

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*).

- Click the **Hours** field and enter the hours.
- 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**.

- 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

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

SUMMARY OF HOURS - 4/3/2022 - 4/16/2022 - SASSE, MICHELLE 778190140						
Date	Hours	Activity	Position	Request	Status	
4/5/2022, Tuesday	2	REG	WO Labor	3811	Ready	8 Edit Delete
Comments:						
DAILY HOURS: 2		Regular: 2	Overtime: 0	Doubletime: 0		
4/4/2022, Monday	3	REG	Meetings		Ready	Edit Delete
Comments:						
TOTAL HOURS: 8		Regular: 8	Overtime: 0	Doubletime: 0		
Click SUBMIT to submit all Ready or Rejected entries for Approval. <input type="button" value="SUBMIT"/>						

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.

- 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 - 4/3/2022 - 4/16/2022 - SASSE, MICHELLE 778190140

Date	Hours	Activity	Position	Request	Status
4/5/2022	3	REG	WO Labor	3811 - College Ten Residence Hall 5/ General/ General - General - G	Ready
Comments:					
DAILY HOURS: 2		Regular: 2	Overtime: 0	Doubletime: 0	
4/4/2022, Monday	3	REG	Meetings		Ready
Comments:					
4/4/2022, Monday	3	REG	WO Labor	230	Ready
Comments:					
DAILY HOURS: 6		Regular: 6	Overtime: 0	Doubletime: 0	
TOTAL HOURS: 8		Regular: 8	Overtime: 0	Doubletime: 0	

Click SUBMIT to submit all Ready or Rejected entries for Approval.

SUMMARY OF HOURS Section with UPDATE/CANCEL buttons

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

10. Click the button.

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

SUMMARY OF HOURS - 4/3/2022 - 4/16/2022 - SASSE, MICHELLE 778190140

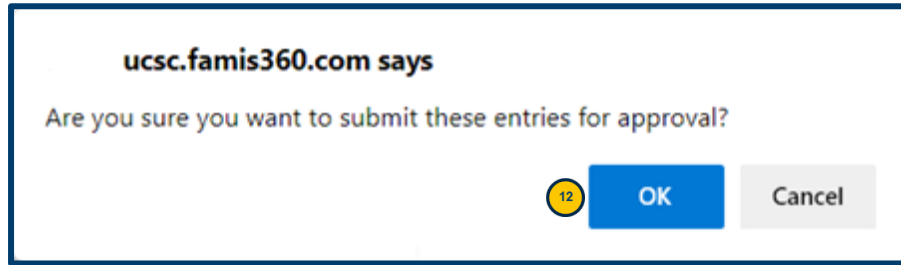
Date	Hours	Activity	Position	Request	Status
4/5/2022, Tuesday	3	REG	WO Labor	3811	Ready
Comments:					
DAILY HOURS: 3		Regular: 3	Overtime: 0	Doubletime: 0	
4/4/2022, Monday	3	REG	Meetings		Ready
Comments:					
4/4/2022, Monday	3	REG	WO Labor	230	Ready
Comments:					
DAILY HOURS: 6		Regular: 6	Overtime: 0	Doubletime: 0	
TOTAL HOURS: 9		Regular: 9	Overtime: 0	Doubletime: 0	

Click SUBMIT to submit all Ready or Rejected entries for Approval.

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			

A screenshot of the "APPROVAL HISTORY" section. It features a table with seven columns: Date, Labor Date, Hours, Request, Comments, Status, and Updated By. The first row of data shows a submission on 4/5/2022 for labor date 4/4/2022, with 3 REG hours, a status of "Submitted" (highlighted with a pink box), and updated by "Sasse, Michelle". Below this, there are two more rows of data with blue hyperlinks for the Request column: "230" and "3811". A yellow circle with the number "13" is positioned to the left of the "Submitted" status.

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.

