

CruzFix How-To Guide



Enter Labor Hours on a Work Order - Custodial

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Enter Labor Hours on a Work Order - Custodial

DESCRIPTION

The CruzFix system's Work Order module allows Custodial personnel to enter time against a specific work order after they have performed work tied to that work order.

FREQUENCY

The use of mobile devices makes it possible for Custodial personnel to report labor hours against specific work orders at any time (weekly, daily, or even multiple times a day). The Team Lead or Supervisor should determine how frequently Custodial personnel are to enter work order-related hours into the CruzFix system.

NAVIGATION PATH

Work Orders → **My Requests** (defaults to work orders **ASSIGNED TO ME**)

PROCEDURE STEPS

After navigating to the work order(s) assigned to you and locating the work order against which you performed work, follow the steps to complete the procedure:

The screenshot shows the 'My Requests' page in CruzFix. The left sidebar contains navigation options like 'Work Orders', 'Create Request', 'My Requests', 'Find Request', 'Logbook Reports', 'Assets', 'Company', 'Dashboard', 'Inspection', 'Inventory', 'Procedures', and 'Projects'. The main content area has tabs for 'Create Request', 'My Requests', 'Find Request', and 'Run Report'. Below the tabs are filters for 'CREATED BY ME', 'ASSIGNED TO ME', 'IN MY REGIONS', 'MY CREWS', and 'WATCHED REQUESTS'. There are also search filters for Region, Property, Activity, and WO Create Date Range. A table shows '1 Open Requests Assigned to Me' with columns for Date, ID, Initiated By, Property/Floor, Type/SubType, Assigned To, Status, and Priority. The selected work order is ID 12103, initiated by Escutia, Juan, at Porter College Apartment Building E, 1 - First Floor | 0101. It is a General - Custodial Carpet Cleaning request assigned to Escutia, with a status of Open / 3 and a priority of Medium. The 'Act:' field shows 0.00 with a yellow circle containing the number 1 next to it. There are also links for 'Respond By:', 'Complete By:', and 'Attachments:'.

Example of a Work Order

1. In this example you are charging time against a work order with [ID 12103](#), which has a Priority of **3-Medium**. Click the [0.00](#) link to the right of the **Act:** label and the **WORK ORDER – FINANCIAL** page is displayed.

The screenshot shows the 'WORK ORDER - FINANCIAL' page. On the left, under 'GENERAL INFORMATION', the 'Status' is 'Open'. On the right, there are sections for 'LABOR COST SUMMARY (0)', 'MATERIAL COST SUMMARY (0)', and 'OTHER COST SUMMARY (0)'. The 'LABOR COST SUMMARY' section has a table with columns: Line, Crew, Employee, Labor Date. A link 'Add New Labor' is highlighted with a yellow circle '2'. The 'MATERIAL COST SUMMARY' section has a table with columns: Line, Item, Date, Item Description. A link 'Add New Material' is present. The 'OTHER COST SUMMARY' section is currently empty.

Example of a WORK ORDER – FINANCIAL Page

Note: Review the **Status** on the left of the screen. It indicates the status of the work order. For example, it may be:

- Open
- Supervisor Queue
- Assigned and Scheduled
- Contracted
- Pending – General
- Pending – Parts On Order
- Pending – Estimate
- Pending – Estimate Approval
- Work Done

2. Click the [Add New Labor](#) link to add the labor hours to the work order. The **LABOR COST SUMMARY** section expands.

The screenshot shows the expanded 'LABOR COST SUMMARY (0)' section. It features a table with columns: Line, Crew, Employee, Labor Date, Activity, Description, Export Date, Hours, Rate, Tax, Cost. Below the table, there are input fields: 'Crew' (dropdown), 'Employee' (Juan Escutia, with a 'Select' link and a red square), 'Date' (4/19/2022, with a red square), 'Time Started' (dropdown), 'Time Finished' (dropdown), 'Hours' (2, with a red square), 'Rate' (AUTO), 'Type' (REG), 'Position' (dropdown), 'Activity' (W/O Labor), 'Description' (Carpet was very dirty), and 'ADD'/'CANCEL' buttons. Yellow circles '3' through '11' highlight various fields.

