FACILITIES MANAGEMENT
700 Labor

U701: Labor Entry
EXAMPLES NEEDED FOR TRAINING

Slide 6: Review the Labor Entry Timecard fields and function buttons, etc.

Slide 12: Make labor entries using the work order search function from the timecard using the student ID.

Slide 18: Make non-productive labor entry on a timecard using the student ID.

Slide 20: Enter a timecard from the Daily Schedule using an example that was created in Exercise 2 of U151 WO Planning and Daily Scheduling.

Slide 24: Delete a labor entry on the timecard that was created in Exercise 3 of this training.
U701  LABOR ENTRY

SUBJECTS COVERED IN THIS UNIT:

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INTRODUCTION

- Why is labor (time) entered on a timecard?
  - Entries are sent to payroll to produce pay checks
  - Accountability of hours worked or not worked
  - Bill the account number on the WO for the labor portion of the job
  - Track labor hours against special projects
  - Track non-productive hours (vacation, sick, FMLA)

- When should labor (time) be entered?
  - Staff not required to fill out a daily timecard must enter non-productive hours by the end of each pay period
  - Staff required to fill out a daily timecard should complete a timecard by the end of their shift if possible
  - In certain circumstances your supervisor may instruct you to enter labor for the previous day first thing the next morning
Intentionally Blank Slide
LABOR TIMECARD FORM

1. Navigate to Labor Timecard section in the left panel.
2. Select the employee name from the dropdown list.
3. View the details of the selected employee.
4. Click on the WO Number to select it.
5. Enter the details in the Timecard form.
6. Verify the total hours and comments.
1. Access the Labor Timecard from the Navigator screen
   
2. Employee and Employee Name fields default to the person logged in. If you are a supervisor, these fields will be blank. Supervisors can enter labor on someone else’s timecard. Enter employee ID in the Employee field and the Employee Name field auto-fills.

3. The Work Date field defaults to today’s date. Timecards can be entered for days in advance; generally used for vacation entry. Timecards may also be viewed for previous dates by entering an earlier date. Press the F9 key while your cursor is in the Work Date field and a calendar will appear. Shortcuts for date entry are:

   TOD = today  
   TOM = tomorrow  
   EW = end of week (Friday)  
   BW = beginning of week (Monday)  
   EM = end of month (last day)  
   BM = beginning of month (first day)

   Dashes, decimals or slashes can all be used as separators and are converted to this format: TUE NOV 6, 2007

4. Enter work order number that was worked on, or click the WO Number button to query for the work order number. Warning or error messages will appear for the following reasons when entering a work order number:
   
   - The work order is closed; must be in an active status (not closed)
   - Work order number is non-existent
   - Work order number entered is not for the employee's site; double check the work order number then click OK to continue, or use a different work order number

5. Enter actual hours worked for the work order.

6. The Comments field is an optional entry field. Use this field to convey important information to the supervisor or to write a reminder about a particular job. Even though only 20 characters are displayed, up to 200 characters may be entered in the Comments field. Use Home, End, ←, →, keys on keyboard or Ctrl+E for an editor window to appear.
LABOR TIMECARD FORM
7. Checking the Work Done? box communicates to the supervisor that the work is complete, also the WO Status field is automatically updated to COMPLETE.
8. Click the **Save, Don't Approve** button if not finished entering timecard for the day. Return to the timecard at a later time and finish entering the timecard.
9. Click the **Save and Approve** button if finished entering the entire timecard. This will change the **Labor Status** field to E APPROVE, and the timecard is ready for the supervisor to approve.

Reference Fields:

- **View Leave**: Not currently used.
- **Labor Status**: Default status is ENTERED when you access a day with no labor entries. The system updates the status based on progression of the entries; this field cannot be edited.
  - ENTERED: Initial status
  - E APPROVE: Employee approved entries
  - S APPROVE: Supervisor approved entries
  - REJECTED: There are various reasons for rejection
  - SENT: Supervisor approved and the information was sent to Central Payroll
  - NON-PAYROLL: Special status used when timecard information is not sent to Central Payroll
- **Location and WO Description**: These fields are auto-filled by the system.
- **Pay Code**: Generally defaults to REGULAR; can be overridden by using a valid code from the LOV (e.g. OVERTIME, PAIDLEAVE, VACATION).
- **Labor Class**: Defaults to the Job Class on your employee record; can be overridden by using a valid code from the LOV (e.g. HAZARD AUGMENTATION, SHIFT DIFFERENTIAL, FOREMAN PAY).
Function Buttons:

- **Equipment Rental...** Not used.
- **View WO...** Accesses the *Work Order* form for viewing detailed information about the work order highlighted.
- **Status History** To view status of each individual labor entry on the timecard.
- **Print** To print a copy of the timecard for that particular date.
ENTERING LABOR ON THE LABOR TIMECARD

EXERCISE 1
1. Access the Labor Timecard form from the Navigator screen
2. Enter your training User ID in the Employee field
3. Tab to the Work Date field and enter TOM for tomorrow’s date
4. Notice the Labor Status field is ENTERED
5. Click the **WO Number** button and the *Find Work Order* form appears.
6. Initiate a query by clicking the **F7** key and entering the following selection criteria: Building = 032, Crew = HSTM1-LM
7. Execute the query by clicking the **F8** key and the results are displayed.
8. Select a work order number by clicking the checkbox the **WO Number** field and then click **OK**
9. You will be returned to the Labor Timecard form
10. Enter 8.00 in the Hours field
11. Enter a comment in the Comment field
12. Check the Work Done? checkbox
13. Press Save and Approve button and pop-up box appears; click OK
ENTERING LABOR ON THE LABOR TIMECARD

After completing your entries for the day, take one last look to ensure.....

