

FAMIS Routes: Labor Entry & Closing Route Work Orders

What you need to know:

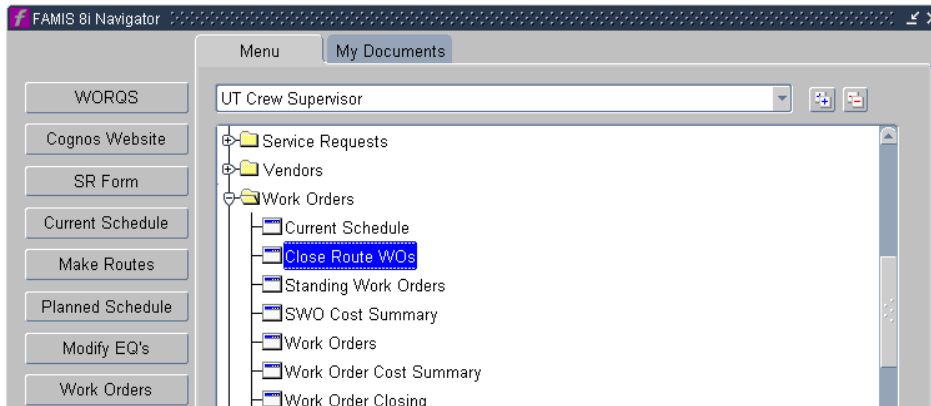
- a) Facilities Maintenance will use this SOP to enter labor and close the route work order.

Reference: [FAMIS Labor Entry for Work Order](#).

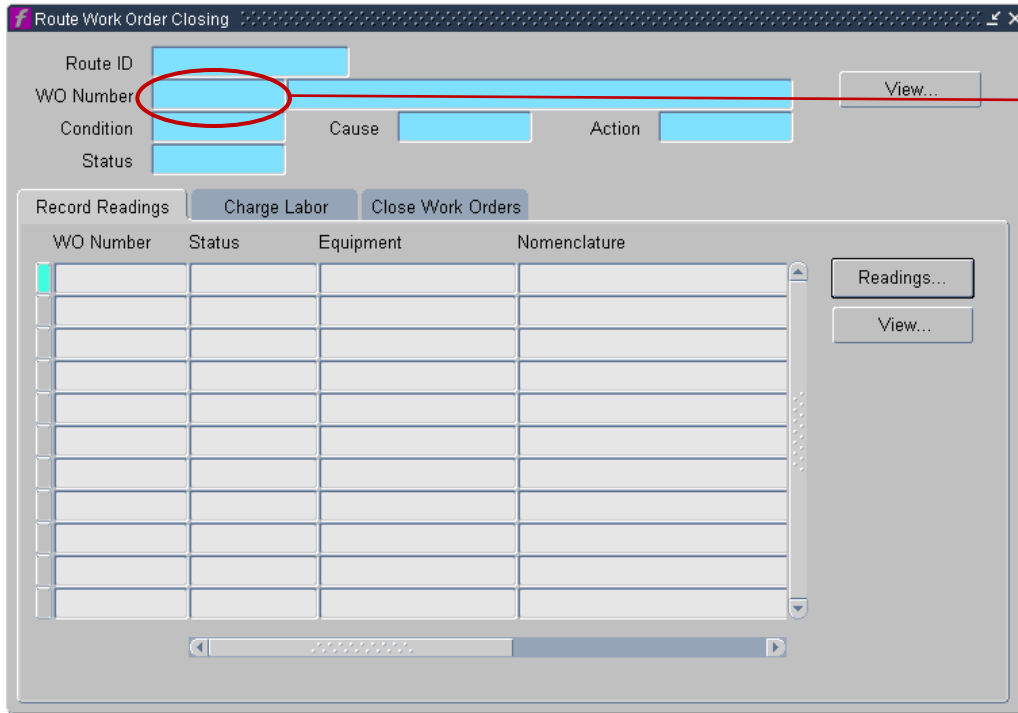
This link will take you directly to the detailed FAMIS operating procedure for adding labor for regular work orders. For Route work orders this process is somewhat different for both closing and applying labor.

