FMAX

Time Management

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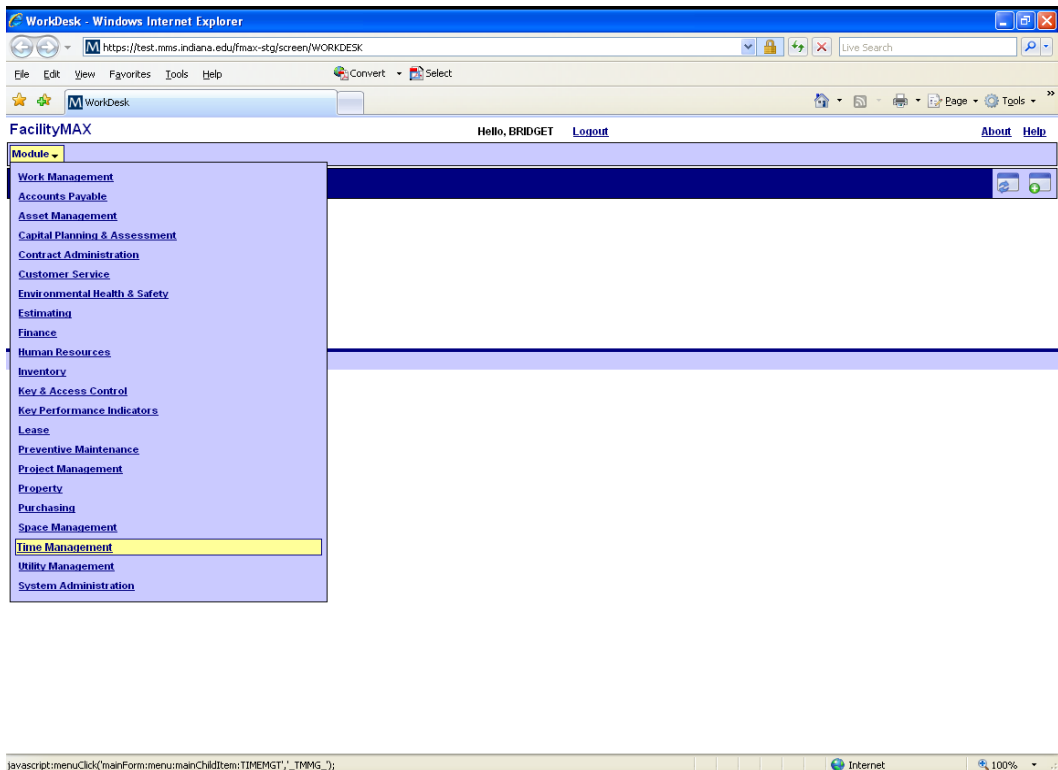scknapp@indiana.edu

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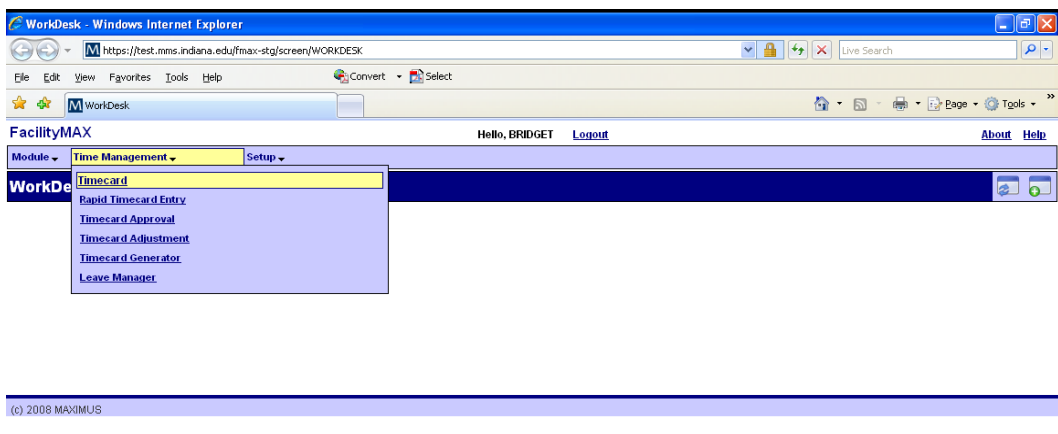blgentry@indiana.edu

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- Time Card Entry

- Rapid Time Card Entry

- Time Card Approval

- Time card Adjustment

Time Card Entry

To get to Time Card Entry in FMAX, choose Time Management from the Module Menu.