- Labor is entered against the correct work orders (review WO description and Location)
- There are no less than 8 hours entered
- If greater than 8 hours, an Overtime Pay Code is used
- Work order is flagged complete if the work is finished
- Comments are added if there is important information to convey to your supervisor
ENTERING NON-PRODUCTIVE TIME

- Workers required to submit a daily timecard must account for actual hours worked, administrative hours (e.g. meetings or training) and non-productive hours for a total of 8 hours per day

- Office staff not required to submit a daily time card must fill out a timecard when they have non-productive hours to record

- Administrative work orders for meetings and training are usually generated by the District or FM business unit
ENTERING NON-PRODUCTIVE TIME

- FM Payroll has a standard set of work orders that are used for time spent away from work; the Pay Code is automatically entered on the timecard when using these work orders.

<table>
<thead>
<tr>
<th>WORK ORDER #</th>
<th>DESCRIPTION</th>
<th>PAY CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPUSED</td>
<td>Comp time used</td>
<td>COMPUSED</td>
</tr>
<tr>
<td>GOVTLEAVE</td>
<td>Government leave</td>
<td>PAIDLEAVE</td>
</tr>
<tr>
<td>NOPAY</td>
<td>Unpaid leave</td>
<td>UNPAID</td>
</tr>
<tr>
<td>PARLEAVE</td>
<td>Parental leave</td>
<td>PAIDLEAVE</td>
</tr>
<tr>
<td>SICKLEAVE</td>
<td>Sick leave</td>
<td>SICKLEAVE</td>
</tr>
<tr>
<td>VACATION</td>
<td>Vacation leave</td>
<td>VACATION</td>
</tr>
<tr>
<td>VACDONATE</td>
<td>Vacation donation used</td>
<td>VACDONATE</td>
</tr>
<tr>
<td>WORKCOMP</td>
<td>1st day worker’s comp</td>
<td>PAIDLEAVE</td>
</tr>
</tbody>
</table>
EXERCISE 2
1. Enter your training User ID in the Employee field
2. Tab to Work Date field and enter EW (end of the week)
3. Tab to WO Number field and enter VACATION
4. Tab to the Hours field and enter 8.00
5. Tab to Comments field and enter FAMILY REUNION
6. Click the Save and Approve button, then click OK
**ENTERING LABOR FROM DAILY SCHEDULE TAB**

- If your supervisor has created a daily schedule for you, it will appear on the Daily Schedule tab of the *Labor Timecard* form.
- Additional field of **Hours Scheduled** appears. This is only an estimate or guideline; the actual hours worked should be entered.
ENTERING LABOR FROM DAILY SCHEDULE TAB

**EXERCISE 3**

1. Click the **Employee** button and query the name of one of the employees you created a schedule for in **EXERCISE 2** of training unit U151 WO Planning and Daily Scheduling

2. Highlight the employee’s name and click the **OK** button

3. Enter the date of the schedule you created in the **Work Date** field

4. Press the **Tab** key twice
5. Click the Daily Schedule tab
6. Enter hours for each work order listed on the schedule
7. Change the Pay Code on one of the WOs to OVERTIME and click the Work Done? checkbox
8. Click the Timecard tab to see how the WOs are carried over to the Timecard
9. Click the Save and Approve button
10. A warning pop-up box appears; click Save
11. Click OK again when the Approval process status pop-up box appears
MODIFYING LABOR ENTRIES

• Common reasons for changing a labor entry...

  • User entered estimated hours for the day, and are now entering actual hours
  • Wrong work order number was used
  • Supervisor disagrees with an entry on the employee’s timecard
  • Customer disagrees with a charge on their work order
  • It is realized after the timecard is SENT to Central Payroll that there is an error
MODIFYING LABOR ENTRIES

- On the *Labor Timecard* form, the status at the top of the screen is the header *Labor Status*; each labor line also contains an individual *Labor Status*. The header status reflects the lowest status of any individual line.

  Statuses from lowest to highest are...
  - ENTERED
  - MODIFIED
  - REJECTED
  - E APPROVE
  - S APPROVE
  - SENT or NON PAYROLL

- Individual labor entries can be modified at any time before the timecard *Labor Status* has been changed to SENT.

- If attempting to change a timecard with a *Labor Status* of SENT, the following message appears at the bottom of the screen:

```
FRM-40200: Field is protected against update.
```
MODIFYING LABOR ENTRIES

EXERCISE 4

1. Bring up the last timecard you entered by entering the Employee ID and Work Date again
2. Press the Tab key twice
3. The Labor Status field is E APPROVE, so we can still make modifications
4. Delete the OVERTIME work order by putting your cursor on the work order number and clicking the Delete icon
5. Click the **Save and Approve** button
6. Click **OK** to allow the changes to be processed
Entries have already been sent to Central Payroll

Correcting a timecard where the Labor Status is SENT requires the following steps:

1. Enter a negative hour entry against the work order to correct (WO must be have an active status)
2. Enter a positive hour entry against the work order to charge (WO must be have an active status)
3. All correcting line entries must have a Labor Class of PRIORREG
4. Make sure the total hours still equals 8.00 on the timecard
5. It’s a good practice to add a comment to any correcting entries
The End!!!