Time and Attendance Module

AiM

2020

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

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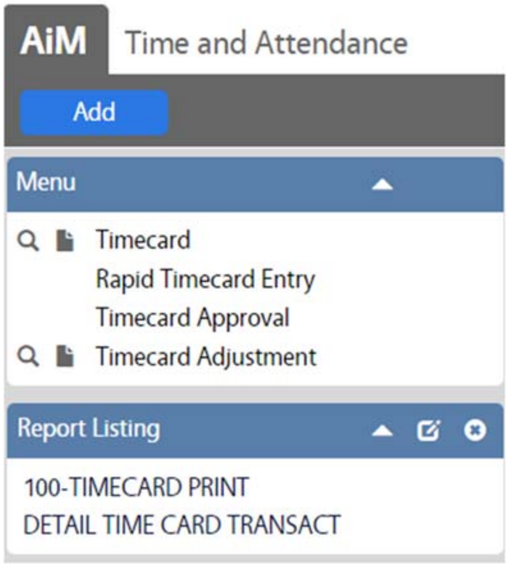
Time and Attendance Processes

- Timecards are used to track time spent on Work Orders.
- All hours should be recorded.
- Technicians can create the Timecard through the Go Work Management app.
- Go WM will show all unapproved timecards. Technicians can add time to a previous day if it still shows on the list.
- For technicians that do not have a phone or are unable to enter the time on the day the work happened, the Timecard can be entered directly in AiM.
- There is only 1 Timecard per technician per day.
- Timecards can be edited as long as they are Not Posted.
- Timecards are Posted when the Supervisor approves the Timecard on the Timecard Approval screen.
- Once Posted, Timecards can be changed through the Timecard Adjustment screen.
- Timecard Adjustments generate Work Order transactions upon saving. There is not a separate approval process.
- Technicians must be setup in the Human Resources module as a Shop Person with Labor Rates for the Timecard to be created.

Time and Attendance Module Menu

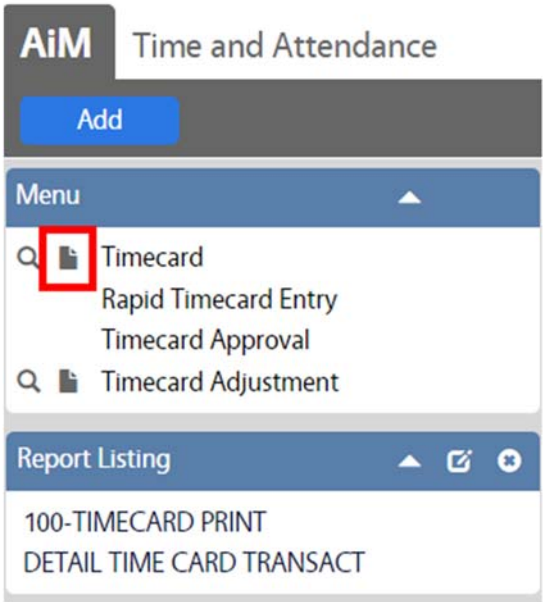

AiM
Time and Attendance
Add
Menu
Timecard
Rapid Timecard Entry
Timecard Approval
Timecard Adjustment
Report Listing
100-TIMECARD PRINT
DETAIL TIME CARD TRANSACT

Timecard Transactions

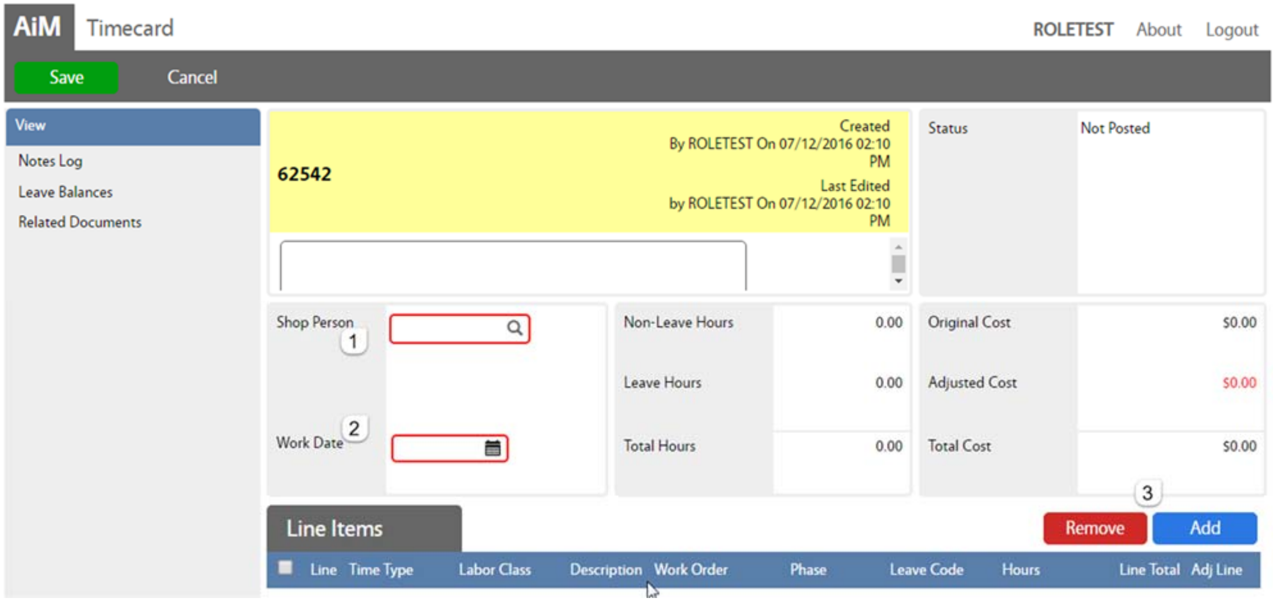
**Timecards can be entered 2 different ways through the Time and Attendance Module.

- Timecard screen
- Rapid Timecard Entry screen

Timecard Entry – Timecard Screen


AiM
Time and Attendance
Add
Menu
Timecard
Rapid Timecard Entry
Timecard Approval
Timecard Adjustment
Report Listing
100-TIMECARD PRINT
DETAIL TIME CARD TRANSACT

- In the Time and Attendance Module, look at the Menu
- Click the Paper Icon 📄 next to Timecard


AiM
Timecard
ROLETEST
About
Logout
Save
Cancel
View
Notes Log
Leave Balances
Related Documents
Shop Person
1
Work Date
2
3
Line Items
Remove
Add
Line
Time Type
Labor Class
Description
Work Order
Phase
Leave Code
Hours
Line Total
Adj Line