From the Time Management Menu, choose Time Card

Here is the time card entry screen, click on NEW the icon that looks like a blank sheet of paper.

Fill in the Employee ID and work date. If you need to look up the id, you can click on the zoom icon to the right of the Employee ID field. You can use the calendar to choose the date.

Click on the small green plus icon on the right side of your screen to add a line item.

Enter the number of hours, work order and phase. If you need another line, click on the green and white plus at the top of the page or use **SHIFT+ALT+N** if that is easier for you to get another detail line.

After you have completed each of the lines for this time card, click on the green done flag. Notice that your lines show up in the lower portion of the Time card. Click on Save to save the time card.
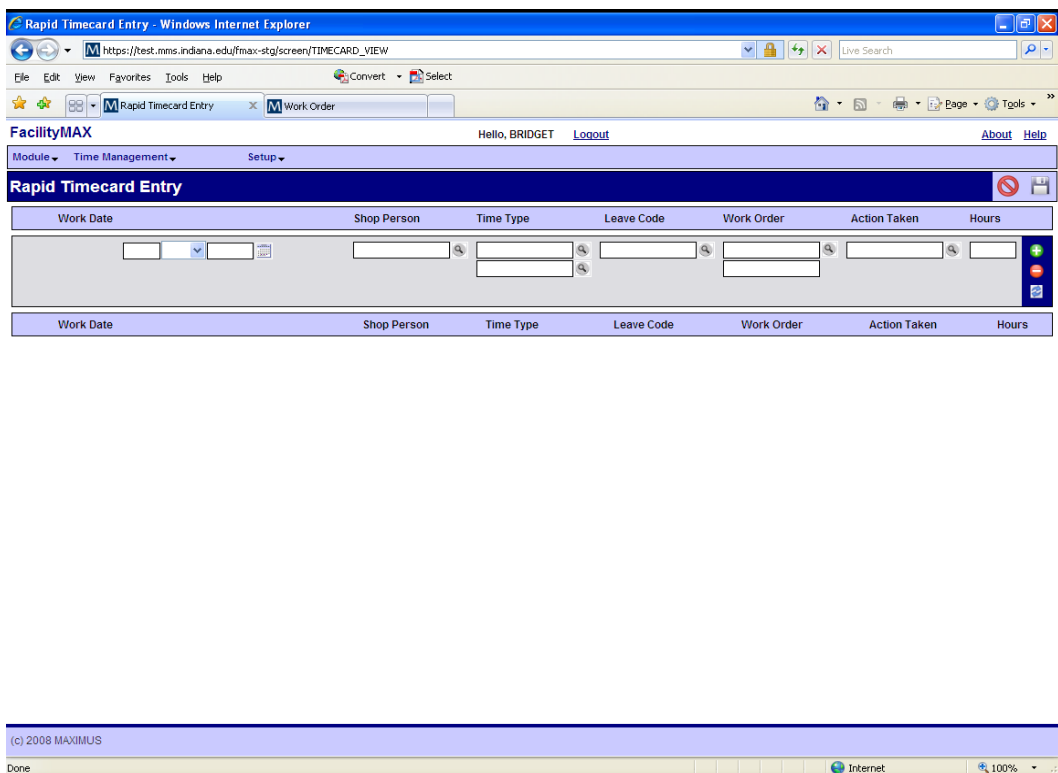
Rapid Time Entry