PROCEDURE

1. Under UT Crew Supervisor, click on the Work Orders folder, then double click the "Close Route WOs" form

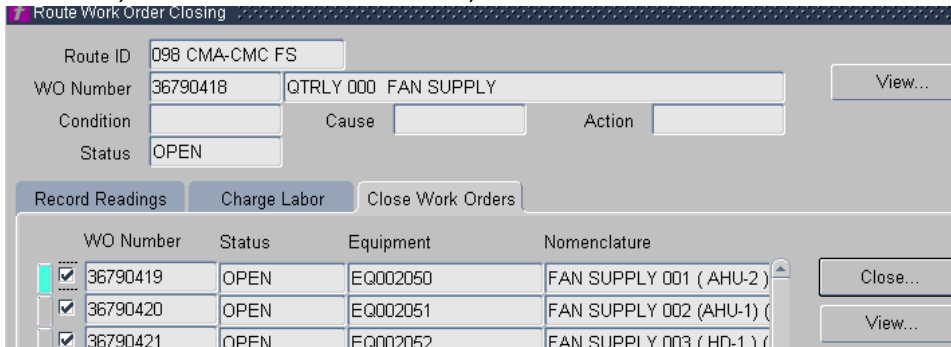


FAMIS Routes: Labor Entry & Closing Route Work Orders



a. Query the Parent work order

2. Hit F7, enter the Parent work order, then hit F8.



3. Click "Close Work Orders" tab

FAMIS Routes: Labor Entry & Closing Route Work Orders

1. click "close work orders" button

Click check all if closing the entire Route WO.

Radial button

WO Number	Status	Equipment	Nomenclature
<input checked="" type="checkbox"/> 36790419	OPEN	EQ002050	FAN SUPPLY 001 (AHU-2)
<input checked="" type="checkbox"/> 36790420	OPEN	EQ002051	FAN SUPPLY 002 (AHU-1) (
<input checked="" type="checkbox"/> 36790421	OPEN	EQ002052	FAN SUPPLY 003 (HD-1) (
<input checked="" type="checkbox"/> 36790422	OPEN	EQ013967	FAN SUPPLY 001 (AHU-C1)
<input checked="" type="checkbox"/> 36790423	OPEN	EQ013968	FAN SUPPLY 002 (AHU-H1)
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

4. Then select the child work orders to be closed by clicking the radial button OR, if all are to be closed then click the "check all" button.
5. Click the "Close" button.

FAMIS Routes: Labor Entry & Closing Route Work Orders

Closing Information

Work Data

Status **CLOSED** ..

Start Date MON AUG 16, 2010

Due Date FRI AUG 20, 2010

Arrived

Completed

Employee Data

Assigned To ..

Authorized By ..

Inspected By ..

Action Codes

Condition ..

Cause ..

Action ..

OK Cancel

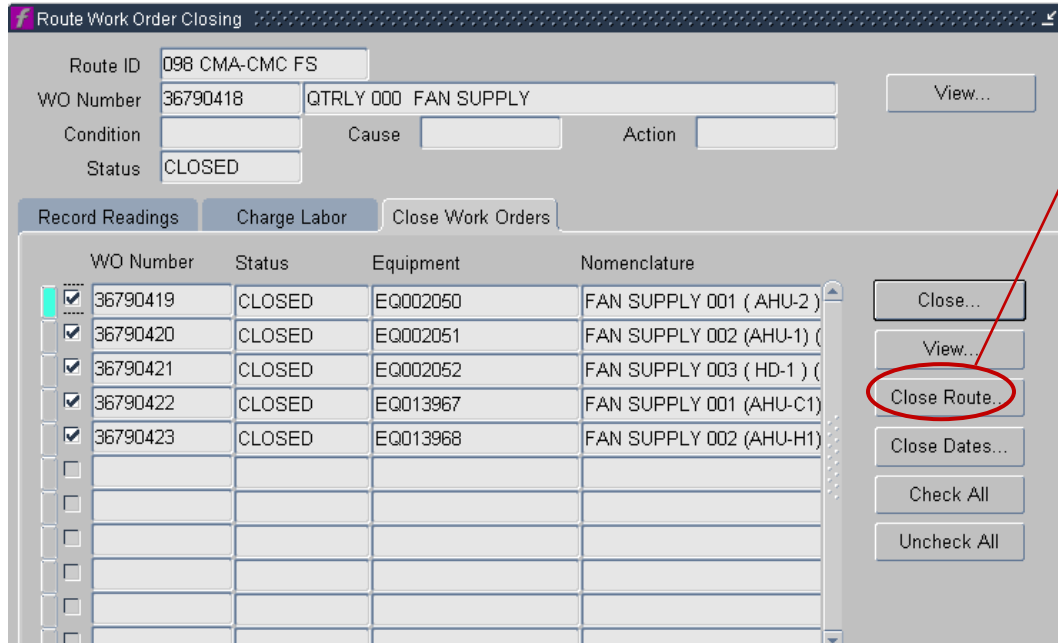
5. Type 'CLOSED'

6. Change Status to 'CLOSED'.
7. Tab, this will change the Completed date to today's date.
8. Click OK.

FAMIS Routes: Labor Entry & Closing Route Work Orders

9. When all child work orders have been closed or cancelled, the Route work order MUST be closed.

10. To close the route, click the close route button



Click "Close route" button

FAMIS Routes: Labor Entry & Closing Route Work Orders

11. Change the Route status to CLOSED.
12. Click OK

Closing Information

Work Data

Status: CLOSED ..

