FMS 980 How to Manually Enter Labor

This training guide will show how to enter labor on a work order.

Before you begin . . .

Upon completion of this guide you will be able to:

- Sign in to FAMIS
- Enter labor on a work order in progress and complete

Who has access?
FM Administrative Services.

What does it affect?
Entering of labor on work orders.

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 Enter Labor Charges for Work Order

Use the Labor Charges form to enter labor on work orders that are still in progress.

Create QuickPick button for yourself! (right click in left margin, choose add a QuickPick button, choose Form, select Labor Charges application, and label button, click Finish.) See Navigation Basics Training Guide for more detailed instructions.

Note: There are 2 ways to enter labor on WO. Use the Labor Charges form for WO still in progress and the Work Order Closing form for WO that are complete.
Step 1: To Search for Employee in Labor Timecard

1. Click Enter Query icon
2. Click Execute Query icon
3. Select employee
4. Click OK

Search Tip:
After clicking ✅, use % wildcard to limit search.
Ex. %YOUN%

Or, if you know the Employee Id, enter in Employee field.
Step 2: To Search for Work Order in Labor Timecard

In **Find Work Order** form, select the crew of the employee and locate work order.
NOTE: To Enter Employee Hours on Work Order-ERROR!
If you select an employee who does not belong to the crew assigned to the work order, you will get an error message and will need to revise either the crew or employee selection. Return to either Step 1 or 2 to correct.
Step 3: To Enter Employee Hours on Work Order

The Labor Timecard now has the Employee and Work Order number listed. If you need to make a second entry, reenter the Work Order Number or enter a new Work Order Number in the next row.

The Labor Timecard will empty in preparation for next entry.
Variation: To Enter Employee Hours on Maintenance Project

The process for entering employee hours is the same as above in Step 2.
Getting Started: Navigating to Work Order Closing

Use the Work Order Closing form to enter hours on work orders that are complete.

Create QuickPick button for yourself! (right click in left margin, choose add a QuickPick button, choose Form, select Work Order Closing application and label button, click Finish)
Step 1: Locate Work Order

1. Click in **WO Number** field
2. Click **Enter Query**
3. Type in **WO Number**
4. Click **Execute Query**
Step 4: Record Labor

Click Labor tab.

Note: If you need to correct a Labor entry on a work order, click in Hours field and click Delete icon. Enter correct hours and click Save and Approve.