

Daily Labor Entry in FAMIS

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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		
	1	1	[<u>, , ,</u>		
Name	- Vo	rker No.	Crew	Date	Prepared by	Checked by
Work Order #	Task #	Hrs.	Bldg	Work Description	त्तित्वत्वत्वत्वत्वः 	
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200008	Crew			<u></u>		
200004	Break					
200003	Travel					
200002	Sick					
200006	Vacation					
200005	Holiday					
200007	Training					
200009	Other					
200011	Unpaid					
200012	Paid			Employe	e's Signature	•
200013	Admin		DESCRIBE	5		
тот	AL HOURS					
*** OVERTIME HR (SEE BACK PAG	S:*** iE)			Supervise	or's Signatur	e

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 **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.)

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SR Form	P - Facilities	12										
Active Work Orders	⊕ 🛄 Invoices	f	Labor Timecard									<٤)
	⊕ ⊡ Job Cost	ing	Employee	14442	HENNINGTON, BRIAN	K	Work Date	TUE JUL 26, 2	016			View Leave
	- Labor	Charges				L	abor Status	ENTERED				
\mathbf{G}	- Super	visor Lab	Timecard	Daily Schedule								
U	⊕- Repor	ts - Labo ts - Empl	WO Number	Location	WO Description	Hours	Task Code	Pay Code	Labor Class	Shift	Comments	Work Done?
	🕀 🛄 CP Mana	agement	37545064	UTM/0552	FC3 - TEST 1	3.00		REGULAR	EMPLOYEE	1	TEST	
	Aterials											□.
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\cap	Type All Men	ultems										
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					Total H	ours 3.00						
			Route Work Orde	er Equip Re	ental View WO S	tatus History	Print	Save and A	pprove Save	, Don't	Approve	

- 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 rates.
 - 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).

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.)

f Labor Timecard										≚×
Employee	14442	HENNINGTON, BRIAN K		Work Labor S	Date <mark>TUE J</mark> itatus ENTE	UL 26, 2016 RED			View	Leave
Timecard	Daily Schedul	e								
WO Number	Location	WO Description	Hours Sched	Hours	Task Code	Pay Code	Labor Class	Shift	Comments	Worl 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		
]]	
]]	
]				
]	
6			Total	8.00)					
Route Work Or	rder Equip R	Rental View WO Statu	s History.		Print Sa	ve and Approve	e Save, Don't	Appro	ove	

7) Click Save and Approve, then Click OK

Employee	14442	HENNINGTON, BRIAN K		Work	Date TUE	JUL 26, 2016			View	Leave
				Labor S	tatus ENTE	RED				
Timecard	Daily Schedule									
WO Number	Location	WO Description	Hours Sched	Hours	Task Code	Pay Code	Labor Class	Shift	Comments	۱ ر
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	Ì	
37545064	UTM/0552	FC3 - TEST 1	3.00	3.00		REGULAR	EMPLOYEE	1	Ì	
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	·		·					<u>Ο</u> K		
			Total	8.00	<u> </u>					Ľ
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toute Work Or	der Equip Re	ental View WO Status	s History.	E	rint CS	ave and Approve	e Save, Don't	Appro	ove	

- 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.

f Labor Timecard									≚ ×
Employee		1		Work Date	TUE JUL 26, 20)16		View I	eave
				Labor Status	ENTERED				
	·	§	Find Employee 000000					000000 (
Timecard	Daily Schedu	le	Name		Crow	Craft	Employee		
WO Number	Location	WOR		<u>\</u>			Troc		Work
WO Number	Location	WO De	HENNINGTON, BRIAN	4	007	_	1666		Done?
			HENNINGTON, BRIAN K		097		14442		
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	-					_			
	-					_		_8	
						_		_ 8 _	
						_			
								_	
Brute West Or	den Envie	Destal							
Route Work Or	der	rkental	OK	Cancel					

