



Los Angeles Unified School District

Work Force Manager

Assignment and Time Reporting Guide



CONTENTS

<i>DEFINITION.....</i>	3
<i>LOGIN</i>	3
<i>ASSIGNMENT VIEW</i>	4
<i>ASSIGNING WORK ORDER(S) TO AN EMPLOYEE(S) ROUTE.....</i>	4
<i>STEP 1: CONFIRM EMPLOYEE(S) LIST AND WORK DATE</i>	4
<i>STEP 2: IDENTIFY WORK ORDER(S) FOR ASSIGNMENT.....</i>	6
<i>STEP 3: ASSIGN WORK ORDER(S)</i>	15
<i>CHECK-IN/CHECK-OUT</i>	21
<i>TIME REPORTING AND APPROVING</i>	23



DEFINITION

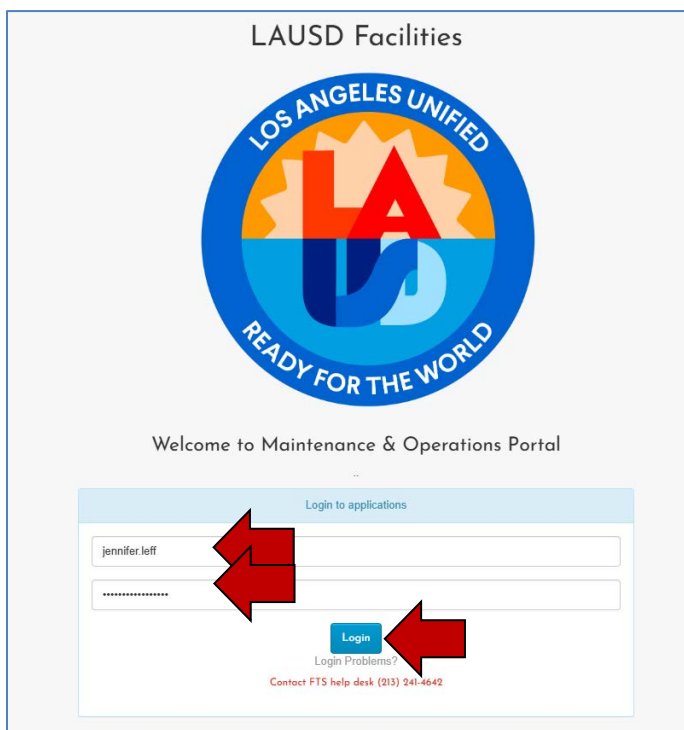
Work Force Manager introduced: The Workforce Manager Application enables users to assign, track, and manage work assignments and report time. You can either use the desktop or mobile version of the application to perform these functions.

Note: Please access the Workforce Manager application through the **Google Chrome**  browser.

LOGIN

To login to Workforce Manager Application, please go to <http://facapps.lausd.net/moapps/wfm/#/rs>

Enter your **Single sign-on** username and password and click on the **Login** button.





ASSIGNMENT VIEW

When you first log in, you will be taken to the Assignment view of the application. The page is designed to display all employees in the selected Person Group/Employee on the left pane and the Work Orders available for assignment in the right pane.

The screenshot displays the 'Work Force Manager' interface. On the left, there's a sidebar with a search bar and a list of employees. The main area is divided into two panes. The left pane shows a table of employees with columns: Work Order, School, RG, and OT. The right pane shows a table of work orders with columns: Work Order, Description, School, Status, Pyl, and Age. The interface includes various filters and a 'GO TO ACTUALS' button.

ASSIGNING WORK ORDER(S) TO AN EMPLOYEE(S) ROUTE

STEP 1: CONFIRM EMPLOYEE(S) LIST AND WORK DATE

In the employee list pane, the application automatically defaults to the logged-in user's Person Group and current day. If your labor record assigns you to the C1-EA Person Group (Area C1 Electrical Department) the application will default to C1-EA and display all employees sharing that same person group listed.

- To change the Person Group, click the "X" next to the current value to clear it, then enter and select a different Person Group.
- To change the date, use the left and right arrows to navigate between days, or click directly on the date to select a new one.

This screenshot shows the 'Work Force Manager' interface with red arrows highlighting the search bar and the date field. The search bar has a dropdown menu with 'T-PC' selected. The date field shows '11/09/2025'. The employee list on the left is partially visible.



If you only want to see a particular employee or employee's route sheet, you have two options:

Option 1: Click on either the Craft or Employee dropdown. The application will refresh and display the selected craft or the selected employee's route.

