What you need to know:

a) Every person entering crafts and crews in FAMIS as outlined below:

   i) Crew

      (1) For Facilities Services and PMCS – will designate the division, branch, and/or section.

      (2) For Utilities – designates the shop – example, Mechanical Distribution, Electrical Distribution, Power Plant, and Chilling Stations, etc.

      (3) Housing and Food – designates the warehouse.

   ii) Craft

      (1) For Facilities Services (except Custodial Services) and PMCS – craft designates the trade or discipline such as electrician, plumber, architect, etc.

      (2) For Custodial Services – craft designates work groups or people led by crew leaders that report to the same supervisor.

      (3) Utilities and Housing and Food do not use craft.

b) This SOP references the following acronyms:

   i) **UT** - University of Texas at Austin

   ii) **DTN** – Departmental Transaction Number

   iii) **ETM** - DEFINE time keeping module

   iv) **FS** – Facilities Services

   v) **PMCS** – Project Management & Construction Services

PROCEDURE

   a. Data Entry of Craft and Crew for Employees

      i) When appointment document is processed in DEFINE, use one of the following commands:

        (1) ANM - new hire to UT or transfer from another UT department

        (2) ACM - internal promotion or internal transfer

      ii) Enter the three digit crew code in DTN field on the departmental code screen of the appointment document.

      iii) Enter the three digit craft code number **in Tag A field on the departmental code screen of the appointment document.** – may change to ET1 field based on current DEFINE and FAMIS automation. (**Note**: Craft and Crew information will be downloaded from DEFINE into FAMIS nightly for appointment documents that have been created. The craft and crew information is not permanently in FAMIS until the appointment is final approved in DEFINE.)

DEFINE Departmental Code Transactions Screen

```
Action: █__      4. Departmental Code Transactions      Section 04 of 04
-----------------------------------------------------------------------
Transaction Date: 111306   Month: ___      Start at Account: _____
                                            Audit Codes? N
      ACCT NBR   LEDGER DESCRIPTION      TYPE           AMOUNT  D/C
  CREW   CRAFT
  [DTN]  [TAG A]   TAG B   COMMENTS
 1  1986303009  REID, DANIEL B - ENC____    SA         52,800.00  D
  [010]  [    ]
```

iv) Between creation and final approval of appointment and ETM upload, update the Labor Class field in FAMIS from "Employee" to "Temporary" status.

Employee Form – Employee Tab – Work Description Section

v) Once appointment document has reached final approval and the ETM has uploaded and updated, update the Labor Class field to "Employee".

2. **Entering Temporary Employees in FAMIS**

Employee Form – Employee Tab – Header Section

a. Open the Employee form.

b. Click the "Enter Query" icon or press F11, and enter "T%" in the employee field. Click the "Execute Query" icon or press Ctrl+F11 and hit the Last Arrow icon to view the last record. The last employee number assigned will display in a format of T### and the new record will be the next in numerical sequence.

   i) Click the Insert icon to display a blank form.

c. In the header section complete the following:

   i) **Employee** – *(required)* Enter the new record number determined in step 2.b.

   ii) **Name** – *(required)* Enter the employee's name in the format of "LastName, FirstName MiddleInitial".

Employee Form – Employee Tab – Work Description Section

d. In the Work Description section complete the following:

    i) **Job Title** – *(required)* Enter the employee's job title ("UTEMP", etc.)

    ii) **Supervisor**– Enter the (5-digit) employee number of the employee's supervisor, if known.

    iii) **Crew** – *(required)* Enter the employee's crew.

    iv) **Craft**– Enter the employee's craft, if known.

    v) **Resource Calendar** – *(not used)*

    vi) **Labor Class** – *(required)* Enter "TEMPORARY".

    vii) **Shift** – *(required)* Enter "1".

    viii) **Shift Starts** – *(not used)*

    ix) **Shift Ends** – *(not used)*

    x) **Approval Limit** – For buyers, the FAMIS Administrator will populate this field at the time of role assignment if applicable.

    xi) **Employee is a Buyer** – The FAMIS Administrator will check this box at the time of role assignment to indicate employee has buyer status, if applicable.

Employee Form – Employee Tab – General Information Section

e. In the General Information section complete the following:

   i) **Crib** - *(not used)*

   ii) **Hired** – Enter the employee's hire date, if known.

   iii) **Terminated** – This field must be **blank** for active employees. The employee's termination date can be added at time of separation.

   iv) **Mail Code** - *(not used)*

   v) **Locker #** - *(not used)*

Employee Form – Employee Tab – Payroll Section

f. In the Payroll section complete the following:

    i) **Charge Rate** – *(required)* Open the crew form to determine that crew's charge rate; enter the amount in this field

    ii) **Pay Rate** - *(required)* Enter "0".

    iii) **Timecard** - *(not used)*

    iv) **Payroll Number** - *(not used)*

    v) **Record No.** - *(not used)*

    vi) **Send Timecard to Payroll** - *(not used)*

Employee Form –System Tab – User Information Section

g. In the User Information section complete the following:

   i) **Oracle User ID** – Enter the employee's login ID in the format of: LastName_FirstName_MiddleInit

   ii) **SSO Resource** - *(not used)*

   iii) **Default Site** – Enter the employee's work site by typing directly into the field or click the LOV button and select the site.

   iv) **Default Warehouse** – Enter the employee's default warehouse by typing directly into the field or click the LOV button and select the warehouse. Use:

     (1) "Benchstock" for FS and PMCS.

     (2) "Utilities" for Utilities staff

   v) **Validate Labor Site** - *(not used)*

Employee Form –System Tab – Authorized Warehouse Access Section

h. In the Authorized Warehouse Access section complete the following:

    i)   Warehouse – Enter the employee's authorized warehouse(s) by typing directly into the field or click the "Warehouse" button and select the warehouse. Use:

        (1) 10 for FS & PMCS

        (2) Utilities for Utilities staff

i. Click the Save Icon or press Ctrl+S to save.

j. Close form.

3. **Process Employee Departmental Transfers Within FAMIS Instances**

a. When an employee from one department using FAMIS transfers to another department using the same instance of FAMIS, special steps have to be taken to continue to enter labor during the transfer.

b. When the department receiving the employee has created the appointment document prior to the transfer, the current department needs to update the Labor Class field to "Temporary". Add the original craft code back in. Verify that the job title and the labor charge rate are still correct.

c. Once the employee has transferred and all the labor charges have been entered, change the labor class back to "Employee". On the next nightly run, DEFINE will automatically update FAMIS.