

Update Employee Resource Calendars¹

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1. Purpose

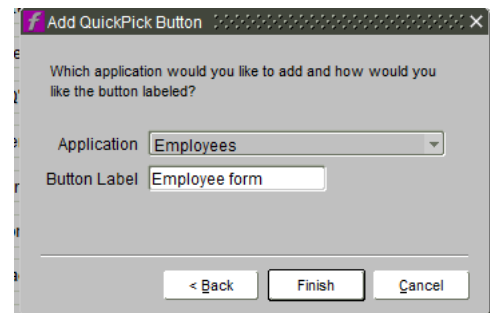
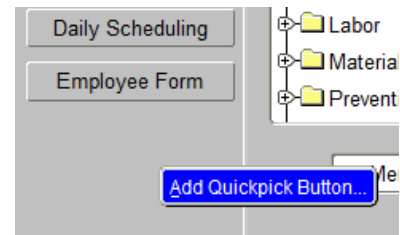
Entering or Modifying Employee Records: The Employees Form is used to enter or modify information about employees, crew assignment, regular schedule, time-off, etc. This info is used for purposes of the Daily Schedule. Work orders can only be scheduled on days the employee is available.

Personal information is **not** allowed into FAMIS.

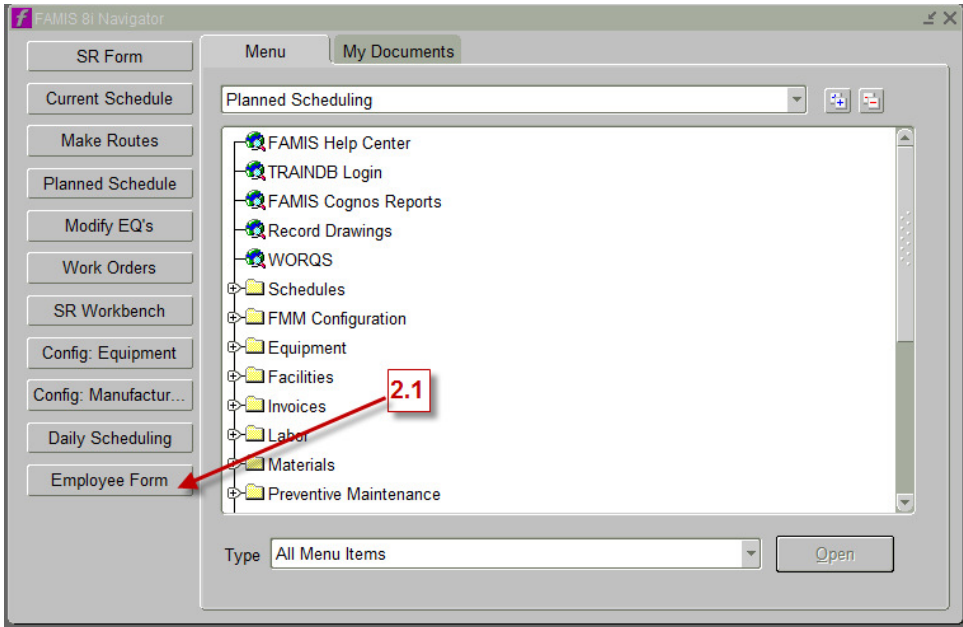
Only the following sections are permitted to be changes. All other sections for HR only. Information and data stored here are only for purposes of accounting and daily scheduling. Official UT Pay, time off for sick, training, vacation, emergency leave are in a different database.

2. Procedure:

- 2.1 Open the “employee form” by clicking the quick-button. See next page.
- 2.2 If a quick button doesn’t exist, see the following procedure, [Creating Quick Pick Buttons](#), in the Section [Related Desk Instructions](#). Or, complete the following:
 - 2.2.1 Right-mouse click below the other quick-pick buttons, select “add quickpick button”
 - 2.2.2 Select “form”, click next.
 - 2.2.3 Click the list of values arrow for Application, select “Employee.”
 - 2.2.4 Click Finish.