The screenshot shows the 'Work Force Manager' interface. At the top, there is a search bar with 'T-PC' and 'Person Group / Employee' selected. Below this, there are two dropdown menus labeled 'Craft' and 'Employee'. Red arrows point to these dropdowns. Below the dropdowns, there is a table with columns: Work Order, School, RG, OT, and a final column with icons. The table contains two rows of data:

Work Order	School	RG	OT	
Baker, Jerry 783761		0:00	0:00	
Blackmon, Dwyna 708342		0:00	0:00	

Option 2: Type in employee name or employee number in the search field and press the enter key. Names will appear that match the criteria. Click on the appropriate name to select the employee.

The screenshot shows the 'Work Force Manager' interface. The search bar contains '1195259'. A dropdown menu is open, showing '1195259-Jennifer Leff'. Red arrows point to the search bar and the dropdown menu. Below the dropdown, there is a table with columns: Work Order, School, RG, OT, and a final column with icons. The table is currently empty.

The screenshot shows the 'Work Force Manager' interface. The search bar contains '1195259-Jennifer-Leff'. A dropdown menu is open, showing 'Leff, Jennifer'. Red arrows point to the search bar and the dropdown menu. Below the dropdown, there is a table with columns: Work Order, School, RG, OT, and a final column with icons. The table contains one row of data:

Work Order	School	RG	OT	
Leff, Jennifer		0:00	0:00	



The employee list displays the name and employee number. If you want additional details about the employee, click on the employee's name.

The screenshot shows the 'Work Force Manager' interface. On the left, a list of employees is displayed, with 'Leff, Jennifer' highlighted. A red arrow points to this name. On the right, a modal window displays detailed information for the selected employee:

Labor Code:	1195259	Jennifer Leff
Cost Center:	0001064001	Fac Maint & Oper-CO
Classification:	5073	Admin Analyst
Area/Office:	CENTRAL	Shift: A7_330
Work Phone:		Cell Phone:

A 'CLOSE' button is located at the bottom right of the modal.

STEP 2: IDENTIFY WORK ORDER(S) FOR ASSIGNMENT

Option 1: Search by Query

In the Work Order list pane (right pane), the application automatically defaults to the login users' Maximo Work Order Tracking default query.

The screenshot shows the 'Work Orders' tab in the application. A red arrow points to the search query dropdown, which is set to 'All Open M&O IT (T-PC) Work Orders'. Below the search bar is a table of work orders:

WONUM	Description	School	Status	Pri.	Age
36594893	work force device for new maintenance worker, Alfredo Alejandro EN#787850	SCH SERV - M&O C3 0001048101	APPR	3	932
37991398	wifi wont let me connect to WFMM	BERTRAND EL 0001243801	WAPPR	3	524
39415850	wfm phone screen cracked	SCHOOL SERV-M&O C2 0001048901	COMP	3	42



You may change your query by clicking on the query drop down arrow.

Work Orders | Non-Productive | Overhead | GO TO ACTUALS >

WO#Q All Open M&O IT (T-PC) Work Orders Person Gro Craft CPM# SEARCH CLEAR

Personal Queries

- All approved service calls in person group S2-EA
- All Open OEHS Work Orders
- J.Leff_Default

Public Queries

- All M&O IT (T-PC) Work Orders
- All Open M&O IT (T-PC) Work Orders**
- COVID 19 - OPERATIONS SUPPORT

WO#	Person	Craft	CPM#	School	Status	Pri.	Age
365				SCH SERV - M&O C3 0001048101	APPR	3	932
379				BERTRAND EL 0001243801	WAPPR	3	524

Option 2: Search by Individual Work Order Number

If you know the work order number, you can perform a Quick Search for a specific work order by clicking on the WO# button then typing the work order number.

Work Orders | Non-Productive | Overhead | GO TO ACTUALS >

WO#Q |WOnum All Open M&O IT (T-PC) Work Orders Person Gro Craft CPM#

WO#	Description	School	Status	Pri.	Age
36594893	work force device for new maintenance worker, Alfredo Alejandro EN#787850	SCH SERV - M&O C3 0001048101	APPR	3	932
37991398	wifi wont let me connect to WFMM	BERTRAND EL 0001243801	WAPPR	3	524

Work Orders | Non-Productive | Overhead | GO TO ACTUALS >

WO#Q 36804922 All Open M&O IT (T-PC) Work Orders Person Gro Craft CPM#

WO#	Description	School	Status	Pri.	Age
36804922	provide access to Maximo and Work Force to Mr. Gustavo Martinez EMP# 1187324	FAC MAINT & OPER-CO 0001064001	COMP	3	876

To clear the Quick Search and return to searching through a query, click on the X button.

