

Daily Assignment to Rapid Timecard AiM

2020

Need help: call IMS 862-3388 <https://sscaimapp.assetworks.com/fmax>

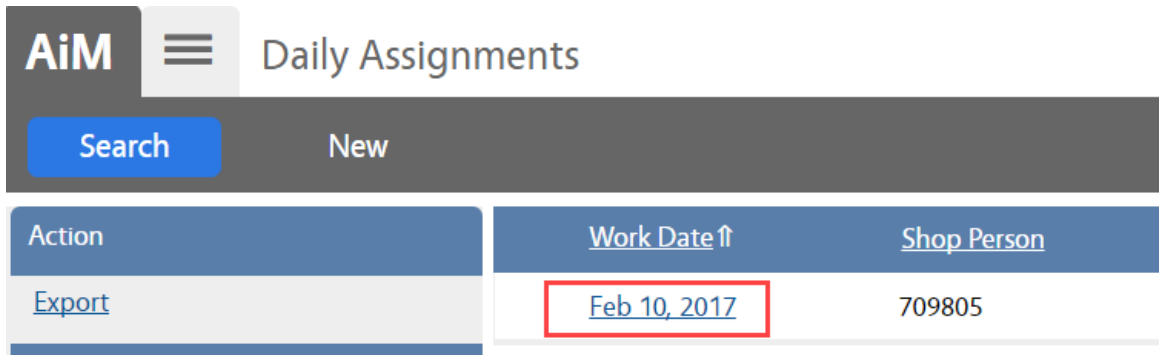
Enter Timecard from Daily Assignment Screen

Timecards can be generated from the Daily Assignment screen.

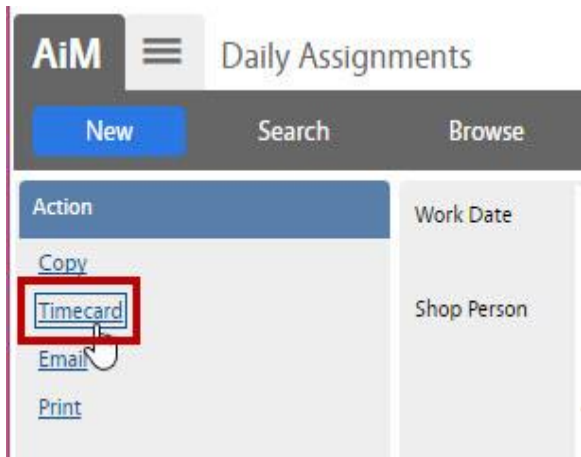
The screenshots illustrate the following steps:

- Step 1:** In the 'AiM Work Management' interface, the 'Daily Assignments' option in the 'Menu' is highlighted with a red box.
- Step 2:** On the 'Daily Assignments' page, the 'Search' button is highlighted with a red box.
- Step 3:** The 'Advanced Search' button is highlighted with a red box.
- Step 4:** The search criteria for 'Work Date' and 'Shop Person' are entered into the search fields, which are highlighted with a red box.

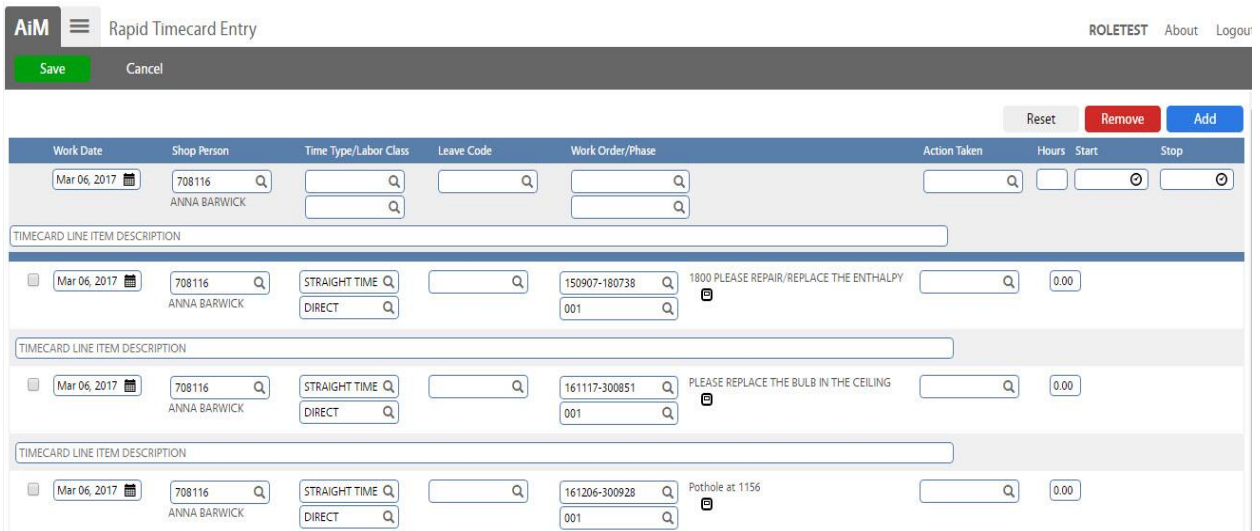
- From the Work Management Menu choose Daily Assignment
- Click Search
- Click Advanced Search to open up more search fields
- Enter criteria to find the existing Daily Assignments, such as Work Date and Shop Person shown below.





- Click on the Work Date to open the Daily Assignment

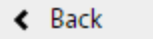


- On the Daily Assignment screen, click Timecard



- The detail from the Daily Assignment will be loaded to the Rapid Timecard Entry screen.

1. Enter the time worked.
2. Click  to enter notes on the Phase.
3. Change the Time type to apply the correct labor rate.
 - a. Time Type Options
 - i. Straight Time
 - ii. Overtime
4. Click  to create the Timecard.

- Once saved, the Timecard number will appear at the front of the line.
- Click  to return to the Daily Assignment screen

Add Work Order/Phases not on Daily Assignment

Additional Work Orders can be added to the Timecard by entering the following information.

Work Date	Shop Person	Time Type/Labor Class	Leave Code	Work Order/Phase	Action Taken	Hours	Start	Stop
1	2	3		5		7		
		4		6				
TIMECARD LINE ITEM DESCRIPTION 8								

*All data is entered on one line.

1. Work Date – Can choose from a calendar
2. Shop Person – Enter employee number
3. Time Type
4. Labor Class
5. Work Order number
6. Phase number
7. Enter total number of hours
8. Optional - Add a description
9. Click **Add**

Changes and Deletions

Work Date	Shop Person	Time Type/Labor Class	Leave Code	Work Order/Phase	Action Taken	Hours	Start	Stop
Jul 15, 2016	708116 ANNA BARWICK	overtime direct		160812-270485 001		6.00		
<input checked="" type="checkbox"/>	Jul 15, 2016	708116 ANNA BARWICK	OVERTIME DIRECT	160812-270485 001	360 ASU PLEASE PROVIDE 2 OF EACH OF THE	6.00		

After Clicking **Add** the line will appear at the bottom section of the screen. Changes can be made here if needed.

- To Remove a line Check the box in front of the line and then click **Remove**
- Click the to add a note to the Phase.

The data entered remains on the Entry Line. This data can be changed as needed and new lines added.

Click **Save** to Save all lines.