¹ Resource Calendar Note: Since multiple resource calendars can be configured, the resource calendar used to calculate available hours will be based on the resource calendar specified for the employee. Work orders will not be scheduled for the days the employee is unavailable based on the Resource Calendar with which the employee is associated. Source: FAMIS Help system, search: Resource calendar

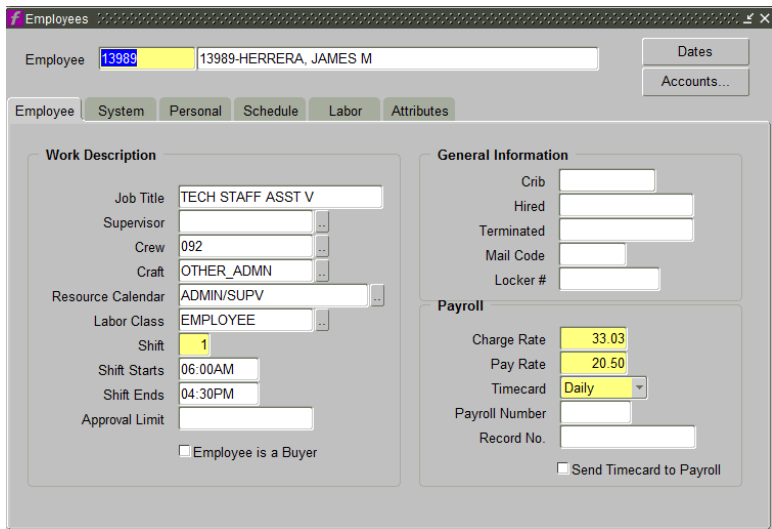


2.3 Query the employee


2.3.1 Open the “employee form” dialogue box.

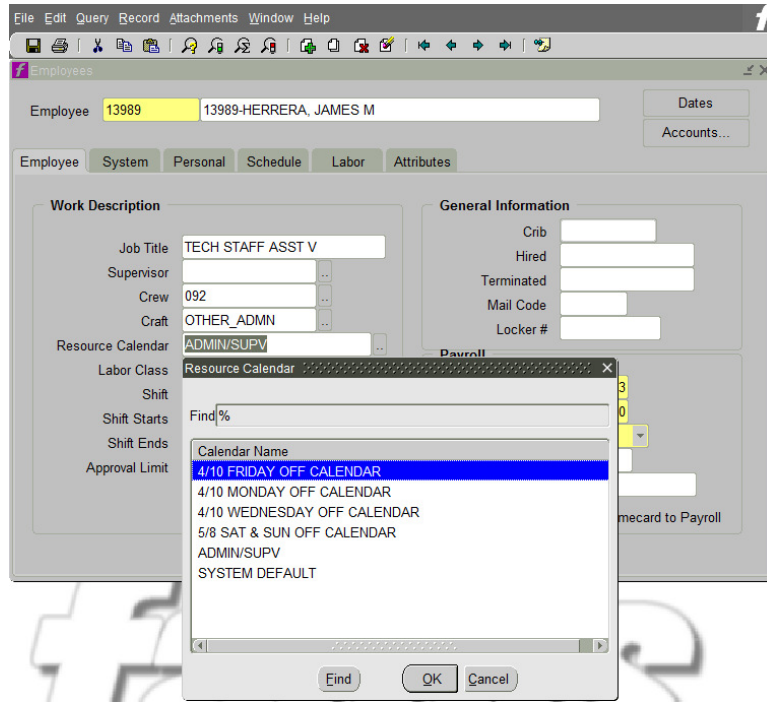
2.3.2 Query the employee by using the , or CTRL 11.

Note: multiple ways to query, by crew, by employee



2.4 Update Resource Calendar with work schedule

2.4.1 Select the LOV button, .



2.4.2 Select the appropriate schedule² for the employee based on the following:

FAMIS Calendar Name	Purpose
4/10 Friday Off	4 days at 10 hours with Friday off & Sat/Sun
4/10 Monday Off	4 days at 10 hours with Monday off & Sat/Sun
4/10 Wednesday Off	4 days at 10 hours with Wednesday off & Sat/Sun
5/8 Sat & Sun Off	5 days at 8 hours with Sat/Sun off
Admin/Supv.	5 days at 8 hours with Sat/Sun off. However, these employees will show in the daily schedule but will not have available hours. They will appear on 0 hours each day.
System Default	System Default: 5 days at 8 hours per day.