Work Orders | Non-Productive | Overhead | GO TO ACTUALS >

WO#Q 36804922 X All Open M&O IT (T-PC) Work Orders Person Gro Craft CPM#

WO#	Description	School	Status	Pri.	Age
36804922	provide access to Maximo and Work Force to Mr. Gustavo Martinez EMP# 1187324	FAC MAINT & OPER-CO 0001064001	COMP	3	876



Option 3: Search by Standing Non-Productive/Overhead

You also have the option to search for **Non-Productive** or **Overhead** work orders for your assigned Area by clicking on the appropriate tabs.

Work Orders	Non-Productive	Overhead	GO TO ACTUALS >		
Wonum	Description	School	Status		
+ 27030028	ANALYSIS UNIT - ACT OF VIOLENCE (MS)	FAC MAINT & OPER-CO 0001064001	INPRG		
+ 26832012	ANALYSIS UNIT - ANNUAL PHYSICAL (MSAP)	FAC MAINT & OPER-CO 0001064001	INPRG		
- 26832612	ANALYSIS UNIT - ASBESTOS \ HEARING MEDICAL EXAM	FAC MAINT & OPER-CO 0001064001	INPRG		

Sorting: To sort a result set, simply click on the up/down arrows on each of the column header names.

Wonum	Description	School	Status	Pri.	Age
1047085	Change the Maximo and SYSADM Password	KPMG 0001052601	COMP	4	7183
+ 30183098	Project: Failure -> Cause -> Remedy in Maximo	FAC MAINT & OPER-CO 0001064001	INPRG	0	2120
+ 30183122	Project: Track Work Orders down to building level	FAC MAINT & OPER-CO 0001064001	INPRG	0	2120

Filtering: You may filter by Person Group, Craft, or any value in each of the columns. Simply type in the filter value and press your Enter key or click on the Search button.

Work Orders	Non-Productive	Overhead	GO TO ACTUALS >		
WO#Q	All Open M&O IT (T-PC) Work Orders	Person Gro	Craft	SEARCH	
Wonum	Description	School	Status	Pri.	Age
	replace				



School Grouping: If you want to group a set of school-related orders, you can click on the lock icon.

Work Orders

Non-Productive

Overhead

GO TO ACTUALS >

WO#

All Open M&O IT (T-PC) Work Orders

Person Gro

Craft

CPM#

SEARCH

CLEAR

	Wonum	Description	School	Status	Pri.	Age
		replace				
+	36248540	REPLACE LOST OR DAMAGED WFM DEVICES	 SCH SERV - M&O C3 0001048101	APPR		3 1022
+	36293653	Replace broken device for Fernando Almanza Emp#727835	 FAC MAINT & OPER-CO 0001064001	APPR		3 1014

Work Order Details: To see the work order details, click on the work order short description.

Work Orders

Non-Productive

Overhead

GO TO ACTUALS >

WO#

All Open M&O IT (T-PC) Work Orders

Person Gro

Craft

CPM#

SEARCH

CLEAR

	Wonum	Description	School	Status	Pri.	Age
		replace				
+	36248540	REPLACE LOST OR DAMAGED WFM DEVICES	 SCH SERV - M&O C3 0001048101	APPR	3	1022
+	36293653	Replace broken device for Fernando Almanza Emp#727835	 FAC MAINT & OPER-CO 0001064001	APPR	3	1014



The Work Order Details window displays key information about the selected work order and allows you to make updates. From this window, you can change the status, update the Job Type (if no actuals have been reported), modify the priority, tracking code, and category/route, and reassign the work order to a Site-Based Maintenance Worker.

After making any changes, click Save to apply your updates.

The screenshot shows the 'Work Order Details' window. At the top, the 'Work Order#' is 36248540 and the 'Status' is 'APPR'. The 'Description' is 'REPLACE LOST OR DAMAGED WFM DEVICES'. Below this is a 'Details' section with fields for 'Cost Center' (0001048101), 'Location' (S-13913), 'Requestor' (JOSE A FRIAS), 'School Ph' (213 745-1400), 'Cafe Ph', 'Job Type' (77 - M&O Applications Support), 'Priority' (3), 'Tracking Code', 'Category' (MAX), 'MAX-11 - Workforce Manage', 'T-PC', 'Site Based' (checkbox), 'Failure Code', 'Cause', 'Problem', and 'Remedy'. At the bottom, there are sections for 'Assignments' and 'Work Log', and a 'Total Reported Hours: 0.00'. A blue 'SAVE' button is located at the bottom right. Red arrows point to the 'Status' dropdown, 'Job Type' dropdown, 'Priority' dropdown, 'Tracking Code' dropdown, 'Category' dropdown, 'Failure Code' dropdown, 'Cause' dropdown, and the 'SAVE' button.