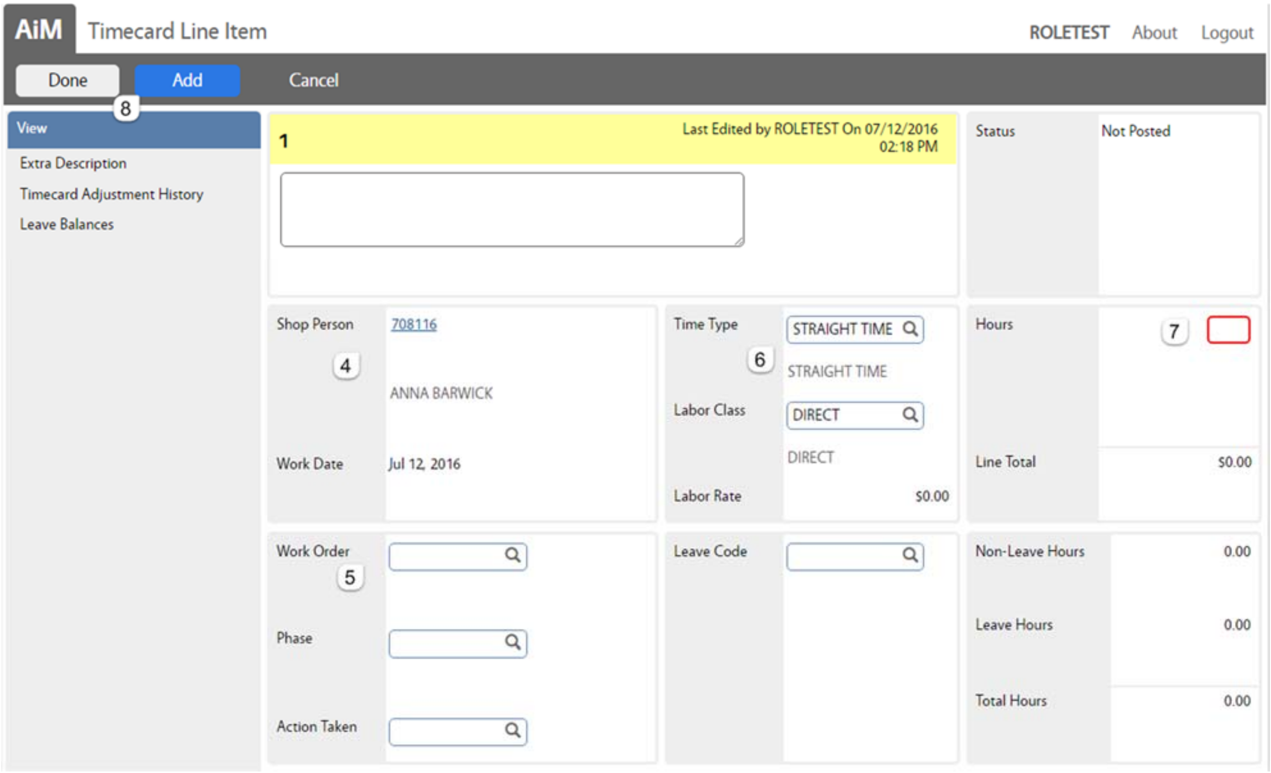
62542

Created
By ROLETEST On 07/12/2016 02:10 PM
Last Edited
by ROLETEST On 07/12/2016 02:10 PM

Status: Not Posted

Non-Leave Hours: 0.00
Leave Hours: 0.00
Total Hours: 0.00
Original Cost: $0.00
Adjusted Cost: $0.00
Total Cost: $0.00

1. Shop Person - Enter the Employee number
2. Work Date – What date was the work done
3. Click Add


AiM
Timecard Line Item
ROLETEST
About
Logout
Done
Add
Cancel
8
View
Extra Description
Timecard Adjustment History
Leave Balances
4
5
6
7

1

Last Edited by ROLETEST On 07/12/2016 02:18 PM

Status: Not Posted

Shop Person: 708116 ANNA BARWICK

Work Date: Jul 12, 2016

Time Type: STRAIGHT TIME

Labor Class: DIRECT

Labor Rate: $0.00

Hours:

Line Total: $0.00

Work Order:

Phase:

Action Taken:

Leave Code:

Non-Leave Hours: 0.00

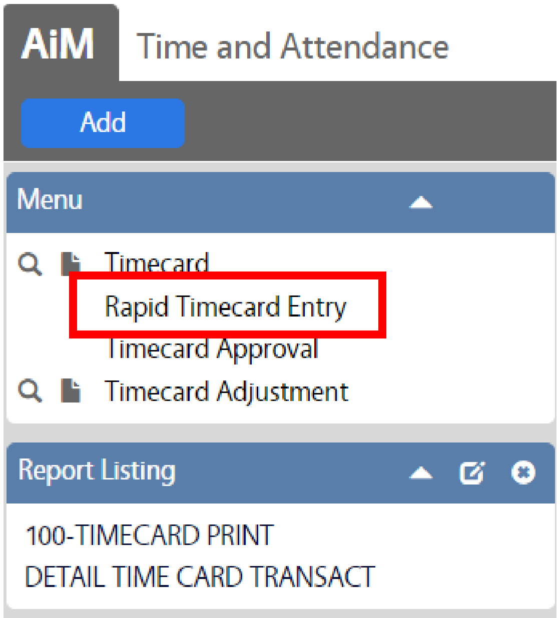
Leave Hours: 0.00

Total Hours: 0.00

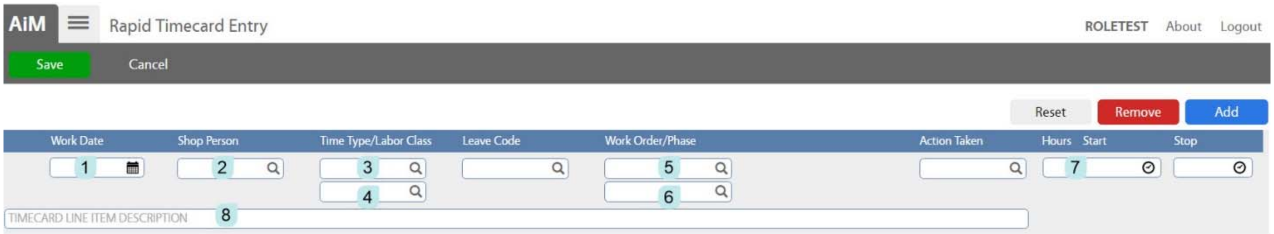
4. Shop Person Block – information carried over from first screen
5. Work Order Block
    - Work Order number
    - Phase number
6. Labor Rate Block
    - Time Type – Straight or Overtime
    - Labor Class – Direct
    - Labor Rate will populate based on the above choices
7. Hours – How many hours entered in decimals
8. Click Add for another WO entry or Click Done to return to the Timecard screen
9. Once all lines are added, Click Save

Timecard Entry – Rapid Timecard Entry

The Rapid Timecard Entry screen allows time entry for multiple shop people for multiple days on a single screen. Once saved, timecards are created based on groupings of shop person and work date.

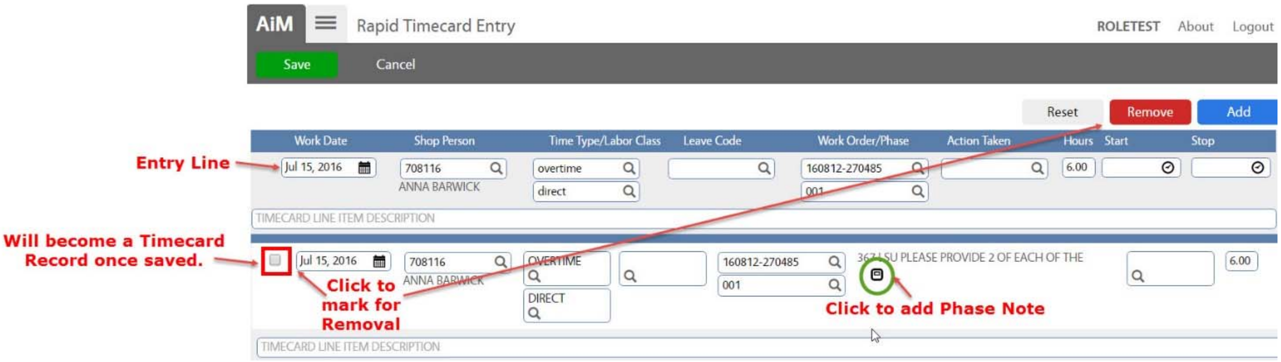

AiM
Time and Attendance
Add
Menu
Timecard
Rapid Timecard Entry
Timecard Approval
Timecard Adjustment
Report Listing
100-TIMECARD PRINT
DETAIL TIME CARD TRANSACT

- In the Time and Attendance Module, look at the Menu
- Click on Rapid Timecard Entry


AiM
Rapid Timecard Entry
ROLETEST
About
Logout
Save
Cancel
Reset
Remove
Add
Work Date
Shop Person
Time Type/Labor Class
Leave Code
Work Order/Phase
Action Taken
Hours
Start
Stop
1
2
3
4
5
6
7
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 – Straight time or Overtime
4. Labor Class –
    a. Maintenance - Direct
    b. Grounds – Labor classification to charge
5. Work Order number
6. Phase number
7. Enter either a total number of hours
8. Optional - Add a description
9. Click Add