To Get to Rapid time Entry, you will still go to Time Management but this time you will click Rapid Time Card Entry on the Time Management menu
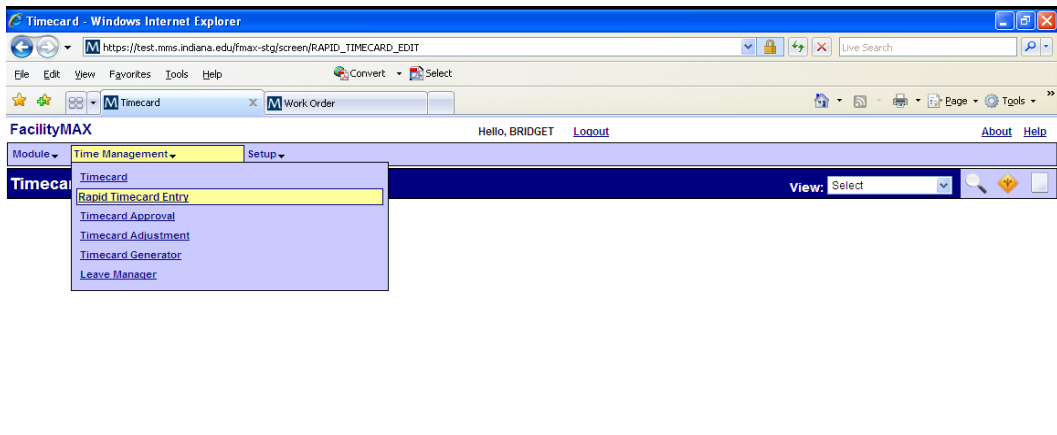
This is what the Rapid time card entry page will look like before you get started.

I'm starting this by entering the work date and Shop Person. Click on the zoom on the shop person to decode the name. The Time Type and Labor Class should default to make it easier for you. Put in the Work Order and phase, now add the number of hours and click on the green plus sign. If you have another line for this employee you can just change the work order and number of hours and click the green plus.

Now am adding another time card. All I am doing here is changing the user ID, clicking the zoom to decode the name, changing the work order and the phase then changing the number of hours. Click the green plus and you have a new time card.

Also notice that you have a reset and a minus button to the right. You can delete a line if you haven't saved it yet. To do that click on the box in front of the line and click the red minus. The reset just cleans off the entry line.

As you can see, we now have two lines with two different shop employee names. Click on Save.

You may see this error but it is ok to click on the Green Check mark in the top right corner. This just means that the phase was not assigned to this specific employee.

