FMS 940 How to Review and Approve Labor

This Training Guide will show how to adjust, review and approve a technician’s time for work orders and maintenance projects.

Before you begin . . .

Upon completion of this guide you will be able to:
- Sign in to FAMIS
- Adjust, review and approve time entries for technicians

Who has access?
All Supervisors with responsibilities for shops. Supervisors must have security access to the FAMIS application.

What does it affect?
This is the process for reviewing and approving the work hours for technicians.

How to log in?
Contact the Help Desk for security access to FAMIS.

Additional Resources
http://cafe.northwestern.edu/training/

Where to get help? For assistance, contact NUIT Support Center at 847-491-HELP (4357), or email consultant@northwestern.edu
Getting Started: Navigating To Supervisor Labor Approval

Create a QuickPick button!

Double click

Type: All Menu Items

Open
Step 1a: To Review Employee Hours

Labor hours need to be entered prior to approval. Review Employees' time cards.

Select Date, Supervisor, and Employee to see timecard

Note: If you don't see your name listed as a Supervisor, look for your Supervisor's name.
Step 1b: To Approve Employee Hours

In this form, you can review a daily Timecard for each employee, an Employee’s Scheduled work and All Unapproved timecards waiting to be approved.

Note: Status column displays E Approve to signify employee has submitted hours and S Approve to signify supervisor has approved hours.
Step 1c: To Review and Approve Employee Hours

To modify the time card, choose **Edit**. Clicking **Edit** opens Labor Timecard to make adjustments, See Step 2. Review Warnings and make corrections as needed. Click **Approve** or…….

**IMPORTANT:** FAMIS will not catch Hours errors. You must make sure the hours are correct before you approve. Otherwise customers will be billed incorrectly.
Step 1d: To Reject Employee Hours

Click **Reject** button and enter appropriate rejection reason. The rejected Timecard moves to the Unapproved Timecards with the Labor Status field listing the reason code.

Supervisor must investigate time issue and instruct Administrative Services to make corrections and resubmit for approval.

Once edited, the Timecard can be moved to Timecard tab to be resubmitted for approval.
Step 3: To Adjust Employee Hours on Work Order

Make a second entry by typing on WO number in second row. The WO information will automatically populate. Use positive numbers to add time and negative numbers to subtract time.

Note: The function of the **Save and Approve** button on the Labor Timecard is only to apply the Employee approval not the Supervisor approval.