AiM
Rapid Timecard Entry
ROLETEST
About
Logout
Save
Cancel
Reset
Remove
Add
Entry Line
Will become a Timecard Record once saved.
Click to mark for Removal
Click to add Phase Note

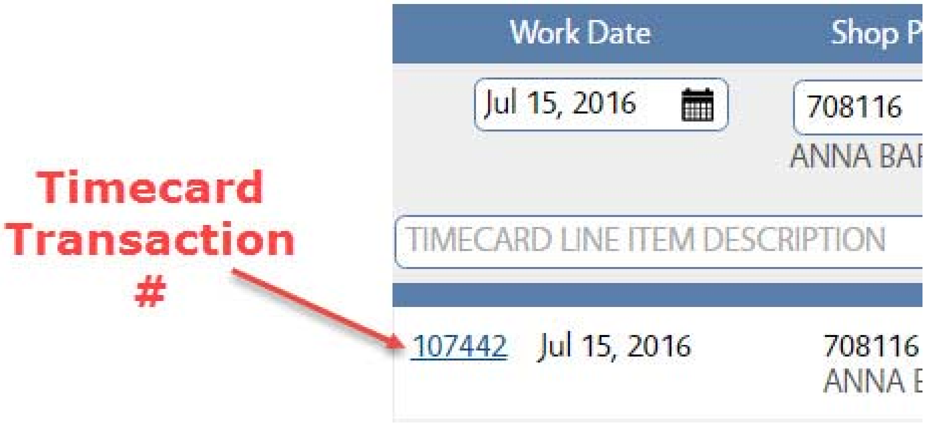
Work Date	Shop Person	Time Type/Labor Class	Leave Code	Work Order/Phase	Action Taken	Hours	Start	Stop
Jul 15, 2016	708116 ANNA BARWICK	overtime direct		160812-270485 001		6.00		
TIMECARD LINE ITEM DESCRIPTION								
☐ Jul 15, 2016	708116 ANNA BARWICK	OVERTIME DIRECT		160812-270485 001	3671 SU PLEASE PROVIDE 2 OF EACH OF THE	6.00		
TIMECARD LINE ITEM DESCRIPTION								

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

- Check the box in front of the line to Remove a line
- 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.

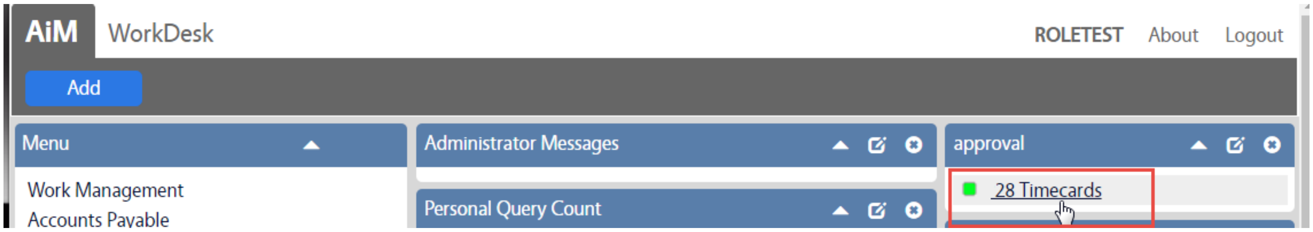
Click **Save** to Save all lines.

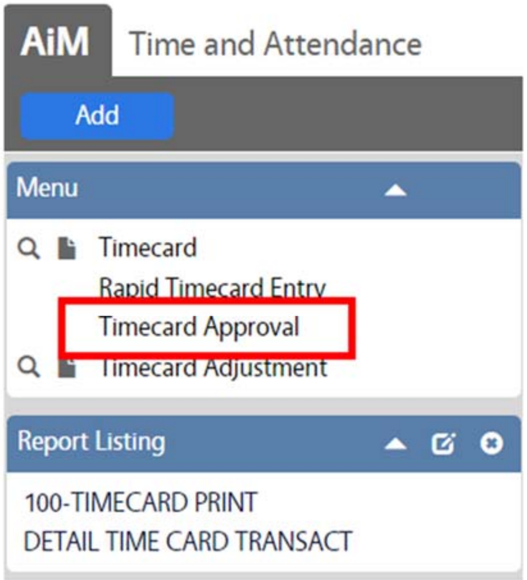

Timecard Transaction #
Work Date
Shop P
Jul 15, 2016
708116
ANNA BAI
TIMECARD LINE ITEM DESCRIPTION
107442
Jul 15, 2016
708116
ANNA E

Timecard Approval

**If at all possible, changes should be made to Timecards prior to approval. Supervisors will only see Timecards they have authority to approve.

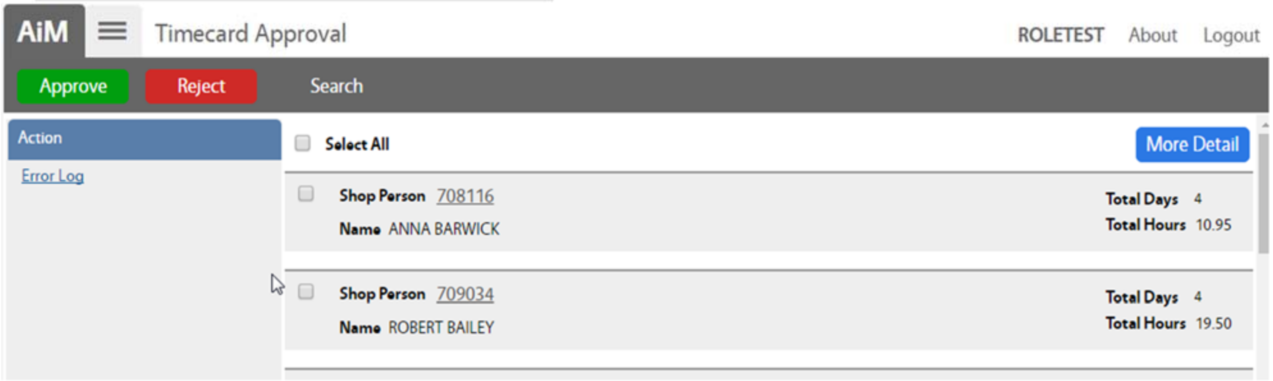
On the WorkDesk, click on the Timecard Approval query.


AiM
WorkDesk
ROLETEST
About
Logout
Add
Menu
Work Management
Accounts Payable
Administrator Messages
Personal Query Count
approval
28 Timecards


AiM
Time and Attendance
Add
Menu
Timecard
Rapid Timecard Entry
Timecard Approval
Timecard Adjustment
Report Listing
100-TIMECARD PRINT
DETAIL TIME CARD TRANSACT

