

Time and Attendance Module

AiM

2016

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

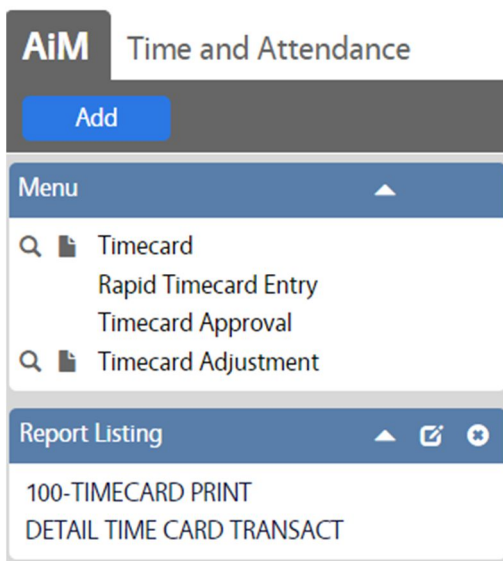
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Time and Attendance Processes

- Timecards are used to track time spent on Work Orders.
- All hours should be recorded.
- Technicians can create the Timecard through the Fire O & M app.
- Fire O & M only shows the current days Timecard. Technicians should not try to enter time for a previous day.
- 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

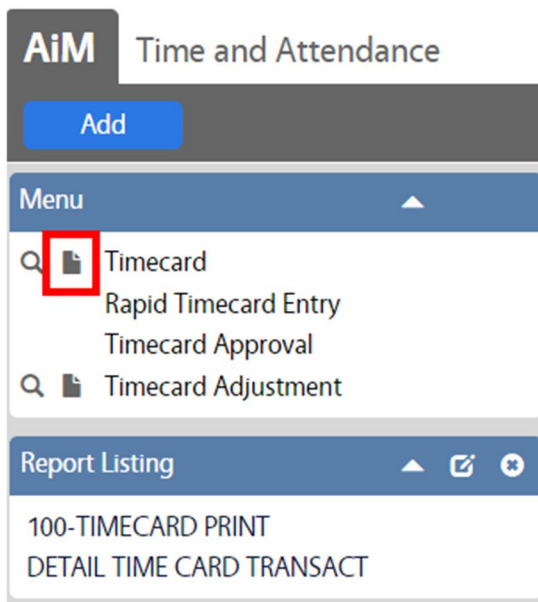


Timecard Transactions

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

- Timecard screen
- Rapid Timecard Entry screen

Timecard Entry – Timecard Screen



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

The screenshot shows the 'AiM Timecard' entry screen. At the top, there are 'Save' and 'Cancel' buttons. The main form area is divided into several sections. On the left, there is a 'View' sidebar with options: 'Notes Log', 'Leave Balances', and 'Related Documents'. The main form has a yellow header with the number '62542' and a 'Status' field set to 'Not Posted'. Below this, there are two input fields: 'Shop Person' (1) and 'Work Date' (2). To the right of these fields is a table with columns for 'Non-Live Hours', 'Leave Hours', and 'Total Hours', and rows for 'Original Cost', 'Adjusted Cost', and 'Total Cost'. The 'Adjusted Cost' field is highlighted in red. At the bottom right, there are 'Remove' and 'Add' buttons. The 'Add' button is highlighted with a red box (3). Below the form is a table with columns: 'Line', 'Time Type', 'Labor Class', 'Description', 'Work Order', 'Phase', 'Leave Code', 'Hours', 'Line Total', and 'Adj Line'.

