CruzFix **How-To Guide**		**Time Entry Using the Time Sheet Module** **Date**: 05/03/2022

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

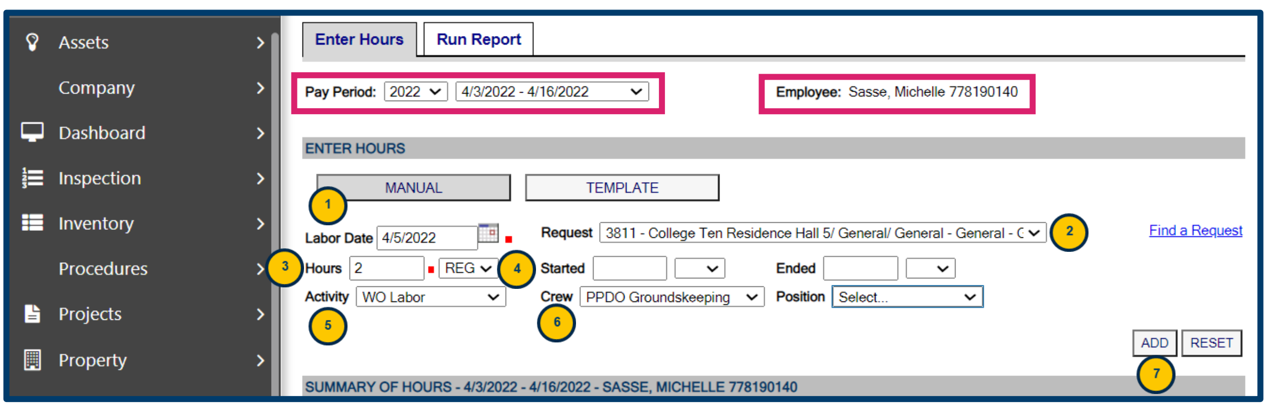
The use of mobile devices makes it possible for personnel to report labor hours against specific work orders or for non-work order activities at any time (weekly, daily, or even multiple times a day). The manager or supervisor should determine how frequently personnel are to enter labor hours into the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



Enter Hours Page

Note: The ■ denotes a required field (**Labor Date** and **Hours** in the example above).

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.

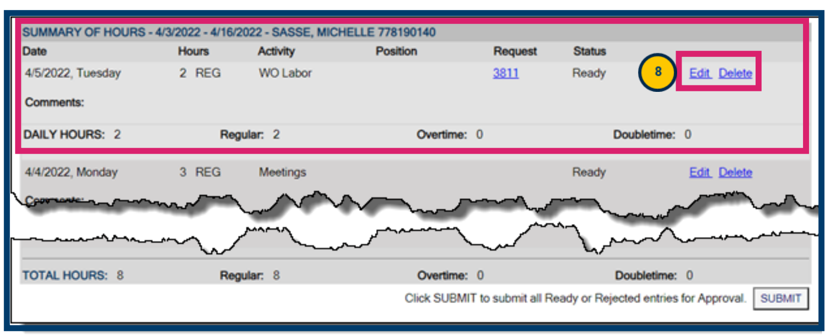
   Note: The current business process does not include setting the rate to **DT** (Double-time); however, the **DT** rate in the CruzFix system has been set equal to the **OT** rate in case a user incorrectly selects **DT**.

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	Sick Leave
Admin Leave	Training
Holiday	Union Leave
Leave-No Pay	Vacation
Meetings	Workers' Comp
PTO	Travel
Shop Time	Other

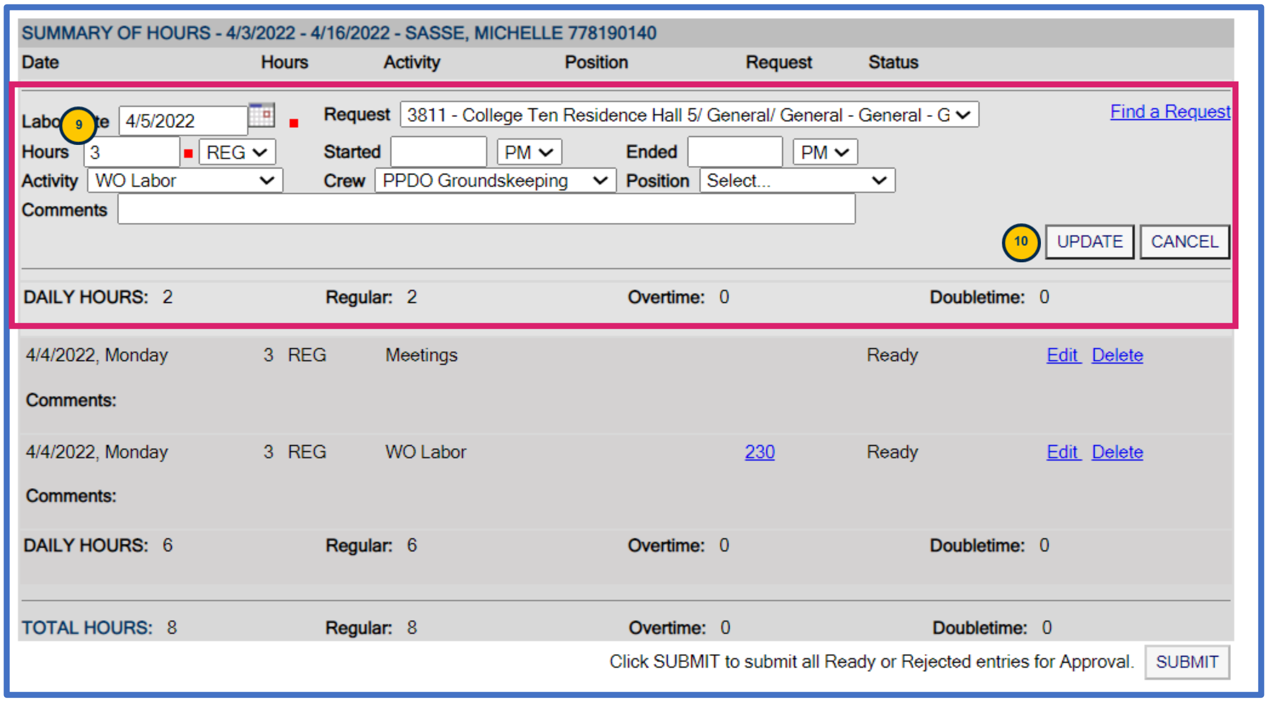
6. Review the **Crew** field, change it if necessary.
7. Click the ADD button and the update appears in the **SUMMARY OF HOURS** section:



