	FAMIS PERFORMANCE ISSU	8.00		REGULAR	EMPLOYEE	1		Γ.
36951703	UTM/0550	FAMIS PERFORMANCE ISSU	-5.00		REGULAR	EMPLOYEE	1	REVERSAL	Γ.
							1		F
									F
									E
									E
							-		-
						-	<u> </u>		E
		Total Hours	10.00						

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