Notice that after you clicked on save, there are now 2 time card transaction numbers on the left side of the screen. The system makes a transaction number per employee per day. So if you have 5 entries for one employee it will still only be one time card.
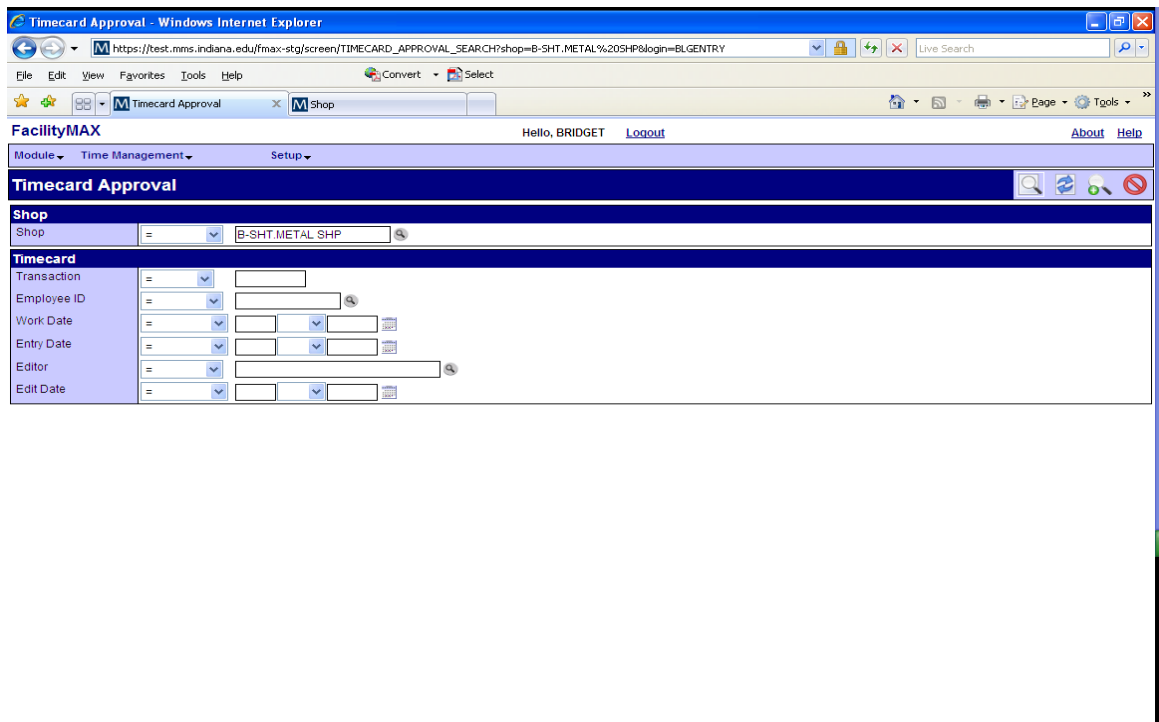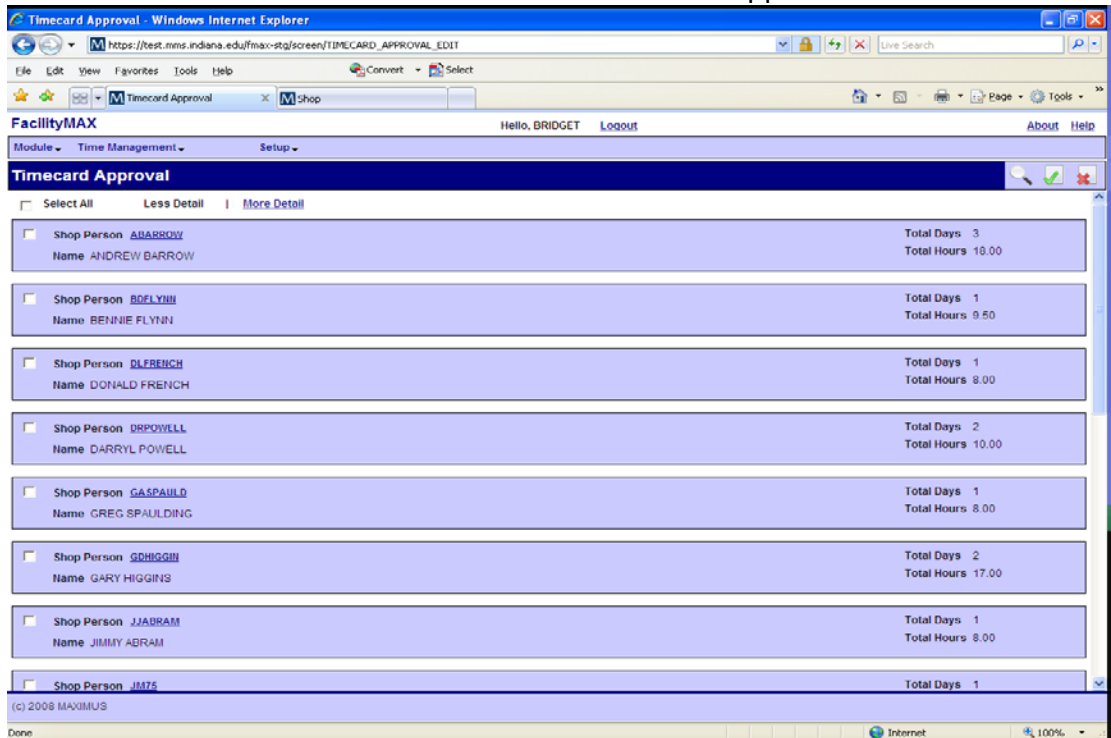
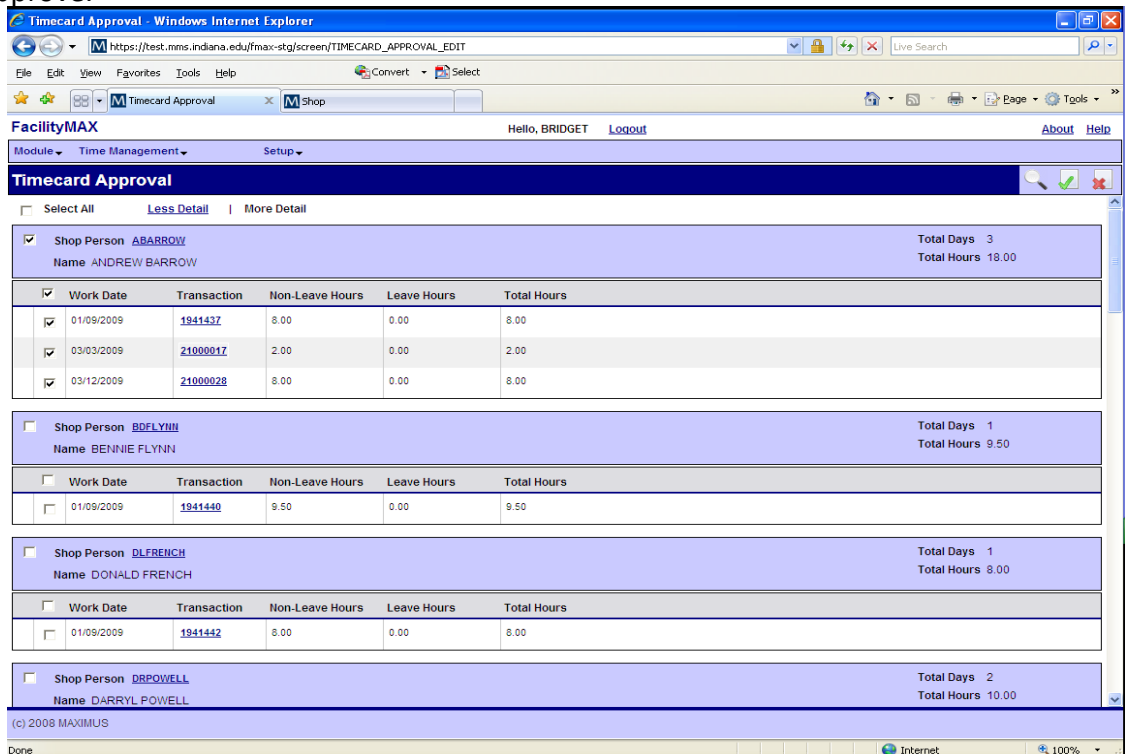# Time Card Approval