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

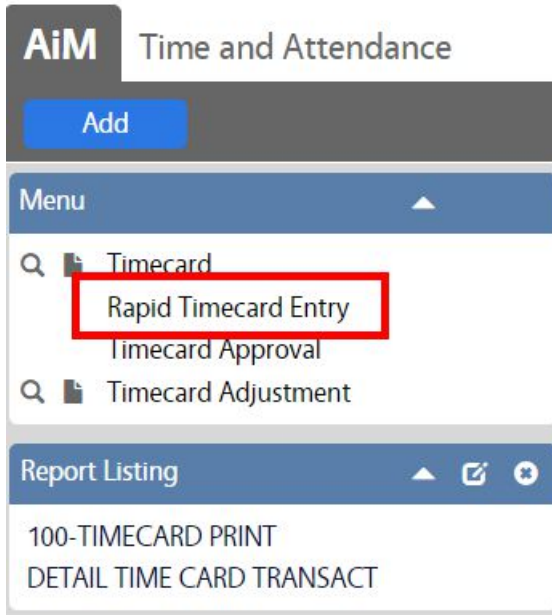
8

View	1		Last Edited by ROLETEST On 07/12/2016 02:18 PM		Status	Not Posted		
Extra Description	<input type="text"/>							
Timecard Adjustment History								
Leave Balances								
Shop Person		708116	Time Type		STRAIGHT TIME	Hours	7 <input type="text"/>	
4		ANNA BARWICK	6		STRAIGHT TIME			
Work Date		Jul 12, 2016	Labor Class		DIRECT	Line Total		50.00
			Labor Rate		DIRECT			
					50.00	Non-Leave Hours		0.00
Work Order		<input type="text"/>	Leave Code		<input type="text"/>	Leave Hours		0.00
5						Total Hours		0.00
Phase		<input type="text"/>						
Action Taken		<input type="text"/>						

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.

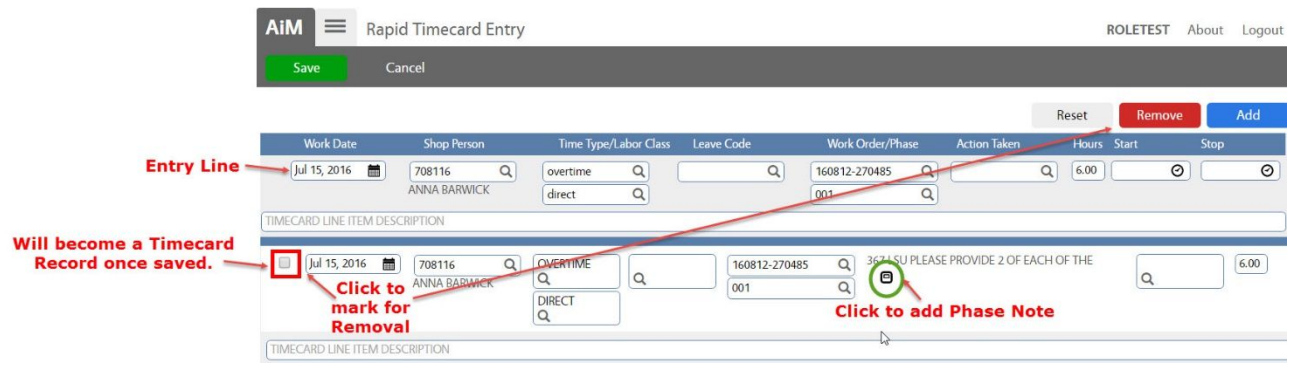


- In the Time and Attendance Module, look at the Menu
- Click on Rapid Timecard Entry


The screenshot shows the 'Rapid Timecard Entry' form. At the top, there is a header with 'AiM Rapid Timecard Entry' and 'ROLETTEST About Logout'. Below the header are 'Save' and 'Cancel' buttons. The main form area has a table with columns: Work Date, Shop Person, Time Type/Labor Class, Leave Code, Work Order/Phase, Action Taken, Hours, Start, and Stop. The table has two rows of input fields. Below the table is a text field for 'TIMECARD LINE ITEM DESCRIPTION'.