OR

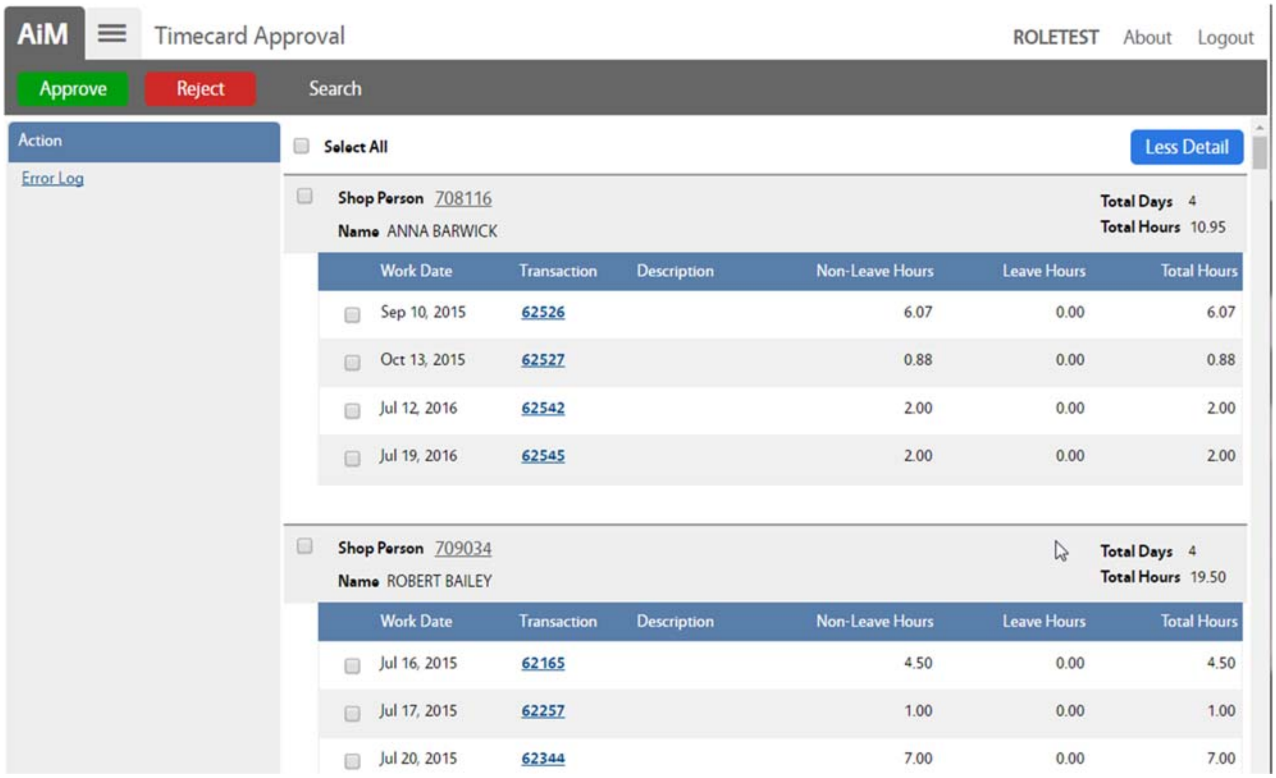
- In the Time and Attendance Module, look at the Menu
- Click on Timecard Approval
- Search for the cards pending approval


AiM
Timecard Approval
ROLETEST
About
Logout
Approve
Reject
Search
Action
Error Log
☐ Select All
More Detail

☐ Shop Person 708116 Total Days 4
Name ANNA BARWICK Total Hours 10.95

☐ Shop Person 709034 Total Days 4
Name ROBERT BAILEY Total Hours 19.50

- Summary list appears
  - Shop Person number and name
  - Number of timecards pending approval
  - Total number of hours on the timecards
- Click More Detail to see more information for each timecard.


AiM
Timecard Approval
ROLETEST
About
Logout
Approve
Reject
Search
Action
Error Log
Select All
Less Detail

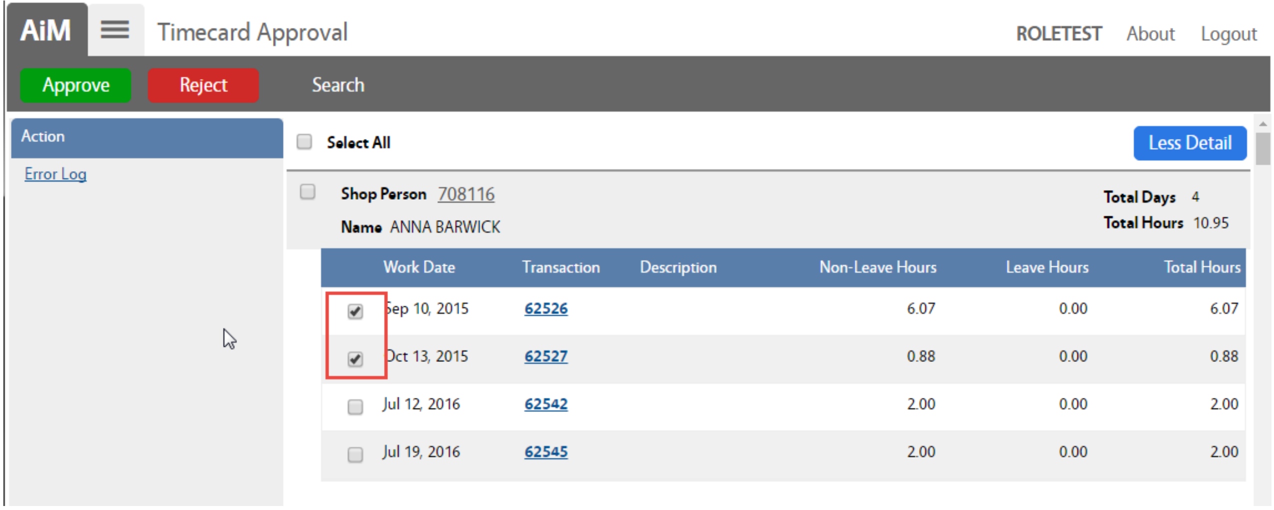
☐ Shop Person 708116
Name ANNA BARWICK
Total Days 4
Total Hours 10.95

	Work Date	Transaction	Description	Non-Leave Hours	Leave Hours	Total Hours
☐	Sep 10, 2015	62526		6.07	0.00	6.07
☐	Oct 13, 2015	62527		0.88	0.00	0.88
☐	Jul 12, 2016	62542		2.00	0.00	2.00
☐	Jul 19, 2016	62545		2.00	0.00	2.00

☐ Shop Person 709034
Name ROBERT BAILEY
Total Days 4
Total Hours 19.50

	Work Date	Transaction	Description	Non-Leave Hours	Leave Hours	Total Hours
☐	Jul 16, 2015	62165		4.50	0.00	4.50
☐	Jul 17, 2015	62257		1.00	0.00	1.00
☐	Jul 20, 2015	62344		7.00	0.00	7.00

- More Detail will show the following for each timecard
  - Work Date
  - Timecard transaction number
  - Timecard Description
  - Total work hours
- Click on the Timecard transaction number to open the Timecard and see the WO detail


AiM
Timecard Approval
ROLETEST
About
Logout
Approve
Reject
Search
Action
Error Log
Select All
Less Detail

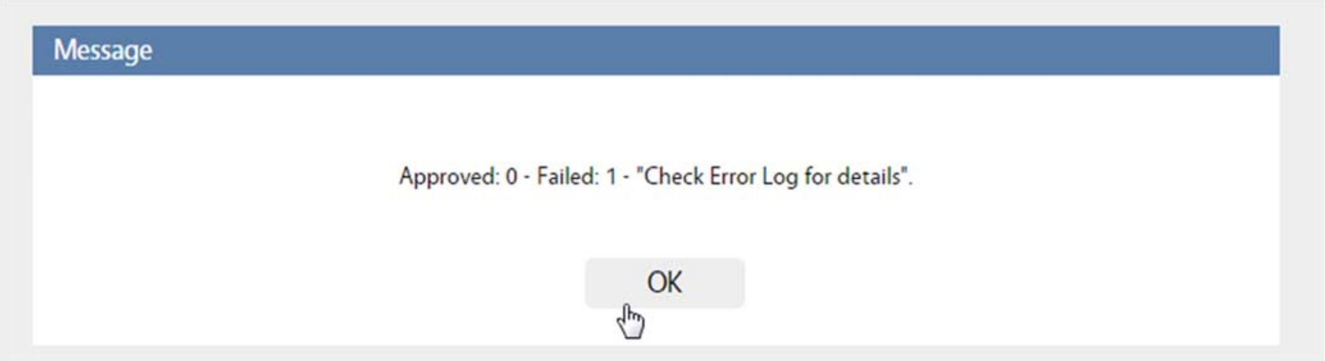
☐ Shop Person 708116
Name ANNA BARWICK
Total Days 4
Total Hours 10.95

	Work Date	Transaction	Description	Non-Leave Hours	Leave Hours	Total Hours
☑	Sep 10, 2015	62526		6.07	0.00	6.07
☑	Oct 13, 2015	62527		0.88	0.00	0.88
☐	Jul 12, 2016	62542		2.00	0.00	2.00
☐	Jul 19, 2016	62545		2.00	0.00	2.00

- Check the box for each timecard to approve
- Click Approve to Post the charges to the WOs
- Click Reject to Cancel the Timecards.

