### 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	Kristine Colunga	Robert Griffith	Patricia Ruiz
Senior Project Manager	Senior Project Manager	Director	Senior Project Manager
Carlos Aspillaga	Paulo Costa	Steve Hawkinss	Cecilia Suarez
Senior Project Manager	Coordinator	Senior Project Manager	Senior Secretary
Sylvia Berenguer	Alberto Delgado	Oscar Irigoyen	Martha Torres
Director	Senior Project Manager	Senior Project Manager	Senior Project Manager
Jose Calzadilla	Celi Ervesun	Daniel Paan	
Engineer	Senior Project Manager	Senior Project Manager	
Ivonne Carrasco	Honoriou Filimon	Jose Rodriguez	
Coordinator	Senior Project Manager	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	Caridad Monteagudo	Maylin Rodriguez
Accountant	Sr. Fiscal Assistant	Clerk
Aracely Del Valle	Gilda Padilla-Obeso	
Secretary	Office Manager	
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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	

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**



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



5) Click on the new entry button at bottom.



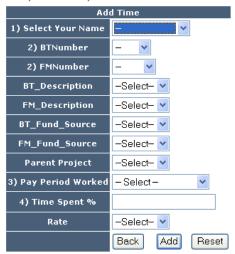
6) Next you will see the screen to make a new entry.

## **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.



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.



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