*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 – Direct
5. Work Order number
6. Phase number
7. Enter either a total number of hours
8. Optional - Add a description
9. Click **Add**

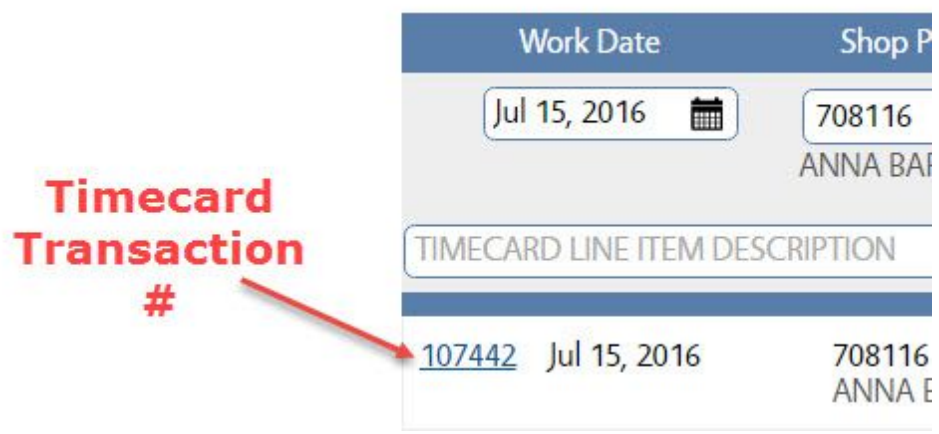


After Clicking **Add** the line will appear at the bottom section of the screen. Changes can be made here if needed.

- 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.

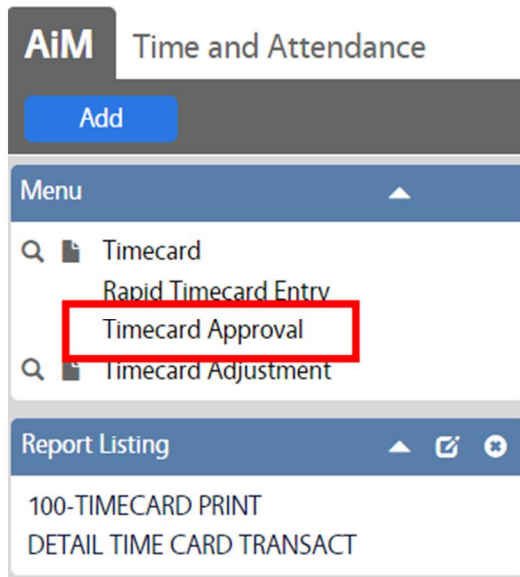
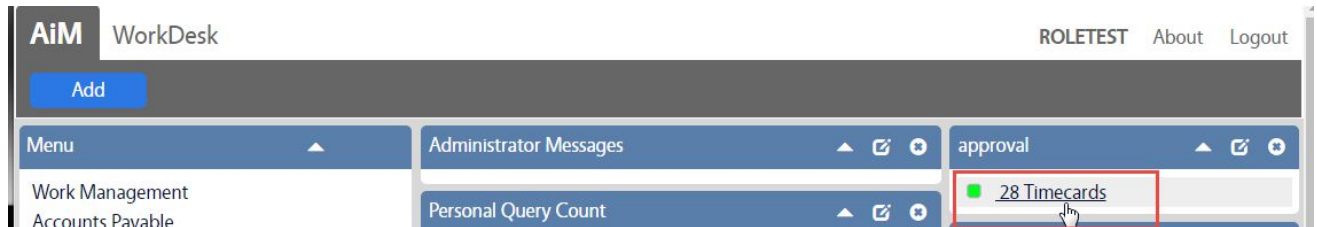
Click **Save** to Save all lines.



