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, the double click the "Close Route WOs" form



Revision Date: 7/7/2011

Route Work Order Closing 2000 Route ID WO Number Condition Status	Cause	Action	View	a. Query the Parent work order
WO Number Status	Equipment	Nomenclature		
			Readings	
			View	
•			D	

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

Trodic Holl of		a						
Route ID	098 CM/	4-CMC F	S					
WO Number	3679041	8	QTRLY 000 FAN SUPPLY					View
Condition			Cause		Action	Action		
Status	OPEN							
Record Readir	ngs	Charge l	_abor	Close Work Order	s			
WO Nu	mber	Status	I	Equipment	Nomenclati	ıre		
367904	19	OPEN		EQ002050	FAN SUPF	PLY 001 ( AHU-2 ) 🚔	ſ	Close
367904	20	OPEN		EQ002051	FAN SUPF	PLY 002 (AHU-1) (		View
367904	21	OPEN		EQ002052	EAN SUPE	PLY 003 ( HD-1 ) (		

3. Click "Close Work Orders" tab



- 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.

<b>F</b> Closing Information		3 <b>1</b>
Work Data		
Status	CLOSED	5. Type CLOSED
Start Date	MON AUG 16, 2010	
Due Date	FRI AUG 20, 2010	
Arrived		
Completed		
– Employee Da	nta	
Assigned To		
Authorized By		
Inspected By		
- Action Codes	•	
Condition		
Cause		
Action		
ОК	Cancel	

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

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

f Route	Work Ore	der Clos	ing 2000						•		(≚)	
R	oute ID	098 CN	MA-CMC F	S								
WO I	Number	367904	418	QTRLY	000 F	AN SUPPLY				View		
Co	ondition			Ca	ause (		Action					
	Status	CLOSE	ED									CIICK "CIOSE
Reco	rd Readir	ngs	Charge	Labor	Clos	se Work Orders						route button
	WO Nu	mber	Status		Equipr	ment	Nomenclature			/		
	367904	19	CLOSE	D	EQ00	2050	FAN SUPPL'	7 001 ( AHU-2 ) 🌥		Close		
	367904	20	CLOSE	D	EQ00	2051	FAN SUPPL'	7 002 (AHU-1) (	ſ	View		
	367904	21	CLOSE	D	EQ00	2052	FAN SUPPL'	7 003 ( HD-1 ) (		VIC.VV		
	367904	22	CLOSE	D	EQ01:	3967	FAN SUPPL'	7 001 (AHU-C1)		Close Route.		
	367904	23	CLOSE	D	EQ01:	3968	FAN SUPPL'	7 002 (AHU-H1)		Close Dates		
									ſ	Charle All		
								```		Check All		
										Uncheck All		
								<b>T</b>				

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

🌈 Closing Information	
- Mork Data -	
Status	CLOSED
Start Date	MON AUG 16, 2010
Due Date	FRI AUG 20, 2010
Arrived	· · · · · · · · · · · · · · · · · · ·
Completed	THU SEP 30, 2010 11:06AN
Employee Da	ita
Assigned To	
Authorized By	
Inspected By	
- Action Codes	,
Condition	
Cause	
Action	
ОК	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.

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

🕇 Route Work Or	der Closing				<u></u>
Route ID	098 CMA-0	CMC FS			
WO Number	36790418	QTRLY 0	00 FAN SUPPLY		View
Condition		Cau	se	Action	
Status	OPEN				
Record Readi	ngs Cl	harge Labor	Close Work Orders		
WO N	Jumber S	Status	Equipment	Nomenclature	
36790	0419	OPEN	EQ002050	FAN SUPPLY 001 ( AHU-2 🌥	Labor
36790	0420	CLOSED	EQ002051	FAN SUPPLY 002 (AHU-1)	View
36790	0421	CLOSED	EQ002052	FAN SUPPLY 003 (HD-1)	*16**
36790	3422	OPEN	EQ013967	FAN SUPPLY 001 (AHU-C1	Check All
36790	0423	OPEN	EQ013968	FAN SUPPLY 002 (AHU-H1	Lincheck All

