

Reversing Labor Charges

What you should know:

- a. If you are reversing labor due to an incorrect account number, you must reverse the labor as shown here with the incorrect account number, then WAIT for the next FAMIS bill to run before changing the account number and adding back the labor.

PROCEDURE

1. Reversing Labor Charges

- a) Open the Labor Timecard form (identified as “Labor Charges” form on Navigator).

Labor Timecard Form – Timecard Tab – Header Section

WO Number	Location	WO Description	Hours	Task Code	Pay Code	Labor Class	Shift	Comments	Work Done?
			.00		REGULAR	EMPLOYEE	1		<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
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									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>

Total Hours: .00

Buttons: Route Work Order..., Equip Rental..., View WO..., Status History..., Print, Save and Approve, Save, Don't Approve

- 2. 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 button labeled Employee to launch the Find Employees form.
- b) **Work Date** - (*required*) Enter the date the work was performed that you need to reverse.
- c) **View Leave Button** – (*not used*)
- d) **Labor Status** – Read-only field that shows the status of the employee’s daily labor card.

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Labor Timecard Form – Timecard Tab – Reversing Charges

WO Number	Location	WO Description	Hours	Task Code	Pay Code	Labor Class	Shift	Comments	Work Done?
36952155	UTM/0550	TRAINDB IS STILL DOWN SIM	2.00		REGULAR	EMPLOYEE	1		
36951714	UTM/0550	DARNELL MACK - WOULD 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	

Total Hours: 10.00

3. In the Timecard Section, complete the following steps for each incorrect entry on the employee's daily labor sheet:
 - a) **WO Number** – (required) Enter the work order number that needs to have the charges corrected.
 - b) **Location** – Read-only field that 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 negative or positive number of hours necessary to correct the error.
 - (1) **Positive** if more hours need to be charged to that work order for that day and employee.
 - (2) **Negative** if fewer hours need to be charged to that work order for that day and employee.
 - e) **Task Code** – not currently used.
 - f) **Pay Code** - (required) Enter the appropriate charge rate, REGULAR or OVERTIME.
 - (1) For reversals, it should match the original entry.
 - g) **Labor Class** – (required) Loads the employee's labor class from their employee record.
 - h) **Shift** - (required) Enter the employee's work shift (defaults to 1).
 - i) **Comments** – Enter any additional information about work performed or leave taken.
 - j) **Work Done** – (not used)
 - k) **Total Hours** – Read-only field that 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 eight-hour work days. Override the eight hours to reflect the appropriate hours worked.

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Labor Timecard Form – Save and Approve Labor

The screenshot shows the 'Labor Timecard' application window. At the top, there are fields for Employee (12572, DUSSAULT, STEPHANIE D), Work Date (MON FEB 6, 2012), and Labor Status (ENTERED). Below this is a 'Timecard' section with a 'Daily Schedule' tab. A table lists labor entries with columns for WO Number, Location, WO Description, Hours, Task Code, Pay Code, Labor Class, Shift, Comments, and Work Done?. The fourth row is highlighted in green and shows a reversal entry: WO Number 36951703, Location UTM/0550, WO Description FAMIS PERFORMANCE ISSU, Hours -5.00, Pay Code REGULAR, Labor Class EMPLOYEE, Shift 1, and Comments REVERSAL. Below the table, the 'Total Hours' field shows 10.00. At the bottom, a button section contains: Route Work Order..., Equip Rental..., View WO..., Status History..., Print, Save and Approve, and Save, Don't Approve.

WO Number	Location	WO Description	Hours	Task Code	Pay Code	Labor Class	Shift	Comments	Work Done?
36952155	UTM/0550	TRAINDB IS STILL DOWN SIM	2.00		REGULAR	EMPLOYEE	1		
36951714	UTM/0550	DARNELL MACK - WOULD 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	

4. In the Button Section, the following are used for:
 - a) **Route Work Order Button** – not currently used.
 - b) **Equip Rental Button** – *(not used)*
 - c) **View WO Button** – Click this button to view the work order.
 - d) **Status History Button** – *(not used)*
 - e) **Print Button** – Click this button to load the Print Work Order Ticket form.
 - f) **Save and Approve Button** – Click this button when all of employee’s daily labor entered.
 - (1) If the entry has already been saved & approved, and corrections need to be made, make the corrections on a new entry line by entering the quantity as a negative number of hours on a new line for reduction or as a positive number of hours for increases.
 - g) **Save, Don’t Approve Button** – Click this button when an employee’s daily labor entries are incomplete.
5. To correct or adjust a labor entry after the record has been saved:
 - a) Enter the Employee ID and Work Date for record to be corrected. Tabbing out of the Work Date field will populate the labor timecard with labor records.
 - b) Click in the WO Number field on the first blank line. Follow instructions in Section d) to create an additional record for the WO that needs to be adjusted; enter a negative amount of hours to decrease the time worked on that work order, or a positive amount of hours to increase the time worked.
 - c) When all Work Orders have been adjusted, click the Save and Approve Button.