

User guide Time & Effort Tracking

As members of the Construction staff you are required to enter 100% of your time into the system so that we can charge back the project. We advise that this entry be made at the end of each pay period. The only circumstance when entry is not necessary is if you are on vacation or out sick for the entire two weeks of the biweekly pay period. If you are out for only one of the weeks then you must still enter 100% of your time.

Breakdown of user groups

Currently, all the members of the construction unit that must enter time are divided into three groups. The reason for this division is in the way that they handle projects. The three groups are classified as:

Direct Group

Direct Admin Support Group

Hybrid Group

The Direct Group consists of the following staff:

Jose Arteaga Senior Project Manager	Kristine Colunga Senior Project Manager	Robert Griffith Director	Patricia Ruiz Senior Project Manager
Carlos Aspillaga Senior Project Manager	Paulo Costa Coordinator	Steve Hawkins Senior Project Manager	Cecilia Suarez Senior Secretary
Sylvia Berenguer Director	Alberto Delgado Senior Project Manager	Oscar Irigoyen Senior Project Manager	Martha Torres Senior Project Manager
Jose Calzadilla Engineer	Celi Ervesun Senior Project Manager	Daniel Paan Senior Project Manager	
Ivonne Carrasco Coordinator	Honoriou Filimon Senior Project Manager	Jose Rodriguez Director	

The Direct Group accounts for every minor or major project they work on and enter their times based on each project.

The Direct Admin Support Group consists of the following staff:

Denise Catlin Accountant	Caridad Monteagudo Sr. Fiscal Assistant	Maylin Rodriguez Clerk
Aracely Del Valle Secretary	Gilda Padilla-Obeso Office Manager	

The Direct Admin Support Group typically deals with the clerical side of processing each minor or major project. Since the members of this group may handle hundreds of projects, it was determined that accounting for each project would be quite time consuming. So it was decided that a generic project number would be created that would encompass all the clerical work that is performed on projects. The project number is 080002 with description MINOR PROJECTS GENERAL ADMINISTRATION. The members of this group are responsible for entering a one line entry in the system at the end of each bi-weekly period that lists the above project number and 100% time spent.

The Hybrid Group consists of the following member:

Ben Habte Internal Auditor	
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The Hybrid Group has characteristics of the Direct Admin group but also perform specialized tasks of reviewing contracts and selecting architects for certain major/minor projects. Members of this group also might work on contract reviews of various projects one week and general administration the other week. As with the other groups, this group must account for 100% of their time. A generic project number 080001 with description MINOR PROJECT SELECTIONS AND CONTRACTS was created.

Instructions on entering time.

- 1) Log into our facilities website and click on FMD intranet at the bottom or go to the following link.

<http://facilities.fiu.edu/Construction/cms.htm>

- 2) Click on the Time & Effort Tracking.
- 3) Login using the same username and password you use when you first log into the computer.

Login To Time & Effort

Login To Timesheet

Login:

Password:

- 4) Next, you will see a page that displays previous entries made.

Time & Effort Data Review Page

PLEASE MAKE SURE YOUR TIME SPENT % COLUMN ADDS UP TO 100% FOR EACH PAY PERIOD

Sort By Pay Period: All

1

Display 50 record(s) | Export [Choose a Format]

Edit	Delete	△ BT# ▾	BTDescription	△ FM# ▾	△ FMDescription ▾	△ Dates ▾	△ Time Spent % ▾
		--Select--		80001	MINOR PROJECT SELECTIONS & CONTRACTS	8/8/08 - 8/21/08	100
		--Select--		80001	MINOR PROJECT SELECTIONS & CONTRACTS	7/25/08 - 8/7/08	100
		--Select--		80001	MINOR PROJECT SELECTIONS & CONTRACTS	7/11/08 - 7/24/08	100
		--Select--		80001	MINOR PROJECT SELECTIONS & CONTRACTS	6/27/08 - 7/10/08	100

1

- 5) Click on the new entry button at bottom.



- 6) Next you will see the screen to make a new entry.

Time & Effort

Instructions:
4 EASY STEPS

- 1) Select Name from list (This will populate your rate below)
- 2) Select either a BT or FM Number that you are working on (This will automatically populate the description & fund source fields)
- 3) Select a pay period worked.
- 4) Enter a percentage of time worked on the project during the pay period.

After you hit ADD you will be directed to the screen to review the entry.

Add Time	
1) Select Your Name	<input type="text" value="-"/>
2) BTNumber	<input type="text" value="-"/>
2) FMNumber	<input type="text" value="-"/>
BT_Description	<input type="text" value="-Select-"/>
FM_Description	<input type="text" value="-Select-"/>
BT_Fund_Source	<input type="text" value="-Select-"/>
FM_Fund_Source	<input type="text" value="-Select-"/>
Parent Project	<input type="text" value="-Select-"/>
3) Pay Period Worked	<input type="text" value="- Select -"/>
4) Time Spent %	<input type="text"/>
Rate	<input type="text" value="-Select-"/>
<input type="button" value="Back"/> <input type="button" value="Add"/> <input type="button" value="Reset"/>	

- 7) Follow the instructions on the screen and select information from the following: **1), 2), 3), 4)** .
On option **2)** if you are a member of the Direct Admin Group your group will **ONLY** select the following FM Number field.

80002 Minor Project Selections and Contracts.

2) FMNumber	<input type="text" value="80002"/>
BT_Description	<input type="text" value="-Select-"/>
FM_Description	<input type="text" value="MINOR PROJECTS GENERAL ADMINISTRATION"/>

If you are a member of the Hybrid Group you will select the above and the following
80001 Minor Project Selections and Contracts.

2) FMNumber	<input type="text" value="80001"/>
BT_Description	<input type="text" value="-Select-"/>
FM_Description	<input type="text" value="MINOR PROJECT SELECTIONS & CONTRACTS"/>

If you are in the Direct Group then you will just select the FM or BT number and enter your time.

- 8) When you are finished hit the ADD button and you will be returned to the screen to review your entry.