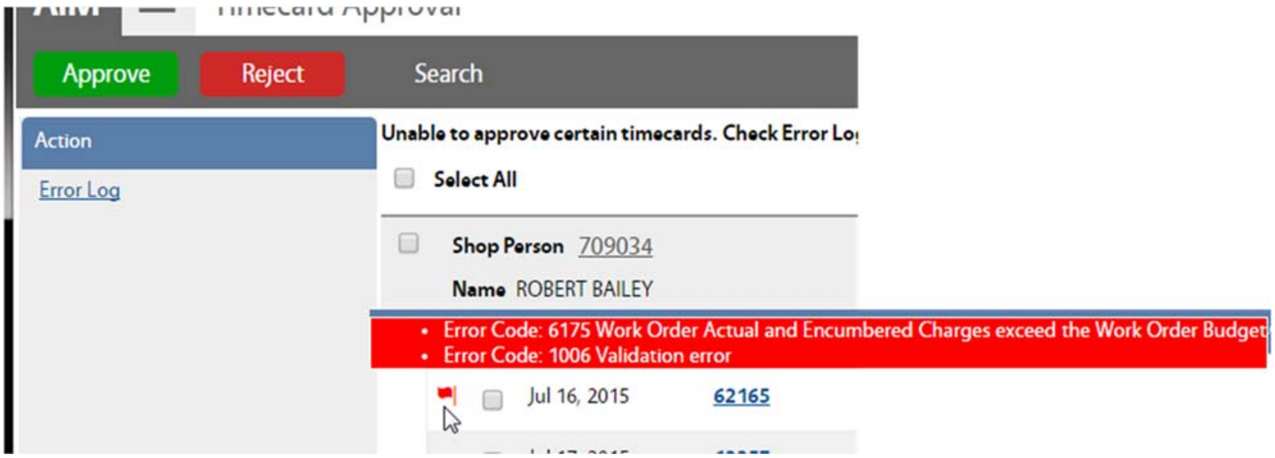
Timecard Approval Error Log

**If a Timecard cannot be approved, the following message will be displayed.



Approved: 0 - Failed: 1 - "Check Error Log for details".

Click OK to return to the Approval list.


Approve
Reject
Search
Action
Error Log
Select All

Unable to approve certain timecards. Check Error Lo

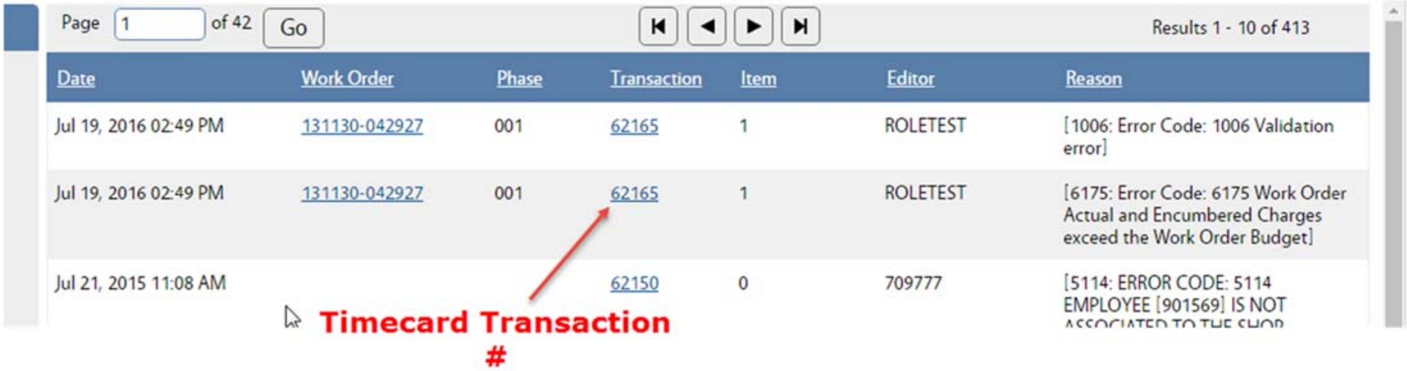
Shop Person 709034

Name ROBERT BAILEY

- Error Code: 6175 Work Order Actual and Encumbered Charges exceed the Work Order Budget
- Error Code: 1006 Validation error

Jul 16, 2015 62165

Hold the mouse over the 🚩 to see what is preventing the Timecard from approving. To see more detail on the error, click on the Error Log link.

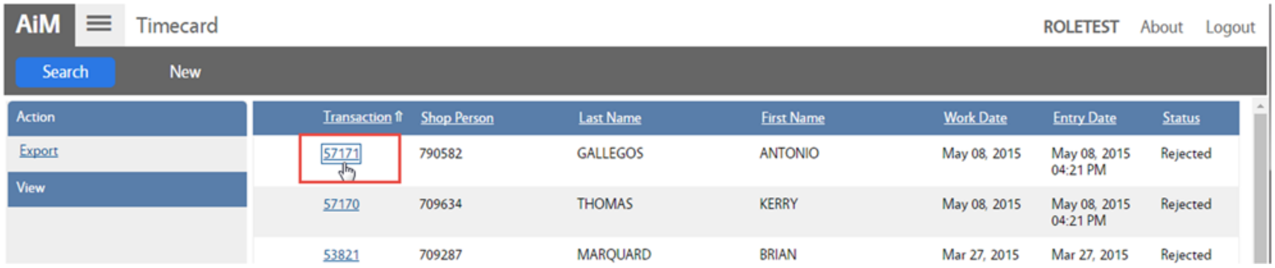

Page 1 of 42 Go
Results 1 - 10 of 413
Timecard Transaction #

Date	Work Order	Phase	Transaction	Item	Editor	Reason
Jul 19, 2016 02:49 PM	131130-042927	001	62165	1	ROLETEST	[1006: Error Code: 1006 Validation error]
Jul 19, 2016 02:49 PM	131130-042927	001	62165	1	ROLETEST	[6175: Error Code: 6175 Work Order Actual and Encumbered Charges exceed the Work Order Budget]
Jul 21, 2015 11:08 AM			62150	0	709777	[5114: ERROR CODE: 5114 EMPLOYEE [901569] IS NOT

The Error Log will list the specific Work Order that is causing the problem.