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:

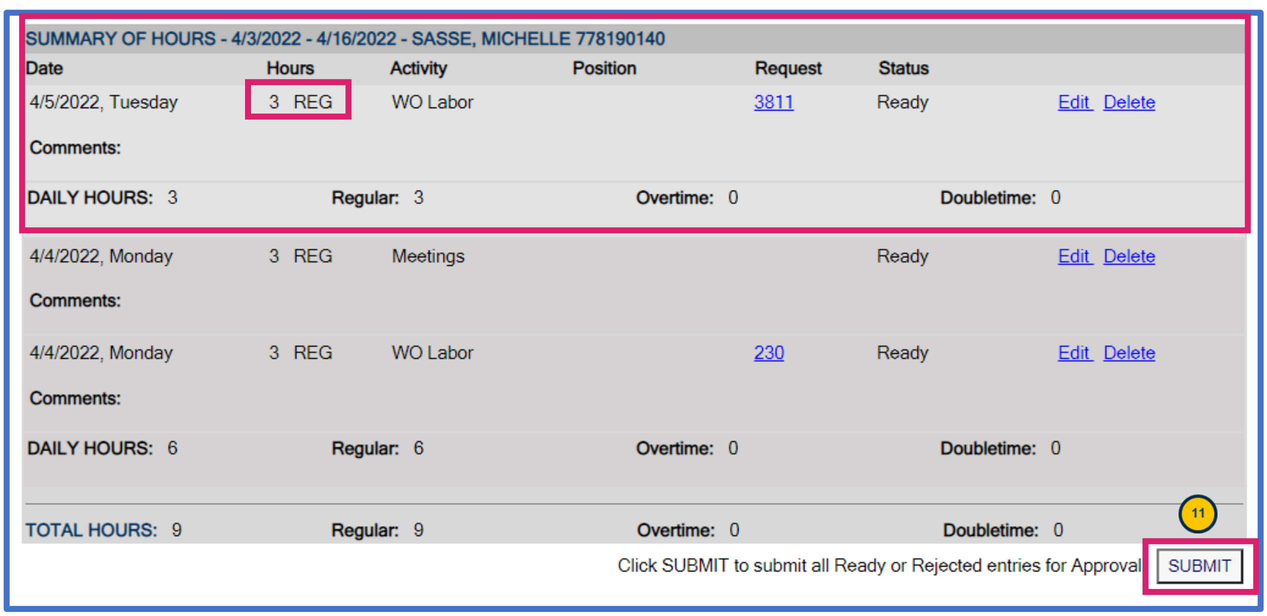


SUMMARY OF HOURS Section with UPDATE/CANCEL buttons

9. Enter the updated hours in the **Hours** field.

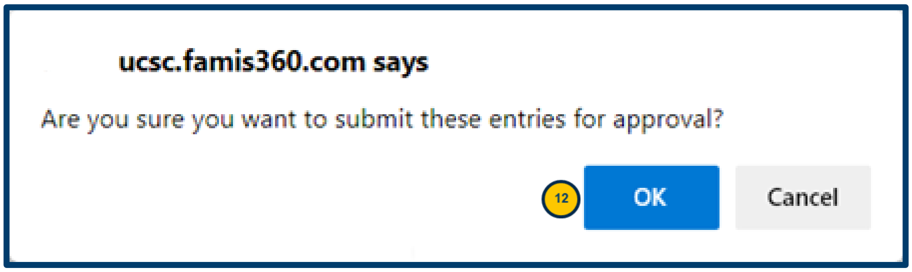
10. Click the UPDATE button.

    Note: The hours are updated and reflected in the **SUMMARY OF HOURS** section. Review the **DAILY HOURS** and **TOTAL HOURS**:



SUMMARY OF HOURS Section

11. Click the SUBMIT button and a dialog window displays asking for confirmation:



Confirmation Dialog Box

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

APPROVAL HISTORY

Date	Labor Date	Hours	Request	Comments	Status	Updated By
4/5/2022	4/4/2022	3 REG			Submitted	Sasse, Michelle
	4/4/2022	3 REG	230			
	4/5/2022	3 REG	3811			

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.