Timecard Approval

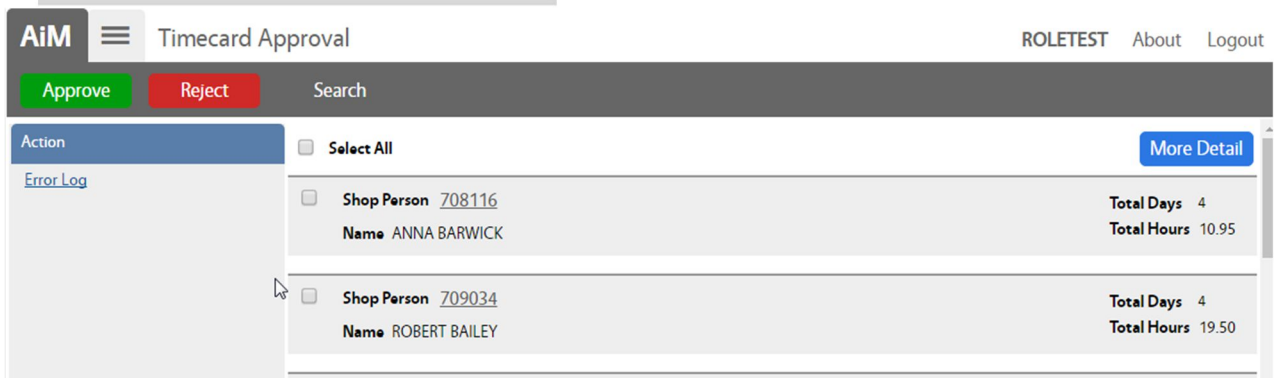
**If at all possible, changes should be made to Timecards prior to approval.
Supervisors will only see Timecards they have authority to approve.

On the WorkDesk, click on the Timecard Approval query.



OR

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



- 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 Select All Less Detail

[Error Log](#)

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

Work Date	Transaction	Description	Non-Leave Hours	Leave Hours	Total Hours
<input type="checkbox"/> Sep 10, 2015	62526		6.07	0.00	6.07
<input type="checkbox"/> Oct 13, 2015	62527		0.88	0.00	0.88
<input type="checkbox"/> Jul 12, 2016	62542		2.00	0.00	2.00
<input type="checkbox"/> Jul 19, 2016	62545		2.00	0.00	2.00

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

Work Date	Transaction	Description	Non-Leave Hours	Leave Hours	Total Hours
<input type="checkbox"/> Jul 16, 2015	62165		4.50	0.00	4.50
<input type="checkbox"/> Jul 17, 2015	62257		1.00	0.00	1.00
<input type="checkbox"/> 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 Select All Less Detail

[Error Log](#)

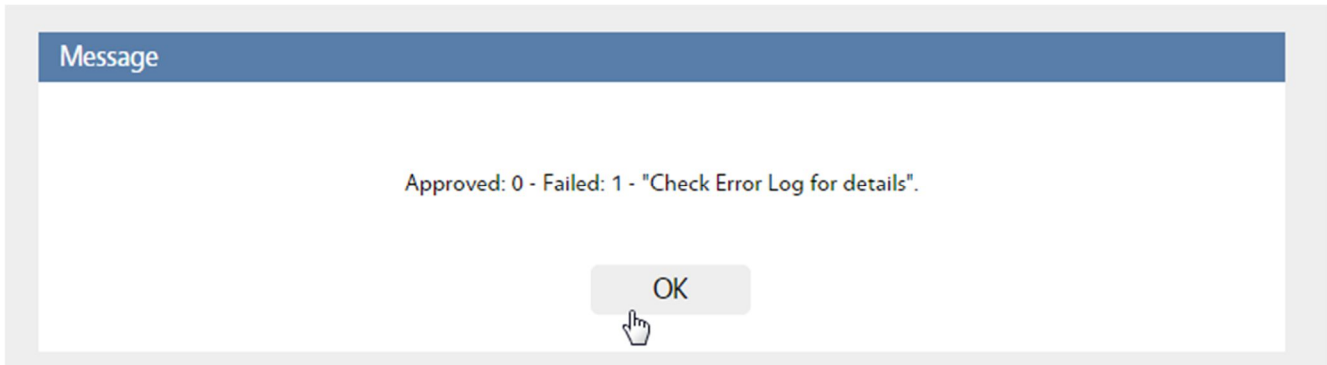
Shop Person 708116 **Total Days** 4
Name ANNA BARWICK **Total Hours** 10.95

Work Date	Transaction	Description	Non-Leave Hours	Leave Hours	Total Hours
<input checked="" type="checkbox"/> Sep 10, 2015	62526		6.07	0.00	6.07
<input checked="" type="checkbox"/> Oct 13, 2015	62527		0.88	0.00	0.88
<input type="checkbox"/> Jul 12, 2016	62542		2.00	0.00	2.00
<input type="checkbox"/> 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.



