Time Entry Using the Time Sheet Module

DESCRIPTION

The CruzFix system’s Time Sheet module allows personnel to enter time against a specific work order, and it also allows personnel to enter time not associated with a work order.

FREQUENCY

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

NAVIGATION PATH

Time Sheet → Enter Hours (defaults to the current Pay Period and the user’s name in the Employee field, unless the user is a manager or supervisor; in this case, an Employee drop-down menu with a list of employees is available for selection)

PROCEDURE STEPS

After navigating to the Enter Hours page, follow the steps to add work order labor hours and non-work order labor hours:

1. Click the Labor Date field and enter the date that the work/activity was performed.
2. If you want to apply hours against a work order, click the drop-down button in the Request field to select it from the drop-down list; otherwise leave the Request field blank (in cases of non-work order labor).
Note: Click the Request field only if you want to apply the hours against a work order. In this field, a work order is identified by its Request ID (work order identifier) and additional information. Specifically, the information in this field is: Request ID number - Property/Space/Floor-Type (in this example it is 3811(Request ID number) - College Ten Residence Hall 5(Property)/General(Space)/General(Floor) - General - Grounds - Landscape(Type).

3. Click the Hours field and enter the hours.

4. 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.

5. The Activity field defaults to WO Labor, change it if necessary.

Note: If the labor hours being entered are not associated with a work order, click the drop-down button in the Activity field and select one of the following from the drop-down list:

WO Labor
Admin Leave
Holiday
Leave-No Pay
Meetings
PTO
Shop Time

6. Review the Crew field, change it if necessary.

7. Click the button and the update appears in the SUMMARY OF HOURS section:

SUMMARY OF HOURS Section

Note: Any edits or deletions that need to be made to line items need to be made before clicking the SUBMIT button.

8. To modify a labor entry, click the Edit link to the right to make changes to the time entered (or click the Delete link to remove the time entry altogether). Clicking the Edit link expands the labor entry line to allow the user to make changes:
9. Enter the updated hours in the **Hours** field.

10. Click the **UPDATE** button.

   **Note**: The hours are updated and reflected in the **SUMMARY OF HOURS** section. Review the **DAILY HOURS** and **TOTAL HOURS**:
11. Click the **SUBMIT** button and a dialog window displays asking for confirmation:

![Confirmation Dialog Box](image)

**Confirmation Dialog Box**

12. Click the **OK** button and the **APPROVAL HISTORY** section is displayed:

![APPROVAL HISTORY Section](image)

**APPROVAL HISTORY Section**

13. Review the **APPROVAL HISTORY** section and note the “Submitted” **Status**.

**RESULTS AND NEXT STEPS**

The employee’s supervisor/manager will receive an email notification that the submitted time entries are ready for review/approval.