To Approve your time, choose Time Card Approval from the Time Management Menu
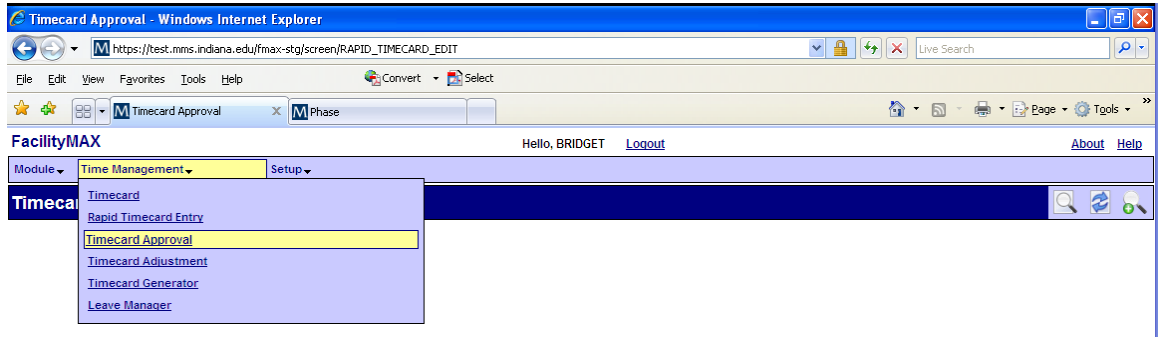
Search for your time tickets to approve. We will search by the Shop in this example.
I have entered B-SHT.METAL SHP in the shop (you can zoom on this field to make it easier) Click on the Execute Search icon in the upper right corner. (the magnifying glass)
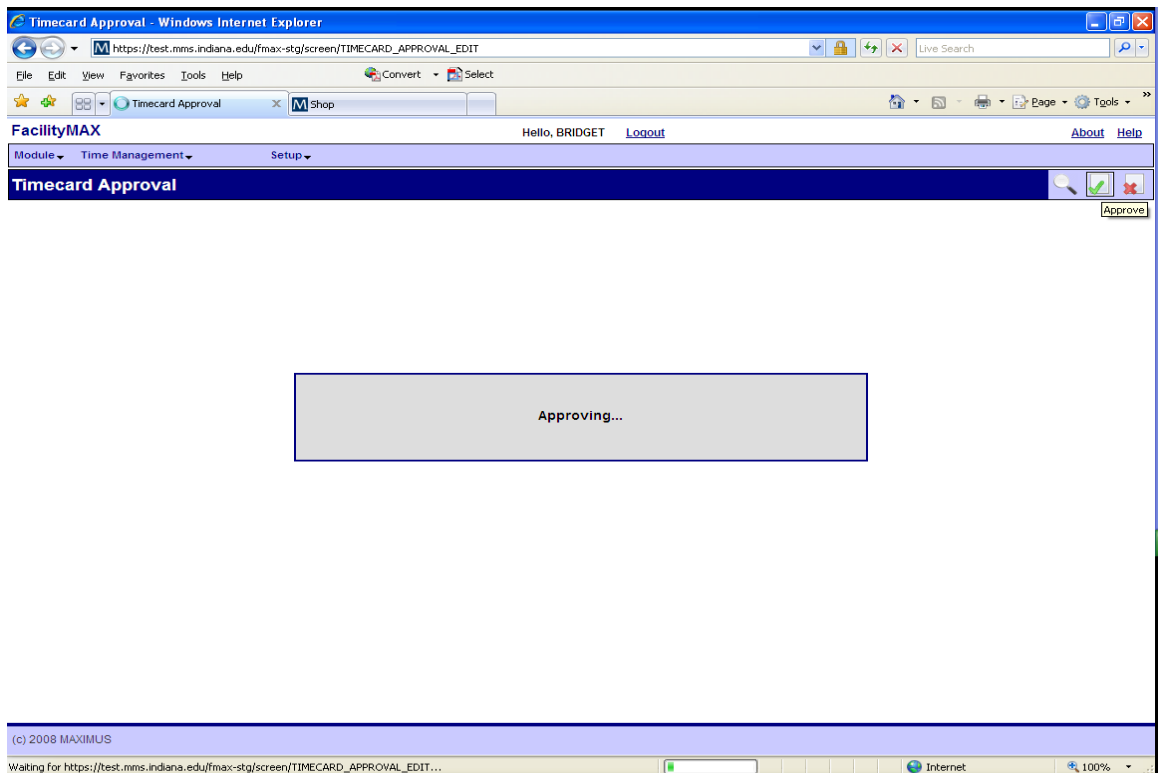
You should now see a list of Time cards that need to be approved.

