Time and Work Order

1. Adding Time
   a. Open the Labor Charges form
   b. Employee Field
      i. Enter the PeopleSoft number of the technician whose timecard is being completed
      ii. If the PS number is not known, press the Employee button and query
   c. Work Date
      i. Enter the date for which you are reporting
   d. WO Number
      i. Enter the work order number exactly as is shown
      ii. Press tab
         1. If the incorrect WO was input by error, press the Delete button to remove the entry
   e. Hours: Enter the number of hours in half hour increments
   f. Labor class: type ‘E’ and press tab, and EMPLOYEE should now be populated in this field
   g. Shift: Enter the shift worked
   h. If the work has been completed, select the ‘Work Done’ check box.
      i. This will move the WO into status complete
   i. Enter additional lines, one for each WO charged on the specific day
   j. When complete, press Save
      i. The information will be saved and the form will be cleared to enter information for the next employee
      ii. To verify that the information input was saved, type in the PS number for the employee and press enter.
         1. The information entered will populate below

2. Approving time
   a. Open the ‘Supervisor Labor Approval’ Form
   b. Select the appropriate supervisor
   c. To view unapproved timecards, select the unapproved timecards and the information will populate for what still needs to be completed
   d. Select the timecard you want to approve
   e. Press the ‘Go to Approval...’ button
   f. Select the ‘Approve...’ button
   g. When asked, press OK
   h. If successful, the form will return to the timecard tab
   i. Timecards for each employee can be viewed by selecting the employees name
FAMIS XiR3 Documentation

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