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

f	Route Work Or Route ID WO Number	der Closing 098 CMA 36790418	-CMC FS	00 FANSUPPLY		] [	Click the apply La orders.	e radial button to bor to specific work
	Condition Status	OPEN	Cau	ise	Action			Click this button add
	Record Readi	ngs (	Charge Labor	Close Work Orders				labor.
	WO N	lumber	Status	Equipment	Nomenclature			
	🗌 🗆 36790	1419	OPEN	EQ002050	FAN SUPPLY 001 ( AHU-2	$\Theta$	Labor	
1	36790	)420	CLOSED	EQ002051	FAN SUPPLY 002 (AHU-1)		View	
	36790	)421	CLOSED	EQ002052	FAN SUPPLY 003 ( HD-1 )			
	36790	422	OPEN	EQ013967	FAN SUPPLY 001 (AHU-C1		Check All	
	36790	1423	OPEN	EQ013968	FAN SUPPLY 002 (AHU-H1		Uncheck All	
							ononcolt / ar	

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.

Labor Charges - 3	0790410				e e e e	
Employee	Work Date	Labor Class	Pay Code	Hours Shift		
01204	TUE AUG 10, 2010	EMPLOYEE	REGULAR	-4.00 1	€	
01204	THE AUG 10, 2010	EMPLOYEE	RECULAR	4.00 1		
						I.
					2	3. Add employee#
					*÷	4. Tab to next field
						5. Click Save or Appr
					-	
					-	
Save	Approve	Cancel				

15. Add employee number, *<u>Tab</u>* 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.

7 Route Work Ord	der Closing 🧳				<u>*</u>
Route ID	098 CMA-C	MC FS			
WO Number	36790418	QTRLY O	00 FAN SUPPLY		View
Condition		Cau	se	Action	
Status	OPEN				
Record Readir	ngs Ch	arge Labor	Close Work Orders		
WO N	umber S	itatus	Equipment	Nomenclature	
36790	419 0	DPEN	EQ002050	FAN SUPPLY 001 ( AHU-2 🊔	Labor
36790	1420 C	CLOSED	EQ002051	FAN SUPPLY 002 (AHU-1)	View
36790	I421 C	CLOSED	EQ002052	FAN SUPPLY 003 (HD-1)	view
36790	422 0	DPEN	EQ013967	FAN SUPPLY 001 (AHU-C1	Check All
36790	423 0	DPEN	EQ013968	FAN SUPPLY 002 (AHU-H1	Lincheck All

- 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.