You can click on More Detail to see the lines in each time card. You can approve all time cards by checking the box beside Select all, or you can approve by shop person. Click on the box beside the shop person id to do this. Now click on the paper with the green check mark to approve.

You will see a box that says Approving. Then you will notice that the time cards you approved have disappeared. If there is a problem with a time card, a small red flag will show up beside the time card.
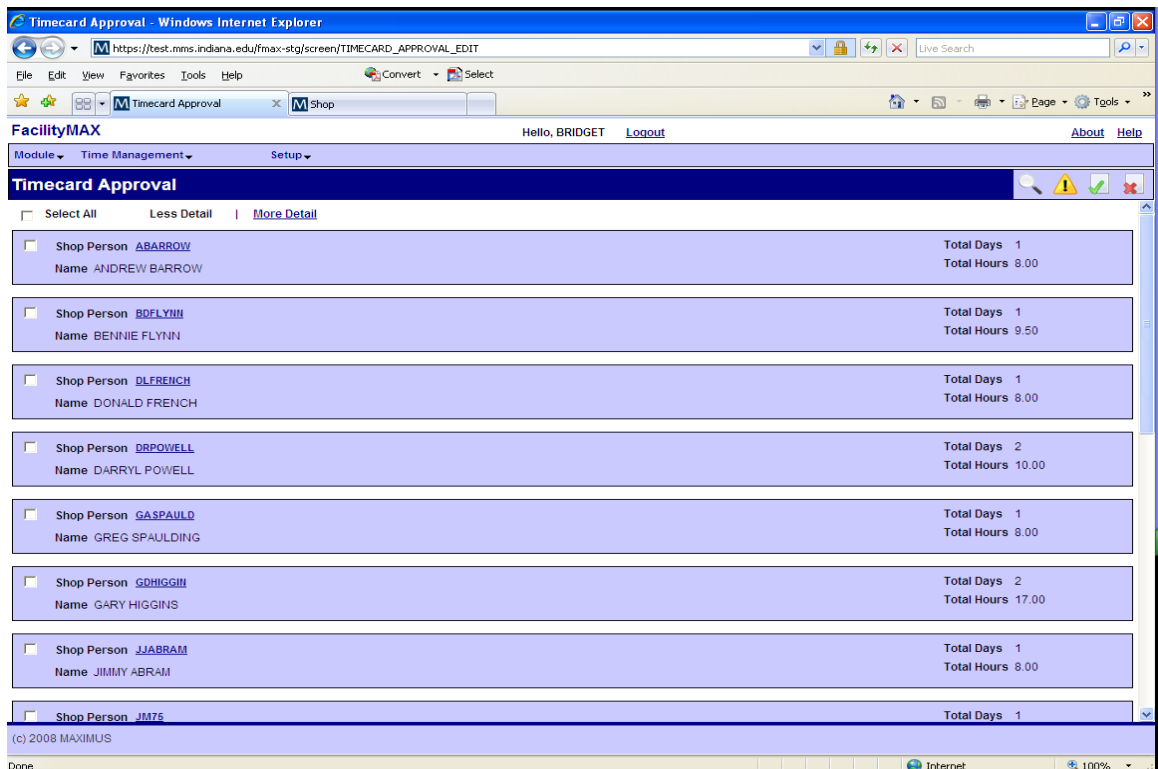
Time Card Adjustment