Example of an Expanded LABOR COST SUMMARY Section

Note: The ■ denotes a required field (Employee, Date, and Hours in the example above).

3. Select a **Crew**, if applicable.
4. The **Employee** field defaults; click the [Select](#) link to change, as needed.
5. Select **Date** or allow it to default to the current date.



6. Enter **Hours** (entering **Time Started** and **Time Finished** to have the CruzFix system calculate the **Total Hours** is not currently recommended).

Note: Time must be logged in quarter-hour increments, (for example, 0.25, 0.50, 1.75 hours, etc.); this is a business requirement and the CruzFix system has been configured accordingly.

7. Accept the defaulted **Rate** (leave as ***auto*** to accept the default rate set in the CruzFix system).
8. Accept the **Type** value which defaults to **REG** (Regular), or change it to **OT** (Overtime), if applicable.

Note: The current business process does not include setting the rate to **DT** (Double-time); however, the **DT** rate in the CruzFix system has been set equal to the **OT** rate in case a user incorrectly selects **DT**.

9. Change the **Activity**, as needed.
10. Enter a description of the work in the **Description** field, as needed.
11. Click the button. The values you entered are captured and displayed in the top portion of the **LABOR COST SUMMARY** section.

The screenshot shows the CruzFix system interface. At the top, there are three tabs: "Work Order Charges", "Receipts", and "Summary". The "Summary" tab is selected and highlighted with a yellow circle containing the number 13. Below the tabs, there is a section titled "LABOR COST SUMMARY (1)". This section contains a table with the following data:

Line	Crew	Employee	Labor Date	Activity	Description	Export Date	Hours	Rate	Tax	Cost
1		Escutia	4/19/2022	WO Labor	Carpet was very dirty.		2.00	\$61.55	\$0.00	\$123.10

Below the table, there are several input fields and buttons. The "Crew" field is a dropdown menu with "Select..." as the current value. The "Employee" field is "Juan Escutia" with "Select Clear" next to it. The "Date" field is "4/19/2022". The "Time Started" and "Time Finished" fields are dropdown menus with "PM" selected. The "Hours" field is empty. The "Rate" field is "*AUTO*". The "Type" field is "REG". The "Position" field is a dropdown menu with "Select..." as the current value. The "Activity" field is "WO Labor". The "Description" field is empty. At the bottom right, there are two buttons: "ADD" and "CANCEL". A yellow circle containing the number 12 is positioned over the "ADD" button, and a red "X" is positioned over the "Description" field.

Example of an Added Entry to LABOR COST SUMMARY Section

12. If an entry is incorrect, then delete it and add a new one. To delete an entry, position the mouse pointer over the "X" on the right side of the screen for that specific labor entry. The **X** will turn red, and then you can click it to delete the row.

Note: Add additional labor hours, as needed.

13. Click the **Summary** tab. The **TOTALS SUMMARY** section displays the total current costs against the work order.



Navigation: [Create Request](#) | [My Requests](#) | [Find Request](#) | [Run Report](#)

WORK ORDER - FINANCIAL

GENERAL INFORMATION

Request ID: 12103 [Shopping Carts \(0\)](#) | [Print Work Order](#) | [Request Details](#)

Property: Porter College Apartment Building E
Floor: 1 - First Floor
Space: 0101
Sub-Space:
Priority: 3 - Medium
Status: Open
Type: General - Custodial
SubType: Carpet Cleaning

[Work Order Charges](#) | [Receipts](#) | [Summary](#)

[Detailed Summary Report](#)

TOTALS SUMMARY	
Total Labor:	\$123.10
Total Materials:	\$0.00
Total Other Costs:	\$0.00
Total Materials Received:	\$0.00
Total Other Costs Received:	\$0.00
Work Order Charges Total:	\$123.10
Total Received Costs:	\$0.00
Request Total Charges and Costs:	\$123.10

Example of the TOTALS SUMMARY of Work Order Costs

RESULTS AND NEXT STEPS

Work order labor hours have been entered into the CruzFix system, and labor costs have been captured for that work order.