Click OK to return to the Approval list.

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.

Date	Work Order	Phase	Transaction	Item	Editor	Reason
Jul 19, 2016 02:49 PM	131130-042927	001	62165	1	ROLETTEST	[1006: Error Code: 1006 Validation error]
Jul 19, 2016 02:49 PM	131130-042927	001	62165	1	ROLETTEST	[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 ASSOCIATED TO THE CLUP

Timecard Transaction #

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.

Action	Transaction ↑	Shop Person	Last Name	First Name	Work Date	Entry Date	Status
Export	57171	790582	GALLEGOS	ANTONIO	May 08, 2015	May 08, 2015 04:21 PM	Rejected
View	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.

57171 Created By ANTONIO GALLEGOS On 05/08/2015 04:21 PM
Last Edited by ANNA BARWICK On 07/17/2015 08:13 AM

Shop Person	790582	Non-Leave Hours	7.00	Original Cost	\$164.22
	ANTONIO GALLEGOS	Leave Hours	0.00	Adjusted Cost	\$0.00
Work Date	May 08, 2015	Total Hours	7.00	Total Cost	\$164.22

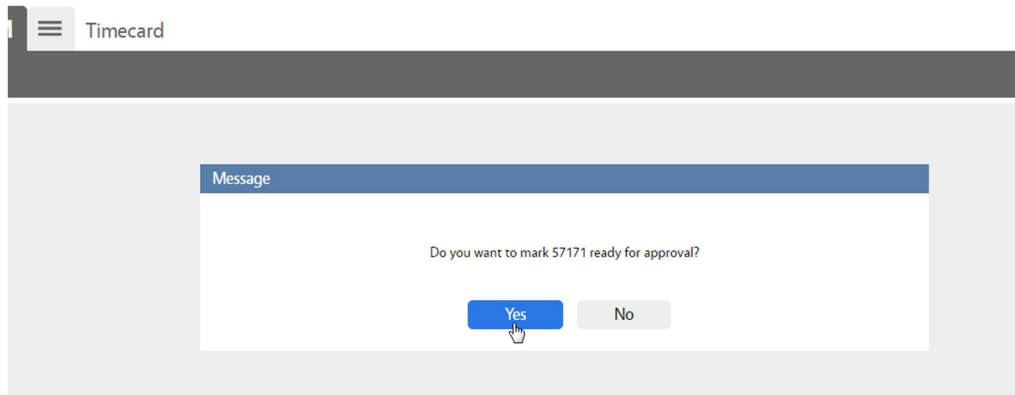
Line	Time Type	Labor Class	Description	Work Order	Phase	Leave Code	Hours	Line Total	Adj Line
1	STRAIGHT TIME	DIRECT		150504-149324	001		7.00	\$164.22	

- Click **Edit**

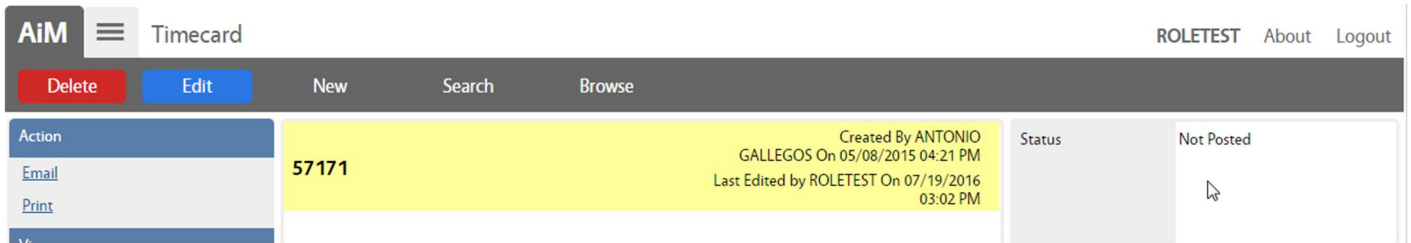
57171 Created By ANTONIO GALLEGOS On 05/08/2015 04:21 PM
Last Edited by ANNA BARWICK On 07/17/2015 08:13 AM