Start Date: MON AUG 16, 2010

Due Date: FRI AUG 20, 2010

Arrived: ..

Completed: THU SEP 30, 2010 11:06AM

Employee Data

Assigned To: ..

Authorized By: ..

Inspected By: ..

Action Codes

Condition: ..

Cause: ..

Action: ..

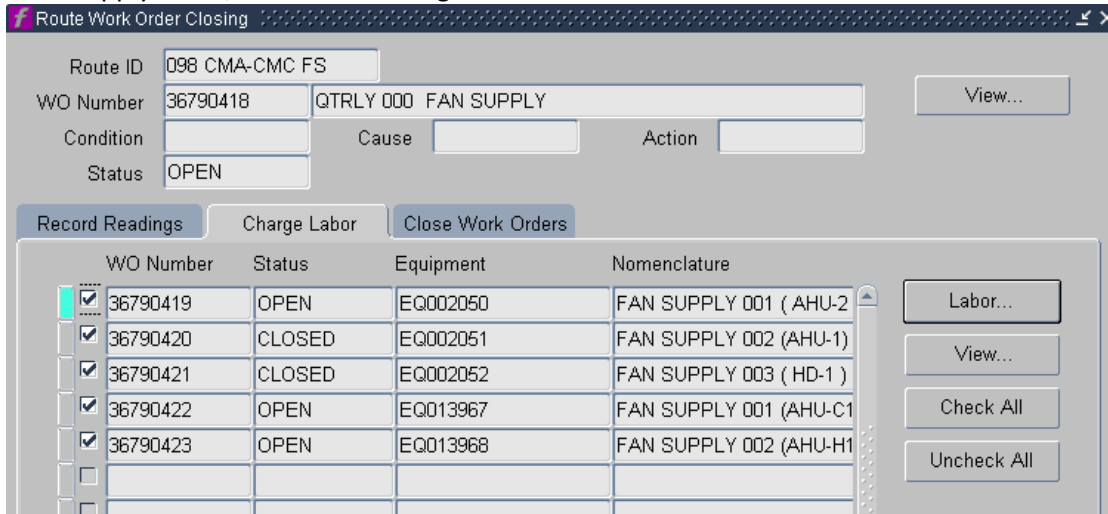
OK Cancel

Helpful Hint:

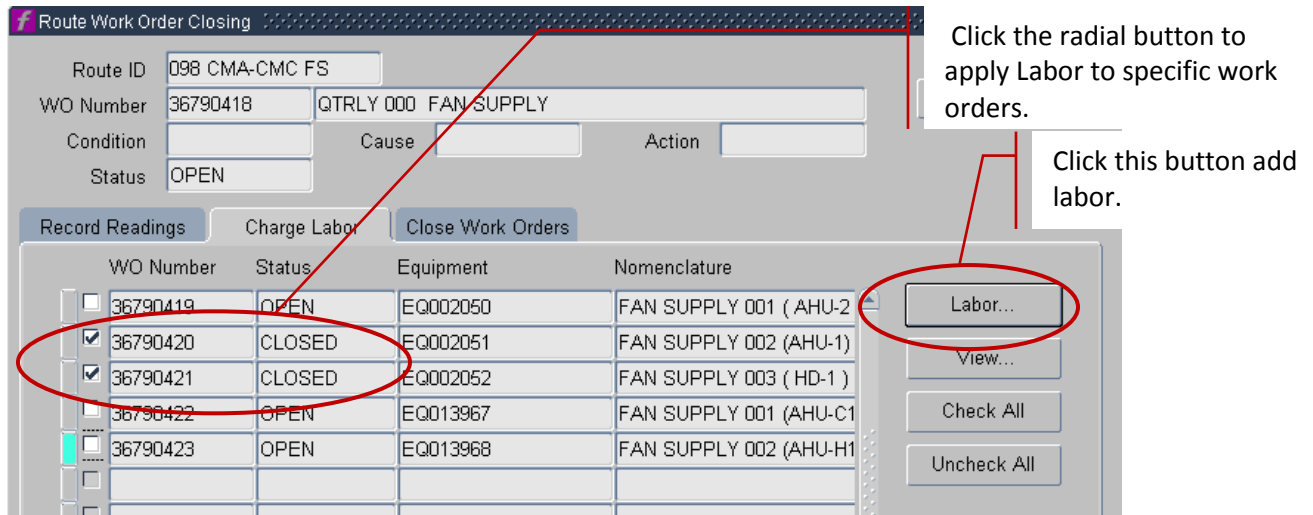
- If all the child work orders are not closed or cancelled, then the Route Work Order will NOT close. If not resolved, then it will show up on a late report.

