FACILITIES MANAGEMENT
700 Labor

U701l: Logging In and Custodial Labor Entry
EXAMPLES NEEDED FOR TRAINING

- No examples are required for this training unit.
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?
  • All employees should complete a timecard by the end of their shift if possible
  • All employees must enter non-productive hours (Vacation, Sickleave, Holiday, etc.) by the end of the pay period
  • In certain circumstances your supervisor may instruct you to enter labor for the previous day at the beginning of your shift
LOGGING INTO COMPASS

Double click the COMPASS icon on your desktop and the Logon form will appear
LOGGING INTO COMPASS

1. Enter the COMPASS Username and Password provided by your supervisor
2. Enter FM in the Database field
3. Click the Connect button
Double click the **Labor Timecard** option on the menu and the *Labor Timecard* form will appear.
1. Employee and Employee Name fields default to the person logged in. They will be filled in automatically.

2. The Work Date field defaults to today’s date. Check the date to make sure you are putting in time for the right day. Pressing the F9 key while your cursor is in the Work Date field will make a calendar appear. The date can be selected from this calendar. Shortcuts for date entry are: TOD = today TOM = tomorrow
The Work Order number is entered under the WO Number column. The following work orders may be entered depending on the type of work being performed:

a) Routine Cleaning: Building number followed by CUST10 (ex: 201CUST10 for Heller Hall)
b) Specific Job: The work order assigned to that job (ex: W001309472 for summer 2008 office carpet extraction in Carlson)
c) Non-productive time: The specific code assigned to the reason for being off from work. (ex: SICKLEAVE for being sick)
b) A work order number can be typed in directly or the following steps can be taken to find a specific work order if your supervisor does not provide you with one:

• Click the **WO Number** button and the *Find Work Order* form appears
• Initiate a query by clicking the **F7** key and entering criteria such as building number and crew
• Execute the query by clicking the **F8** key and the results are displayed
• Select a work order number by clicking the checkbox by the **WO Number** field and then click **OK**
c) If non-productive time must be entered in the WO Number column, enter the correct work order from the list below:

<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>GOVTLAVE</td>
<td>Government leave</td>
<td>PAIDLEAVE</td>
</tr>
<tr>
<td>HOLIDAY</td>
<td>Holiday</td>
<td>HOLIDAY</td>
</tr>
<tr>
<td>NOPAY</td>
<td>Unpaid leave</td>
<td>UNPAID</td>
</tr>
<tr>
<td>PARLAVE</td>
<td>Parental leave</td>
<td>PAIDLEAVE</td>
</tr>
<tr>
<td>PERSHOL</td>
<td>Personal Holiday</td>
<td>PERSHOL</td>
</tr>
<tr>
<td>SICKLAVE</td>
<td>Sick leave</td>
<td>SICKLAVE</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>
4. The hours column is where you enter the actual number of hours worked for each work order.
LABOR TIMECARD FORM

5. The Pay Code fills in automatically and should not be changed except for the following case:
   • Overtime: Enter OVERTIME
LABOR TIMECARD FORM

6. The Labor Class column will default to XCUSTTEAM and should not be changed except for the following instances:
   - 2\textsuperscript{nd} Shift Differential Applies: Enter 09SHIFT
   - 3\textsuperscript{rd} Shift Differential Applies: Enter 39SHIFT
   - 2\textsuperscript{nd} Sunday Applies: enter 2NDSUNS3 for third shift
     enter 2NDSUNS2 for second shift
     enter 2NDSUNDAY for first shift
   Note: Shift Differential does not apply when entering non-productive time (vacation, sickleave, etc)
7. The Shift column should be left as it is.
8. The Comments column is optional but can be filled in to inform your supervisor of any important information that relates to the work order.
9. Checking the Work Done box will inform your supervisor that you have completed the work for that work order. This box can be left alone if doing routine daily cleaning (using a work order such as 201CUST10) but should be used when doing project work.

10. Press **Save, Don’t Approve** if you are not finished with your timecard for the day. Return to your timecard later to finish entering the timecard.
11. Press **Save and Approve** button if finished entering the timecard for the day. Press **OK** when the Approval process status box pops up and the timecard will be sent to your supervisor for approval.
### 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. This is the preferred way to enter time. You should enter your time here if possible.
- The additional field of **Hours Scheduled** appears. This is only an estimate or guideline; the **actual hours** worked should be entered.
Enter the hours worked for each of the work orders listed on the schedule. **Note:** A new column, Hours Scheduled, is added in the Daily Schedule tab. This is an estimate of how long the work will take. The time entered under the Hours column should be the actual amount of time spent on that work order.
ENTERING LABOR FROM DAILY SCHEDULE TAB

Click the **Save and Approve** button when you are done entering your hours.
ENTERING LABOR ON THE LABOR TIMECARD

After entering your hours on the Daily Schedule tab the time entry for those work orders are moved to the Timecard tab. The Daily Schedule tab can be looked at as a list of things to do for the day and the Timecard tab can be looked at as a list of things you have done for the day.
If your supervisor has not scheduled any work for you, the Timecard tab can be modified by directly entering the information as shown before on the Labor Timecard form (WO Number, Hours, Labor Class, etc.).
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 or 10 for those on alternate schedules. (Except when an employee does not work a full shift and has no vacation or sick leave to make up the balance of the shift)
- If greater than 8 hours, an Overtime Pay Code is used unless working an alternate schedule (4 ten hour days)
- Work order is flagged complete if the work is finished
- Comments are added if there is important information to convey to your supervisor

Make sure to ask your supervisor if you have any questions about your timecard to ensure that it is accurate.
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.
The End!!!

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