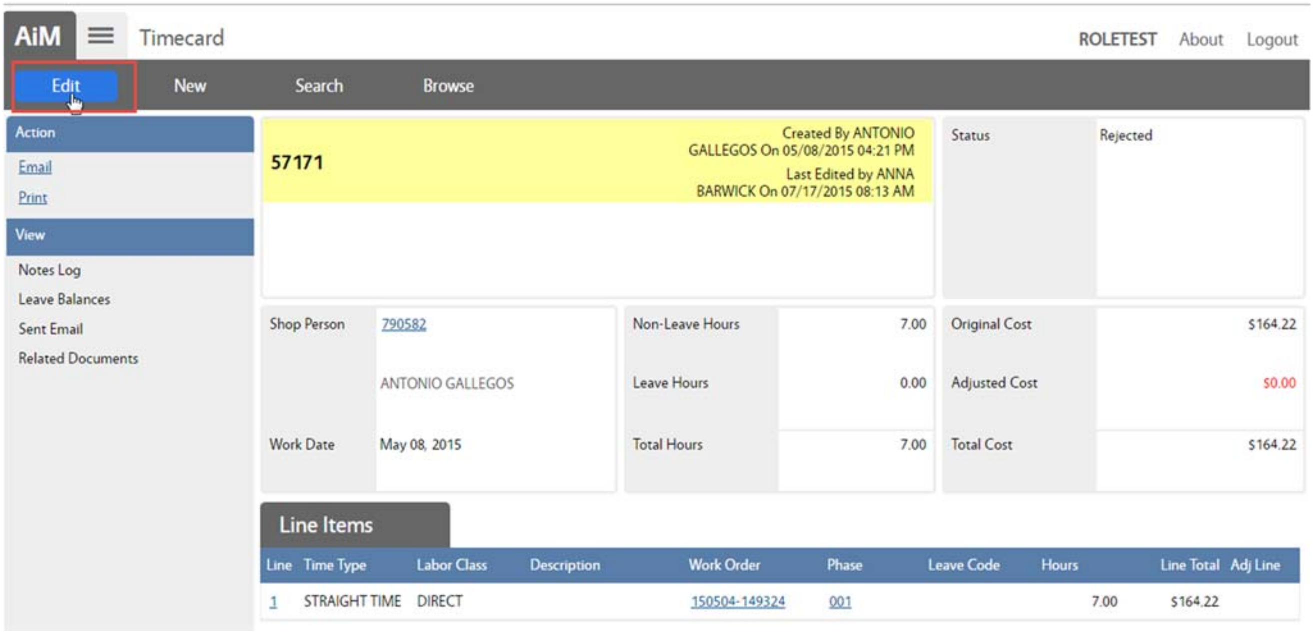
Reopen a Rejected Timecard

- On the Timecard screen, search for the Rejected Timecard.


AiM
Timecard
ROLETEST
About
Logout
Search
New
Action
Export
View

Transaction	Shop Person	Last Name	First Name	Work Date	Entry Date	Status
57171	790582	GALLEGOS	ANTONIO	May 08, 2015	May 08, 2015 04:21 PM	Rejected
57170	709634	THOMAS	KERRY	May 08, 2015	May 08, 2015 04:21 PM	Rejected
53821	709287	MARQUARD	BRIAN	Mar 27, 2015	Mar 27, 2015	Rejected

- Click on the Timecard Transaction number.


AiM
Timecard
ROLETEST
About
Logout
Edit
New
Search
Browse
Action
Email
Print
View
Notes Log
Leave Balances
Sent Email
Related Documents
Line Items

57171

Created By ANTONIO GALLEGOS On 05/08/2015 04:21 PM
Last Edited by ANNA BARWICK On 07/17/2015 08:13 AM

Status: Rejected

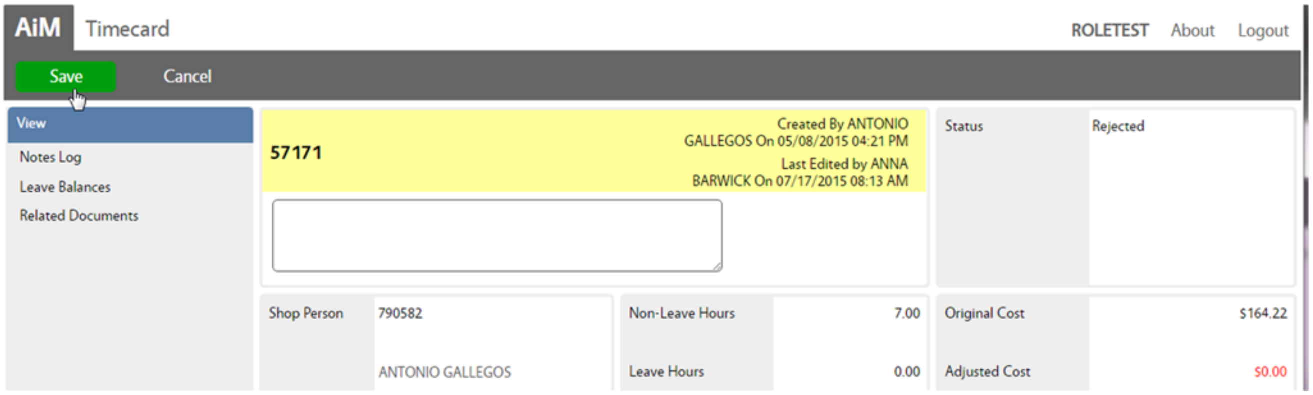
Shop Person: 790582
ANTONIO GALLEGOS
Work Date: May 08, 2015

Non-Leave Hours: 7.00
Leave Hours: 0.00
Total Hours: 7.00

Original Cost: $164.22
Adjusted Cost: $0.00
Total Cost: $164.22

Line	Time Type	Labor Class	Description	Work Order	Phase	Leave Code	Hours	Line Total	Adj Line
1	STRAIGHT TIME	DIRECT		150504-149324	001		7.00	$164.22	

- Click Edit


AiM
Timecard
ROLETEST
About
Logout
Save
Cancel
View
Notes Log
Leave Balances
Related Documents

57171

Created By ANTONIO GALLEGOS On 05/08/2015 04:21 PM
Last Edited by ANNA BARWICK On 07/17/2015 08:13 AM

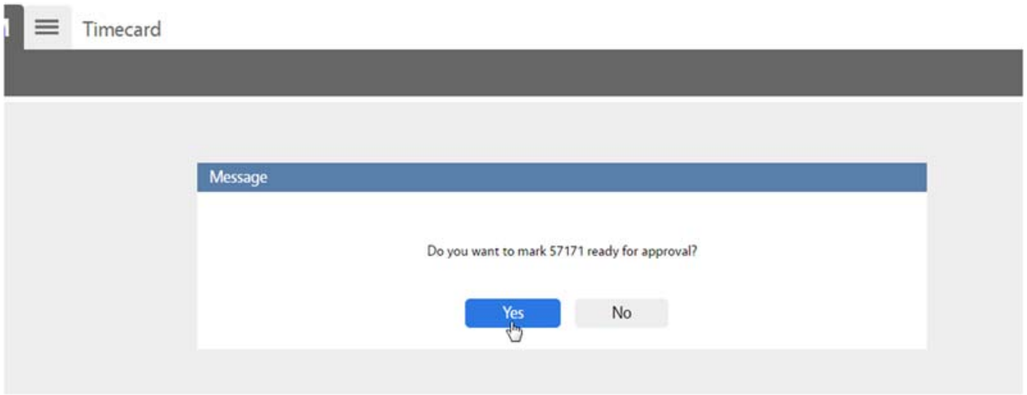
Status: Rejected

Shop Person: 790582
ANTONIO GALLEGOS

Non-Leave Hours: 7.00
Leave Hours: 0.00

Original Cost: $164.22
Adjusted Cost: $0.00

- Click Save

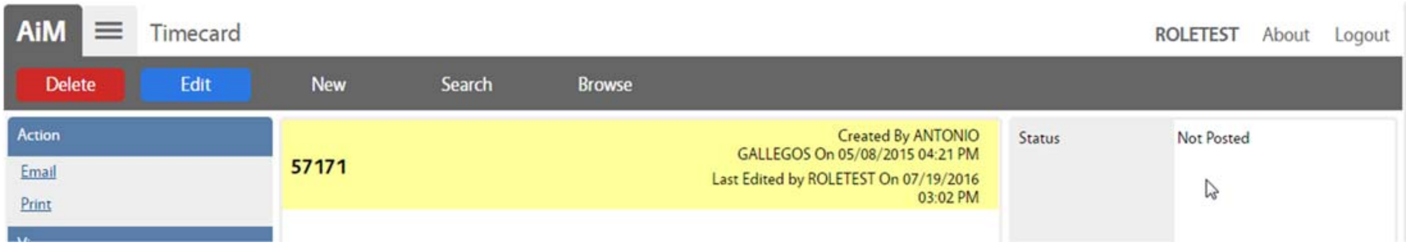


Timecard
Message

Do you want to mark 57171 ready for approval?