FAMIS Routes: Labor Entry & Closing Route Work Orders

13. To apply Labor, click on the Charge Labor tab.



14. Select the work orders that need labor applied, click the Labor button.



Note: In the dialogue box above only two of the WO's have been CLOSED. Use the boxes to select or deselect those work orders that need labor applied. In this example, the work orders were closed because they were completed on the first day of work. Only those work orders that are selected on will have the labor applied. You can have a combination of OPEN and CLOSED work orders when applying labor.

FAMIS Routes: Labor Entry & Closing Route Work Orders

Employee	Work Date	Labor Class	Pay Code	Hours	Shift
01204	TUE AUG 10, 2010	EMPLOYEE	REGULAR	-4.00	1
01204	TUE AUG 10, 2010	EMPLOYEE	REGULAR	4.00	1

3. Add employee#
4. Tab to next field
5. Click Save or Approve

15. Add employee number, **Tab** to enter work date and hours.

Note: you must use the tab key for this data to be seen in the labor time card screen.

16. Click Save or Approve.

Helpful Hint: Labor entry across two days.

When you follow this process, it makes it very obvious which work orders are remaining; just confirm with the original paper copy from the crew that these are correct. Do in the opposite order.

WO Number	Status	Equipment	Nomenclature
36790419	OPEN	EQ002050	FAN SUPPLY 001 (AHU-2)
36790420	CLOSED	EQ002051	FAN SUPPLY 002 (AHU-1)
36790421	CLOSED	EQ002052	FAN SUPPLY 003 (HD-1)
36790422	OPEN	EQ013967	FAN SUPPLY 001 (AHU-C1)
36790423	OPEN	EQ013968	FAN SUPPLY 002 (AHU-H1)

1. Query Close Route WO
2. Apply labor to remaining "open" child WO's, by clicking those radial buttons as below from the "charge labor" tab. Labor time entered is divided equally among only these work orders clicked on.
3. Then click the Close work Orders tab and close the remaining children and close the route.

FAMIS Routes: Labor Entry & Closing Route Work Orders

Helpful Hints:

1. Shop data entry flow
Complete all the route data entry first; then complete the regular work orders for your shop. Once all the labor is entered into the routes for the respective dates, the entry is automatically populated in the Daily Labor Form. So this much is already complete. To complete adding all of the employee's daily labor, go into the daily labor screen.
2. Labor Timecard notes:
Notice below the child work orders from the route have already been added. Labor entered in the route is divided equally among those on the route. However, if you did not use the TAB key, this will not work and it will appear blank.

Follow the normal procedure for adding any additional work orders as per the regular procedure.

WO Number	Location	WO Description	Hours	Pay Code	Labor Class	Shift	Comments	Work Done?
36772062	UTM0988	091 EYEWASH/SHOWE	.50	REGULAR	EMPLOYEE	1		<input type="checkbox"/>
36772063	UTM0985	091 EYEWASH/SHOWE	.50	REGULAR	EMPLOYEE	1		<input type="checkbox"/>
36772064	UTM0225	091 EYEWASH/SHOWE	.50	REGULAR	EMPLOYEE	1		<input type="checkbox"/>
36772065	UTM0983	091 EYEWASH/SHOWE	.50	REGULAR	EMPLOYEE	1		<input type="checkbox"/>
36772066	UTM0224	091 EYEWASH/SHOWE	.50	REGULAR	EMPLOYEE	1		<input type="checkbox"/>
36772067	UTM0099	091 EYEWASH/SHOWE	.50	REGULAR	EMPLOYEE	1		<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>
			Total Hours	3.00				

Notice: Starting the labor portion with the “Close route work order”, ensures that the labor is visible in the following screen after labor is entered.