Revision Date: 7/7/2011

### 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.

Edit Query Record Attachments Window Help  A Contract Con	MIS 8i (mack_daı	rnell_j@traindb)							
Labor Timecard         Employee       D1199       ROSS, MICHAELG       Work Date       TUE JUN 15, 2010       View Leave         Labor Status       ENTERED       ENTERED       Work Date       TUE JUN 15, 2010       View Leave         Timecard       Daily Schedule       ENTERED       Work Date       TUE JUN 15, 2010       View Leave         S6772062       UTM0988       091 EYEWASH/SHOWE       .50 REGULAR       EMPLOYEE       1       Image: Comments in the comment i	Edit Query Rec	ord <u>A</u> ttachments	Window Help						
Work Date         TUE JUN 15, 2010         View Leave           Employee         01199         ROSS, MICHAEL G         Work Date         TUE JUN 15, 2010         View Leave           Timecard         Daily Schedule           WO Number         Location         WO Description         Hours         Pay Code         Labor Class         Shift         Comments         Dom           36772062         UTM0988         091 EYEWASH/SHOWE         .50         REGULAR         EMPLOYEE         1	🖬 🎒 i 👗 i	h 🛍 í 🗛 🖌	6 2 A 1 6 0 G	🖌 ( K	\$ <b>\$ \$</b> \$	😼			
Endoor Inflectad         ROSS, MICHAEL G         Work Date Labor Status         TUE JUN 15, 2010         View Leave           Timecard         Daily Schedule         ENTERED         Work Date ENTERED         Work         Work         Work         Work         Work         Daily Schedule         Work         Work         Work         Work         Daily Schedule         Work         Work         Daily Schedule         Work         Work         Daily Schedule         Work         Work         Daily Schedule         Daily Schedule         Daily Schedule         Daily Schedule         Daily Schedule         Daily Schedule         Work         Daily Schedule         Daily Schedul	abor Timocard								
Employee         01199         ROSS, MICHAEL G         Work Date         TUE JUN 15, 2010         View Leave           Labor Status         ENTERED         ENTERED         Work Date         ENTERED         Work Date         ENTERED           WO Number         Location         WO Description         Hours         Pay Code         Labor Class         Shift         Comments         Dom           36772062         UTM0988         091 EYEWASH/SHOWE         .50         REGULAR         EMPLOYEE         1         Image: Comments         Dom           36772063         UTM0985         091 EYEWASH/SHOWE         .50         REGULAR         EMPLOYEE         1         Image: Comments         Dom           36772063         UTM0985         091 EYEWASH/SHOWE         .50         REGULAR         EMPLOYEE         1         Image: Comments         Image: C	Labor Hillecalu .				(*************************************				
Labor Status         ENTERED           Work         Daily Schedule         Work         Pay Code         Labor Class         Shift         Comments         Dor           36772062         UTM/0988         091 EYEWASH/SHOWE         .50         REGULAR         EMPLOYEE         1         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -	Employee	01199	ROSS, MICHAEL G		Work Da	te TUE JUN	15,20	10	View Leave
Timecard         Daily Schedule           WO Number         location         WO Description         Hours         Pay Code         Labor Class         Shift         Comments         Dor           3577.2052         UTM/0988         091 EYEWASH/SHOWE         .50         REGULAR         EMPLOYEE         1         Image: Comments         Dor           3677.2063         UTM/0986         091 EYEWASH/SHOWE         .50         REGULAR         EMPLOYEE         1         Image: Comments         Image: Co					Labor Stat	us ENTEREI	D		
WO Number         Location         WO Description         Hours         Pay Code         Labor Class         Shift         Comments         Dor           36772062         UTM/0988         091 EYEWASH/SHOWE         .50         REGULAR         EMPLOYEE         1         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         -         <	Timecard	Daily Schedule							
WO Number         Location         WO Description         Hours         Pay Code         Labor Class         Shift         Comments         Dor           36772062         UTM/0988         091 EYEWASH/SHOWE         .50         REGULAR         EMPLOYEE         1         Image: Comments         Image: Co		-							Work