Yes
No

- Click YES



AiM
Timecard
ROLETEST
About
Logout
Delete
Edit
New
Search
Browse
Action
Email
Print

57171

Created By ANTONIO GALLEGOS On 05/08/2015 04:21 PM

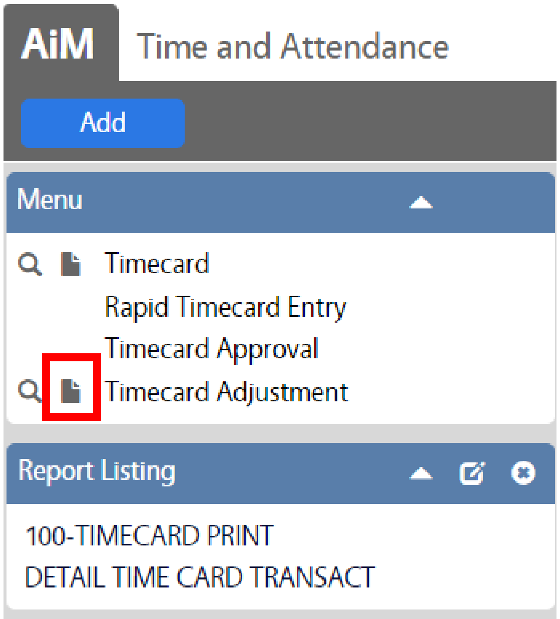
Last Edited by ROLETEST On 07/19/2016 03:02 PM

Status Not Posted

- The Status will change to Not Posted. The Timecard will now be available in the Timecard Approval list.

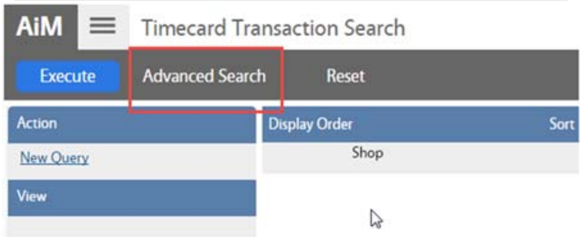
Timecard Adjustment

Once approved, changes to the Timecard must be done through the Timecard Adjustment screen. Changes on this screen are automatically approved and cause a financial change on the Work Order.

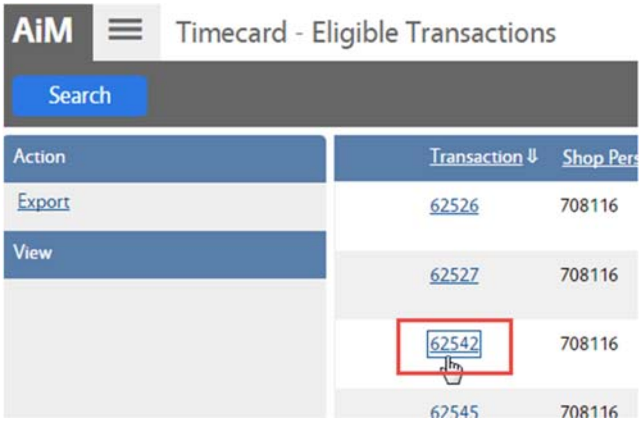

AiM
Time and Attendance
Add
Menu
Timecard
Rapid Timecard Entry
Timecard Approval
Timecard Adjustment
Report Listing
100-TIMECARD PRINT
DETAIL TIME CARD TRANSACT

- In the Time and Attendance Module, look at the Menu
- Click the Paper Icon 📄 next to Timecard Adjustment

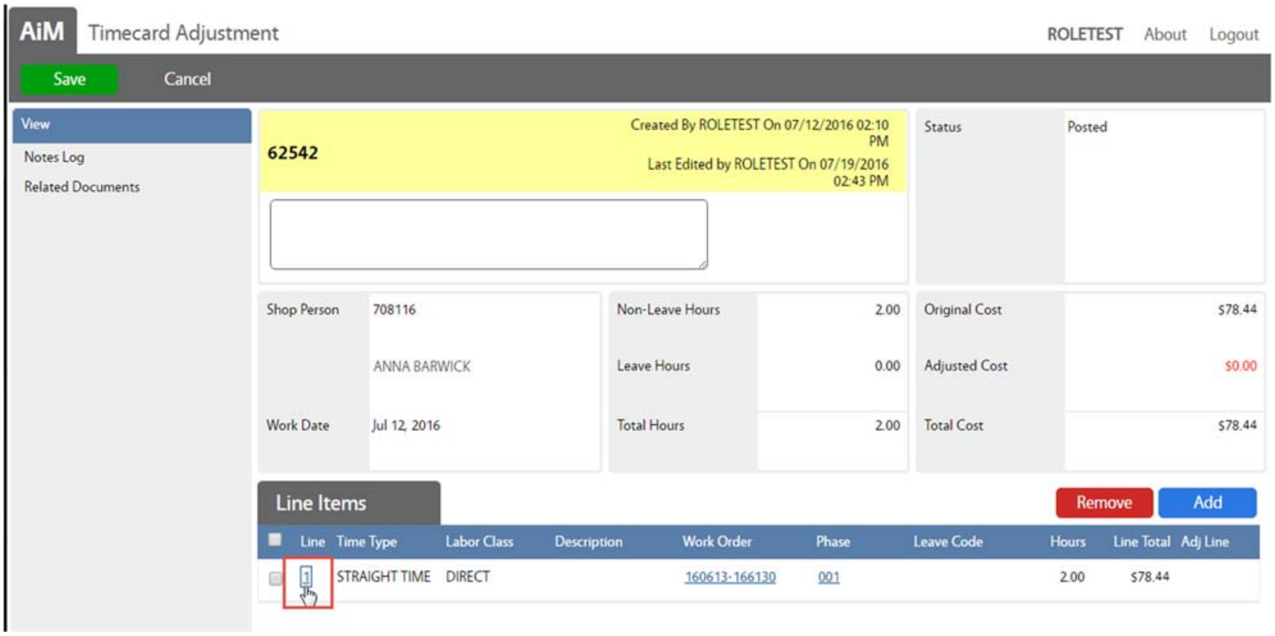
*** The magnify glass will only return adjustments previously created.


AiM
Timecard Transaction Search
Execute
Advanced Search
Reset
Action
New Query
View
Display Order
Sort
Shop

- Click Advanced Search
- Enter the criteria for the Timecard needing to be adjusted.
- Click Execute


AiM
Timecard - Eligible Transactions
Search
Action
Export
View
Transaction
Shop Pers
62526
708116
62527
708116
62542
708116
62545
708116

- The list of Eligible Transactions will appear.
  - To be eligible, the transaction must be in a Posted status.
  - Non Posted transactions can be Edited through on the Timecard screen.


AiM
Save
Cancel
ROLETEST
About
Logout
View
Notes Log
Related Documents
Line Items
Remove
Add