² If schedules need to be added or modified contact, contact Business Applications at worqs@austin.utexas.edu or at 512-232-5020

2.5 UT Holiday Calendar³

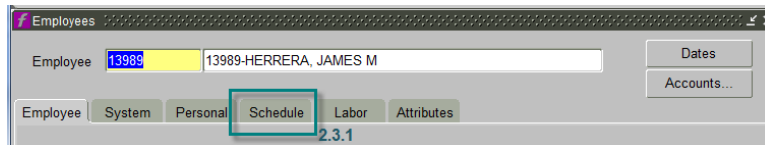
All UT recognized holidays are entered by the Business Applications team on a yearly basis.

2.6 Update Schedule with days off, vacation, training, etc.⁴

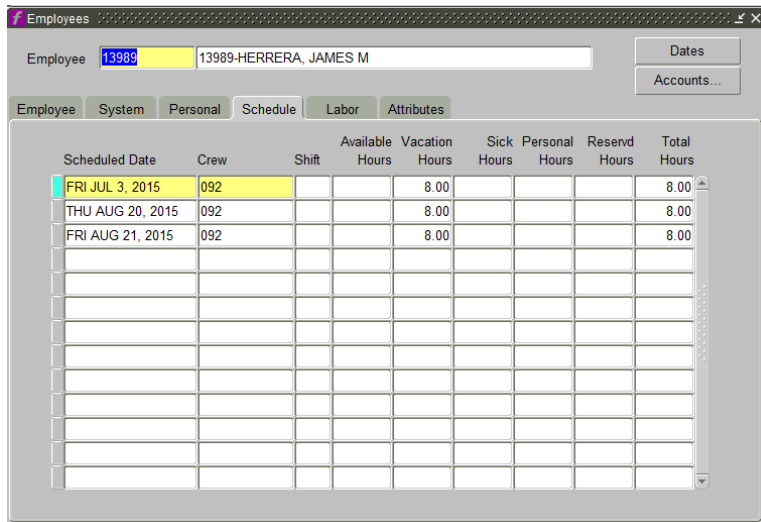
NOTE: Vacation, sick, personal, and reserved hours will be subtracted from the employee's available hours (for the specified scheduled date), which can be viewed in the Daily Schedule form.

2.6.1 Select the "schedule" tab.

The Schedule tab is used to record any variations in the employee's schedule (e.g., sick leave) on a daily basis.



Screen will look like the following:



The screenshot shows the 'Employees' window with the 'Schedule' tab selected. It displays a table with the following columns: Scheduled Date, Crew, Shift, Available Hours, Vacation Hours, Sick Hours, Personal Hours, Reservd Hours, and Total Hours. The table contains three rows of data:

Scheduled Date	Crew	Shift	Available Hours	Vacation Hours	Sick Hours	Personal Hours	Reservd Hours	Total Hours
FRI JUL 3, 2015	092			8.00				8.00
THU AUG 20, 2015	092			8.00				8.00
FRI AUG 21, 2015	092			8.00				8.00

2.6.2 Enter the following information pertaining to the schedule update:

2.6.2.1 Scheduled day off,

2.6.2.2 Crew,

2.6.2.3 Hours for vacation, sick, etc.

³ Adding or Modifying Holidays. Source: FAMIS Help system, search: Adding or Modifying Holidays or System Configuration/

⁴ Entering Schedule Exceptions Using the Employee. Source: FAMIS Help system, search: Entering Schedule Exceptions

3. Related desk instructions

All work instructions are located on the [FAMIS Desk Instructions](#).

General

- [Creating Quick Pick Buttons](#)
- [Creating Custom Workbench Views](#)

Daily Scheduling

- [Setup-Configure Daily Schedule](#)
- [Update Employee Resource Calendar](#)
- [Unscheduled-rollovers Daily Scheduling](#)

4. Role Authorization

Modifying the Employee Resource Calendar requires the role of “Employee Resource Calendar.” Contact worqs@austin.utexas.edu or at 512-232-5020 for more information on this role.

5. Document Control

Filename	Title	Revision Date	Document Owner	Summary of Changes	Status
UpdateEmployeeRecord_ResourceCalendar_07-27-2015.pdf	Update Employee Resource Calendars	7-27-2015	Patti Soskins	Original	Original Release
UpdateEmployeeRecord_ResourceCalendar_8-13-2015.docx	Update Employee Resource Calendars	8-13-2015	Darnell Mack	Added reference for section 2.1 for the quick pick button. Updated referenced links	Release