36772062         UTM/0988         091 EYEWASH/SHOWE         .50         REGULAR         EMPLOYEE         1           36772063         UTM/0985         091 EYEWASH/SHOWE         .50         REGULAR         EMPLOYEE         1         -           36772064         UTM/0225         091 EYEWASH/SHOWE         .50         REGULAR         EMPLOYEE         1         -           36772064         UTM/0225         091 EYEWASH/SHOWE         .50         REGULAR         EMPLOYEE         1         -           36772065         UTM/0983         091 EYEWASH/SHOWE         .50         REGULAR         EMPLOYEE         1         -           36772066         UTM/0224         091 EYEWASH/SHOWE         .50         REGULAR         EMPLOYEE         1         -           36772067         UTM/0099         091 EYEWASH/SHOWE         .50         REGULAR         EMPLOYEE         1         -           36772067         UTM/0099         091 EYEWASH/SHOWE         .50         REGULAR         EMPLOYEE         1         -           36772067         UTM/0099         091 EYEWASH/SHOWE         .50         REGULAR         EMPLOYEE         1         -           36772067         UTM/0099         091 EYEWASH/SHOWE         .50	WO Number	Location	WO Description	Hours	Pay Code	Labor Class	Shift	Comments	Done?
36772063       UTM/0985       091 EYEWASH/SHOWE       .50       REGULAR       EMPLOYEE       1         36772064       UTM/0225       091 EYEWASH/SHOWE       .50       REGULAR       EMPLOYEE       1         36772065       UTM/0983       091 EYEWASH/SHOWE       .50       REGULAR       EMPLOYEE       1         36772066       UTM/0224       091 EYEWASH/SHOWE       .50       REGULAR       EMPLOYEE       1         36772067       UTM/0099       091 EYEWASH/SHOWE       .50       REGULAR       EMPLOYEE       1         3677       Image: State St	36772062	UTM/0988	091 EYEWASH/SHOWE	.50	REGULAR	EMPLOYEE	1		
36772064       UTM/0225       091 EYEWASH/SHOWE       .50       REGULAR       EMPLOYEE       1       I         36772065       UTM/0983       091 EYEWASH/SHOWE       .50       REGULAR       EMPLOYEE       1       I         36772066       UTM/0224       091 EYEWASH/SHOWE       .50       REGULAR       EMPLOYEE       1       I         36772067       UTM/0099       091 EYEWASH/SHOWE       .50       REGULAR       EMPLOYEE       1       I         36772067       UTM/0099       091 EYEWASH/SHOWE       .50       REGULAR       EMPLOYEE       1       I         36772067       UTM/0099       091 EYEWASH/SHOWE       .50       REGULAR       EMPLOYEE       1       I         36772067       UTM/0099       091 EYEWASH/SHOWE       .50       REGULAR       EMPLOYEE       1       I         36772067       UTM/0099       091 EYEWASH/SHOWE       .50       REGULAR       EMPLOYEE       1       I         36772067       UTM/0099       091 EYEWASH/SHOWE       .50       REGULAR       EMPLOYEE       1       I         3677       Image: State St	36772063	UTM/0985	091 EYEWASH/SHOWE	.50	REGULAR	EMPLOYEE	1		
36772065       UTM/0983       091 EYEWASH/SHOWE       .50       REGULAR       EMPLOYEE       1       I         36772066       UTM/0224       091 EYEWASH/SHOWE       .50       REGULAR       EMPLOYEE       1       I         36772067       UTM/0099       091 EYEWASH/SHOWE       .50       REGULAR       EMPLOYEE       1       I         36772067       UTM/0099       091 EYEWASH/SHOWE       .50       REGULAR       EMPLOYEE       1       I         36772067       UTM/0099       091 EYEWASH/SHOWE       .50       REGULAR       EMPLOYEE       1       I       I         36772067       UTM/0099       091 EYEWASH/SHOWE       .60       REGULAR       EMPLOYEE       1       I       I         Image: State	36772064	UTM/0225	091 EYEWASH/SHOWE	.50	REGULAR	EMPLOYEE	1		
36772066       UTM/0224       091 EYEWASH/SHOWE       .50       REGULAR       EMPLOYEE       1       Image: State St	36772065	UTM/0983	091 EYEWASH/SHOWE	.50	REGULAR	EMPLOYEE	1		□:
36772067         UTM/0099         091 EYEWASH/SHOWE         .50         REGULAR         EMPLOYEE         1         I           Image: Straight of the straight	36772066	UTM/0224	091 EYEWASH/SHOWE	.50	REGULAR	EMPLOYEE	1		
Total Hours 3.00	36772067	UTM/0099	091 EYEWASH/SHOWE	.50	REGULAR	EMPLOYEE	1		
Total Hours 3.00									
Total Hours 3.00									
Total Hours 3.00									
Total Hours 3.00							1		
Iotal Hours 3.00				2.00					
			Total Hours	3.00					
							_		
Route Work Order Equip Rental View WO Status History Print Save and Approve Save, Don't App	Route Work Orde	er Equip Rer	tal View WO St	atus Hist	ory Prir	it Save :	and Ap	prove Sa	/e, Don't Approv

**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.

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