Shop Person	790582	Non-Leave Hours	7.00	Original Cost	\$164.22
	ANTONIO GALLEGOS	Leave Hours	0.00	Adjusted Cost	\$0.00

- Click **Save**



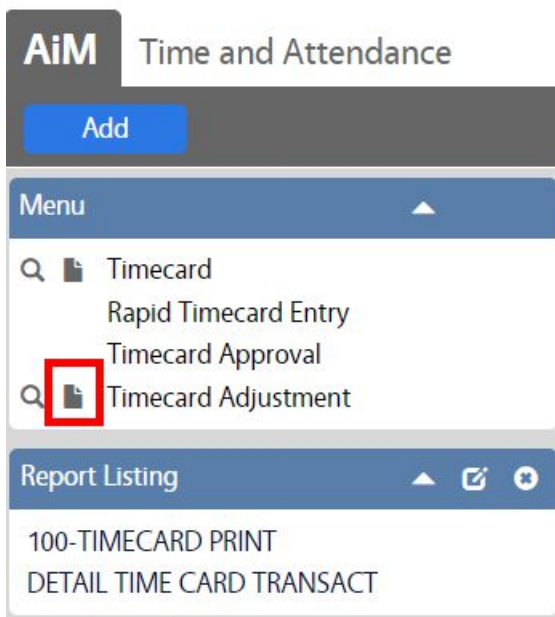
- Click YES



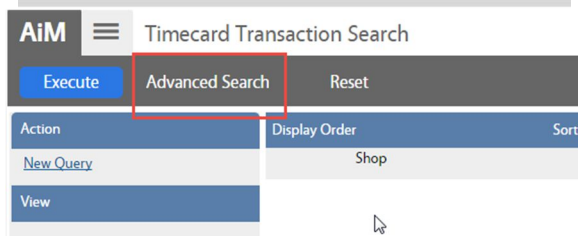
- The Status will change to Not Posted. The Timecard will now be available in the Timecard Approval list.

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.



- 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.



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

AiM Timecard - Eligible Transactions

Search

Action	Transaction ↓	Shop Pers
Export	62526	708116
View	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 Timecard Adjustment ROLETEST About Logout

Save Cancel

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

Notes Log 62542 Last Edited by ROLETEST On 07/19/2016 02:43 PM

Related Documents

Shop Person	708116	Non-Leave Hours	2.00	Original Cost	\$78.44
	ANNA BARWICK	Leave Hours	0.00	Adjusted Cost	\$0.00
Work Date	Jul 12, 2016	Total Hours	2.00	Total Cost	\$78.44

Line Items Remove Add

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 Timecard Adjustment Line Item ROLETEST About Logout

Done Add Cancel

View 1 Last Edited by ROLETEST On 07/19/2016 02:43 PM

Extra Description Status Posted

Timecard Adjustment History

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

- 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
:9.22	
Non-Leave Hours	1.00
Leave Hours	0.00
Total Hours	1.00

- Click **Done** to return to the Timecard Adjustment screen

AiM Timecard Adjustment ROLETEST About Logout

Save **Cancel**

View
Notes Log
Related Documents

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	Non-Leave Hours	1.00	Original Cost	\$78.44
	ANNA BARWICK	Leave Hours	0.00	Adjusted Cost	\$(39.22)
Work Date	Jul 12, 2016	Total Hours	1.00	Total Cost	\$39.22

Line Items **Remove** **Add**

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.