Timecard Adjustment

62542

Created By ROLETEST On 07/12/2016 02:10 PM

Last Edited by ROLETEST On 07/19/2016 02:43 PM

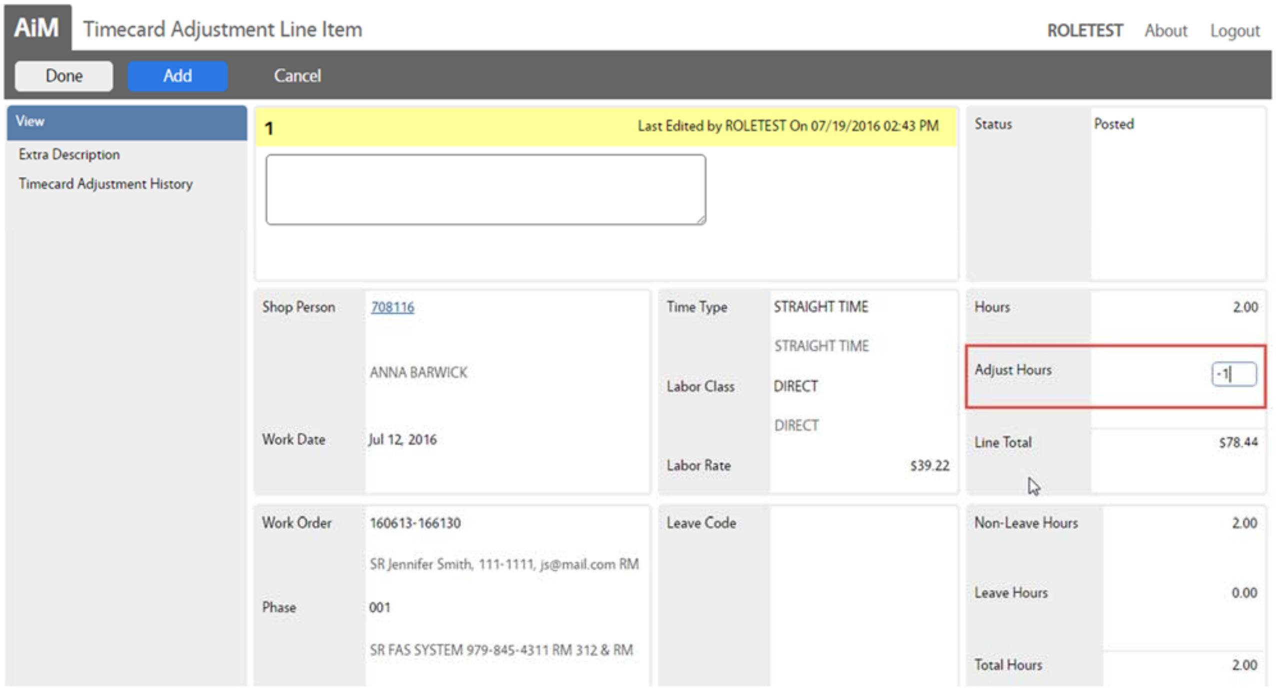
Status Posted

Shop Person	708116 ANNA BARWICK	Non-Leave Hours	2.00
		Leave Hours	0.00
Work Date	Jul 12, 2016	Total Hours	2.00

Original Cost	$78.44
Adjusted Cost	$0.00
Total Cost	$78.44

☐	Line	Time Type	Labor Class	Description	Work Order	Phase	Leave Code	Hours	Line Total	Adj Line
☐	1	STRAIGHT TIME	DIRECT		160613-166130	001		2.00	$78.44	

- To Remove hours from a line, click the Line Item number


AiM
Done
Add
Cancel
ROLETEST
About
Logout
View
Extra Description
Timecard Adjustment History

Timecard Adjustment Line Item

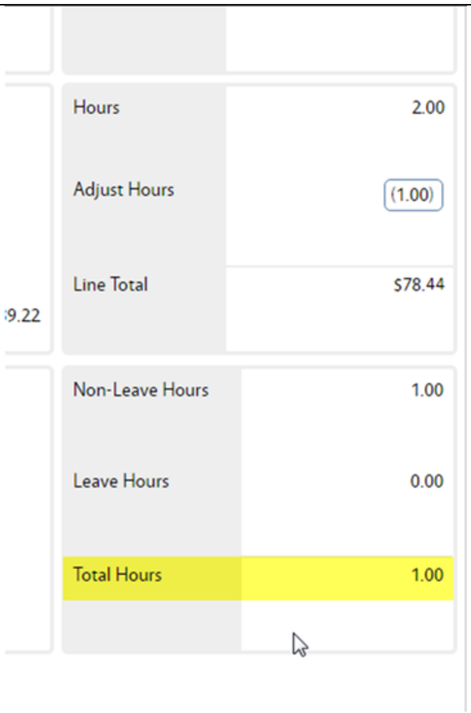
1

Last Edited by ROLETEST On 07/19/2016 02:43 PM

Status Posted

Shop Person	708116 ANNA BARWICK	Time Type	STRAIGHT TIME STRAIGHT TIME	Hours	2.00
		Labor Class	DIRECT DIRECT	Adjust Hours	-1
Work Date	Jul 12, 2016	Labor Rate	$39.22	Line Total	$78.44
Work Order	160613-166130 SR Jennifer Smith, 111-1111, js@mail.com RM	Leave Code		Non-Leave Hours	2.00
				Leave Hours	0.00
Phase	001 SR FAS SYSTEM 979-845-4311 RM 312 & RM			Total Hours	2.00

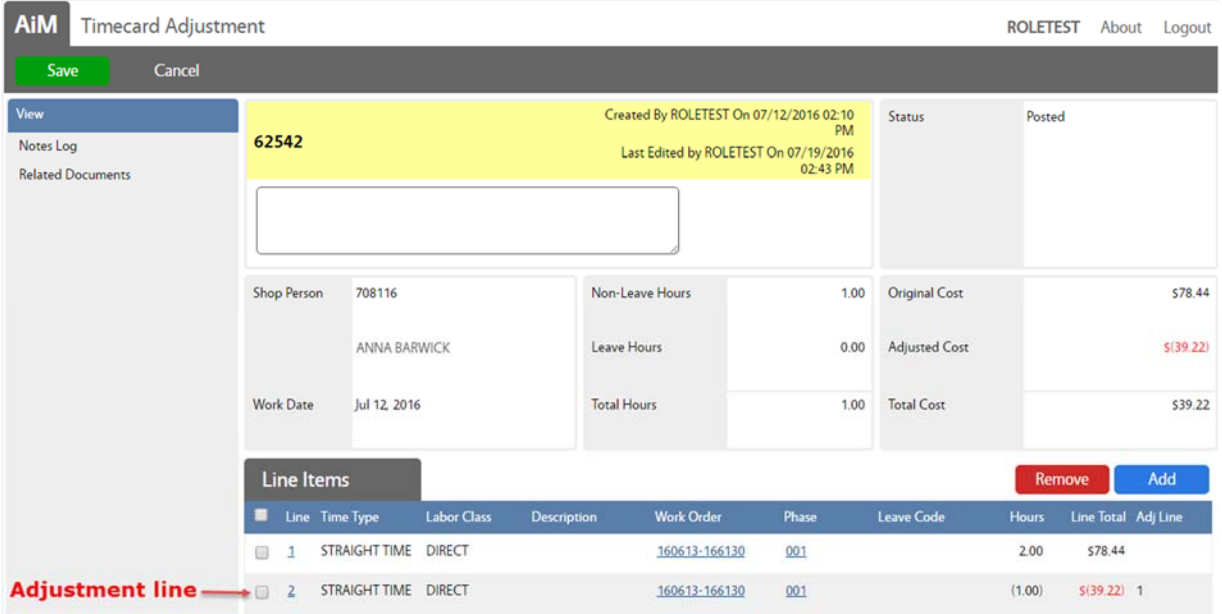
- In the Adjust Hours box enter the number of hours to subtract. Enter a negative number (ex: -1)
- The new total will be Hours (+) Adjust Hours
  Ex: (Hours) 2 + (Adjust Hours) -1 = (Total Hours) 1
- After hitting Enter on the keyboard, the screen will adjust the Total Hours.



Hours	2.00
Adjust Hours	(1.00)
Line Total	$78.44

Non-Leave Hours	1.00
Leave Hours	0.00
Total Hours	1.00

- Click Done to return to the Timecard Adjustment screen



62542

Created By ROLETEST On 07/12/2016 02:10 PM
Last Edited by ROLETEST On 07/19/2016 02:43 PM

Status	Posted
Shop Person	708116 ANNA BARWICK
Work Date	Jul 12, 2016
Non-Leave Hours	1.00
Leave Hours	0.00
Total Hours	1.00
Original Cost	$78.44
Adjusted Cost	$(39.22)
Total Cost	$39.22

Line Items

☐	Line	Time Type	Labor Class	Description	Work Order	Phase	Leave Code	Hours	Line Total	Adj Line
☐	1	STRAIGHT TIME	DIRECT		160613-166130	001		2.00	$78.44	
☐	2	STRAIGHT TIME	DIRECT		160613-166130	001		(1.00)	$(39.22)	1

Adjustment line

Remove Allows a line entered on the Timecard Adjustment screen to be removed. It does not delete an entire line from the original Timecard.

Add Allows entry of a new line with a new Work Order number. All positive timecard changes must be made as an additional line.

Click Save to post changes to the Work Orders.