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

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TRAINDB Login	FMM Administra	tion (FMM Only)			-	11 II								
SR Form	E Facilities													
Active Work Orders	⊕ 🗀 Invoices ⊕ 🗀 Job Costin	f Labor	l'imecard	1					-		-			.≝×
	⊖-⊡Labor	harges	ployee	14442	HENNINGTON, B	RIAN K	L	Work I abor St	atus ENTE	OL 26, 2016 RED				View Leave
	- Supervi	sor Lab Time	ard	Daily Schedul	e	Но	ure						1	Ma
	B- Reports	- Empl WO N	umber	Location	WO Description	Sc	hed	Hours	Task Code	Pay Code	Labor Class	Shift	Comments	Don
	P-CP Manag	ement 37548	066	UTM/0552	FC3 TEST 3	3	00			REGULAR	EMPLOYEE	1		
	Haterials	37545	065	UTM/0552	FC3 TEST 2	2	.00			REGULAR	EMPLOYEE	1		
	Preventive	Mainter 37548	064	UTM/0552	FC3 - TEST 1	3	00			REGULAR	EMPLOYEE	1		
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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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Parameter V Enter the p	alue Input Form arameter values	
Employee	[1
Crew	019	
Craft		
Labor Class		
Beginning Enter Date	10-MAR-2016	
Ending Enter Date	12-MAR-2016	<
Beginning Work Date		
Ending Work Date	[
Social Security No.		
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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 Detai By Work Date Created	Report 20-JUL-2016				
				REPORT CRITE	R1A =======				
	Employee: Crew : Craft: Labor Class: Social Securit	019 y No		EMPLOYEE L	BOR	Beginning Enter Da Ending Enter Date: Beginning Work Da Ending Work Date:	te: 10-MAR 12-MAR te:	-2016 -2016	
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	ELECTRON	C EMPLOYEE	37377107	REGULAR	1.00	33.03
29-FEB-2016	11-MAR-2016	02057	TAMEZ, LEONARDO JR	ELECTRON	C EMPLOYEE	37415250	REGULAR	5.50	181.67
29-FEB-2016	11-MAR-2016	02057	TAMEZ, LEONARDO JR	ELECTRON	C EMPLOYEE	20190008	REGULAR	1.00	33.03
29-FEB-2016	11-MAR-2016	02057	TAMEZ, LEONARDO JR	ELECTRON	C EMPLOYEE	20190004	REGULAR	0.50	16.52
29-FEB-2016	11-MAR-2016	02057	TAMEZ, LEONARDO JR	ELECTRON	C 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	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	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	EMPLOY EE	37492395	REGULAR	0.25	8.26
08-MAR-2019	11-MAR-2016	14760	ALCALAR, JOHN F	SPRINKLERS	EMPLOY EE	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	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	EMPLOY EE	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 - 3	36 Labor Charges							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 Sean Mackenzie at 303-250-4616 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	UTM0550	TRAINDB IS STILL DOWN SIN	2.00		REGULAR	EMPLOYEE	1		C .
36951714	LIDMOSSO	DARNELL MACK MOULD LI	5.00		REGULAR	EMPLOYEE	1		C.
36951703	UTM/0550	FAMIS PERFORMANCE ISSU	8.00		REGULAR	EMPLOYEE	1		C .
36951703	UTM/0550	FAMIS PERFORMANCE ISSU	-5.00	>	REGULAR	EMPLOYEE	1	REVERSAL	
			-						E
									E
									E
				-					
									E
		5		5					E
		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 weekly on Saturdays. The last day to enter or correct data for the week is Friday.

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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 to run before changing the account number and adding back the labor.

Note2: For further assistance please email: worqs@austin.utexas.edu

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	1	
6951714	UTM/0550	DARNELL MACK - WOULD LI	5.00		REGULAR	EMPLOYEE	1	1	_
6951703	UTM/0550	FAMIS PERFORMANCE ISSU	8.00	-	REGULAR	EMPLOYEE	1		0
6951703	UTM/0550	FAMIS PERFORMANCE ISSU	-5.00		REGULAR	EMPLOYEE	1	REVERSAL	0
				-					E
				-		1			-
									
							-		17
		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

DOWNLOADED AND/OR HARD COPY UNCONTROLLED

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			
2.0	08/31/2023	Removed Wayne King	Brian Hennington	Patti Soskins	
		and replaced with Sean			
		Mackenzie; removed old			
		billing schedule link			