# 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)

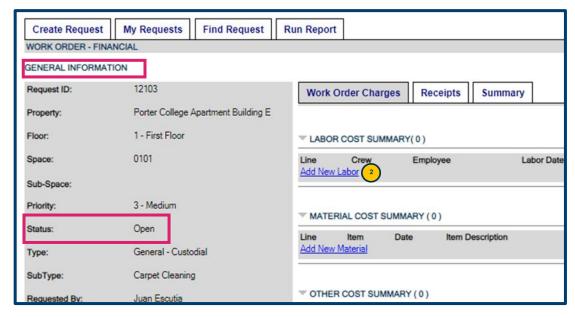
#### PROCEDURE STEPS

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:



# **Example of a Work Order**

In this example you are charging time against a work order with <u>ID</u> 12103, which has a Priority of 3-Medium. Click the <u>0.00</u> link to the right of the Act: label and the WORK ORDER – FINANCIAL page is displayed.



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
- Click the <u>Add New Labor</u> link to add the labor hours to the work order. The LABOR COST SUMMARY section expands.



# **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 <u>Select</u> link to change, as needed.
- 5. Select **Date** or allow it to default to the current date.



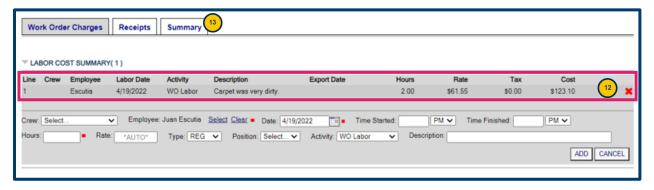
6. Enter **Hours** (entering **Time Started** and **Time Finished** to have the CruzFix system calculate the **Total Hours** is not currently recommended).

**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 DD button. The values you entered are captured and displayed in the top portion of the LABOR COST SUMMARY section.



# 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.





**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.