Now, lets make a time card adjustment. Choose Time card adjustment from the time management menu at the top of the page.
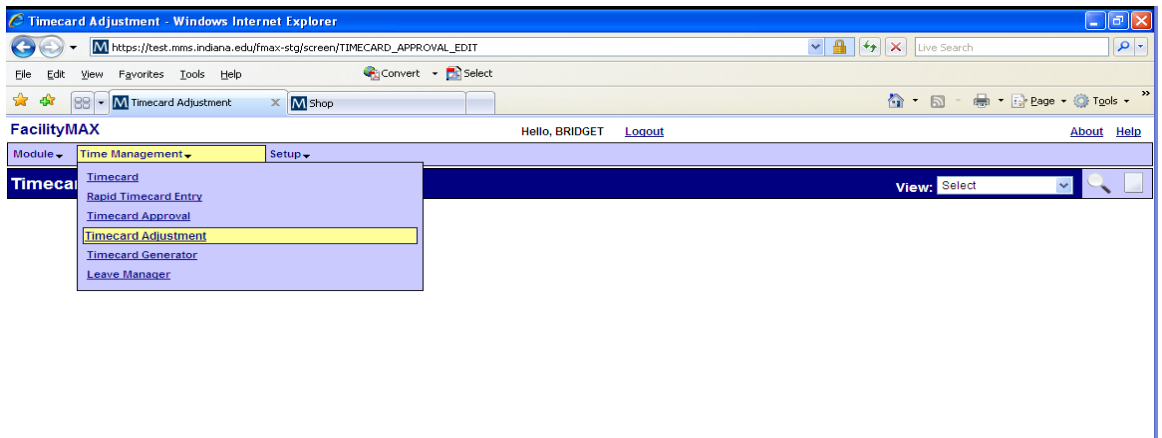
Enter the transaction number of the time card you need to adjust.
If you do not know the exact number, you can search for it by any of the other fields.
(Work date, employee id, created by...)
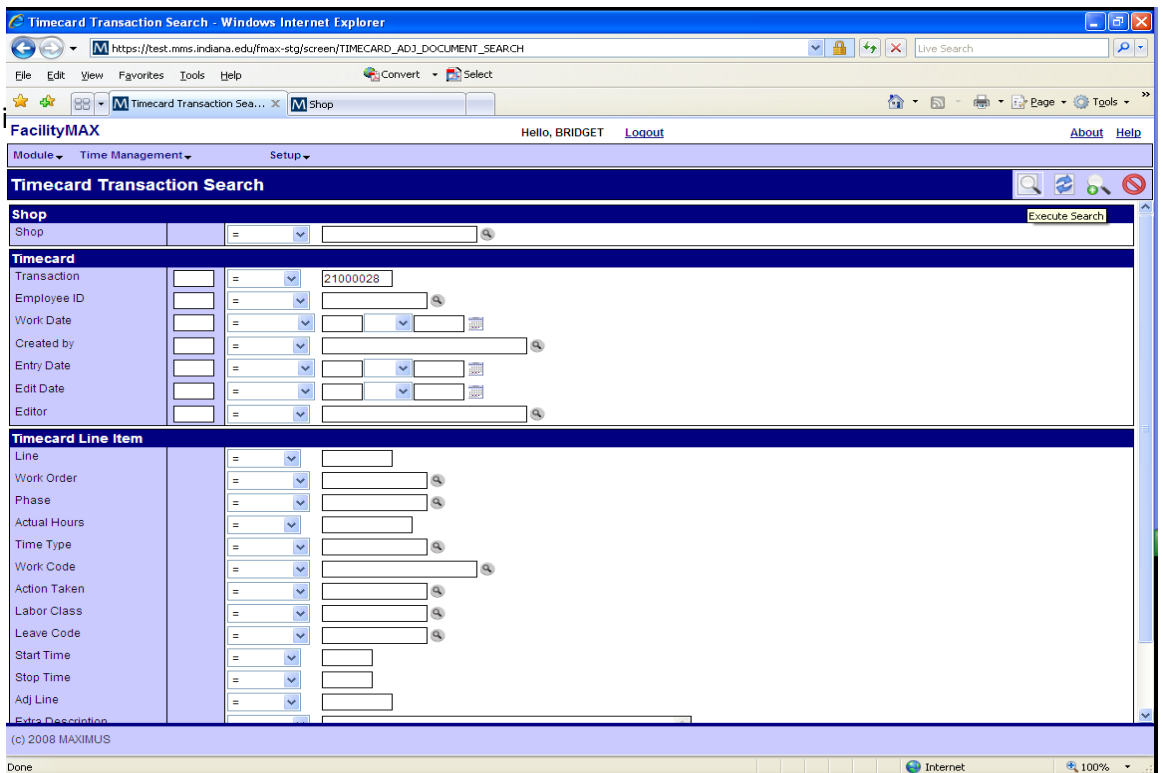
Here you will see the search results. Click on the time card transaction number.

Click on the number of the line item that needs to be adjusted.

Here, I am entering -2 into the adjustment field and then I am going to click on the green done flag. Below you will notice that a 3rd line was added to the time card lines.

After you have your adjustments made, click on save. You will notice below that the adjusted line, is now just below the original entry line.

You can also subtract a whole line by checking the box beside the line and clicking on the red minus or you can add additional time by clicking on the green plus sign and adding time.