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

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.
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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.

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 [ADD] 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](image)

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.