Work Order Details – Assignments: To see a work order’s date, status, and assigned personnel, click on the Assignments tab.

Work Order#: 36248540

Status: APPR

Description: REPLACE LOST OR DAMAGED WFM DEVICES

Details

Assignments

Laborcode	Name	Date	Status
1124170	Dean, Charles	10/06/2018	ASSIGNED
571104	Aguilar, Fernando	01/09/2018	COMPLETED
1105823	Mabie, Janice	01/09/2018	COMPLETED
571104	Aguilar, Fernando	10/03/2018	COMPLETED

10 25 50 100

Actuals

Work Log

Photos

Total Reported Hours: 15.00



Work Order Details – Actuals: To view any labor transactions (Actuals) that correspond to the work order, click on the **Actuals** tab. The Total Reported Hours are also listed on the bottom left of the window.

Work Order#: 36248540

Status: APPR

Description: REPLACE LOST OR DAMAGED WFM DEVICES

Details

Assignments

Actuals

Work Log

Photos

Laborcode	Name	Date	Rg Hours	OT Hours	Miles
1126615	Garcia, Nick	07/23/2018	0.5	0	0
1105823	Mabie, Janice	01/09/2018	3.5	0	0
571104	Aguilar, Fernando	10/03/2018	2.5	0	0
571104	Aguilar, Fernando	01/09/2018	4	0	0

« 1 2 »

10 25 50 100

Total Reported Hours: 15.00



Work Order Details – Work/Comment Log: To view the work/comment logs related to the work order, click on the **Work Log** tab.

Work Order#: 36248540

Status: APPR

Description: REPLACE LOST OR DAMAGED WFM DEVICES

Details

Assignments

Actuals

Work Log

Description	Modifyby	Modifydate
Need lift	NICHOLAS.GARCIA1	2018-07-23 10:21 am

10

25

50

100

Photos

Total Reported Hours: 15.00



Work Order Details – Photos/Attachments: To view attachments associated with the work order, select the **Photos** tab.

Work Order#: 36248540 Status: APPR

Description: REPLACE LOST OR DAMAGED WFM DEVICES

Details

Assignments

Actuals

Work Log

Photos



Total Reported Hours: 15.00

Tip: Icons to the right of the work order number will inform you if the work order contains an assignment, attachment, and/or work log.

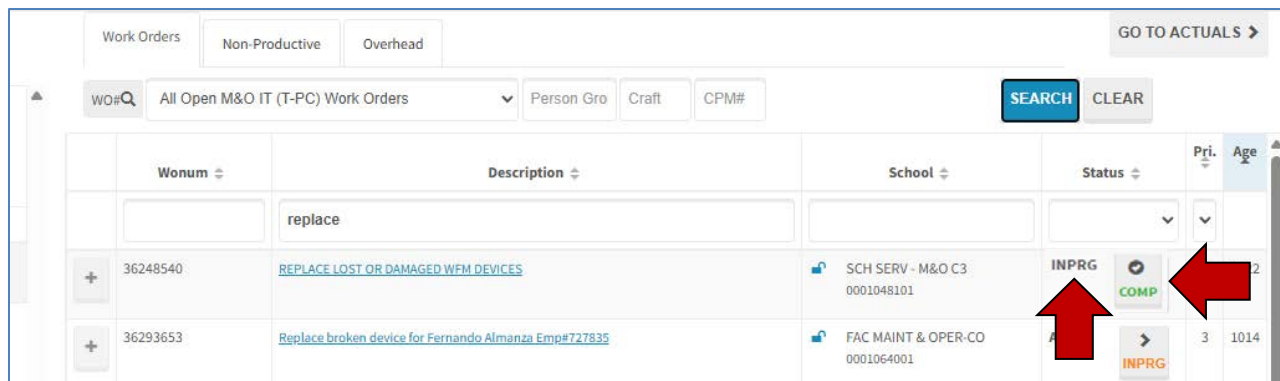
	Wonum	Description	School	Status	Pri.	Age
+	36248540	REPLACE LOST OR DAMAGED WFM DEVICES	SCH SERV - M&O C3 0001048101	APPR	3	1030

Status Change: You have two ways to change work order statuses.

Option 1: From the assignment view: In the status column, the current status is written in black. To see the next sequence status, click in the button to the right (**Next Sequence Status Button**).



For example, the screenshot below shows that the current status is INPRG (In Progress) and the next sequence status is COMP (Complete).

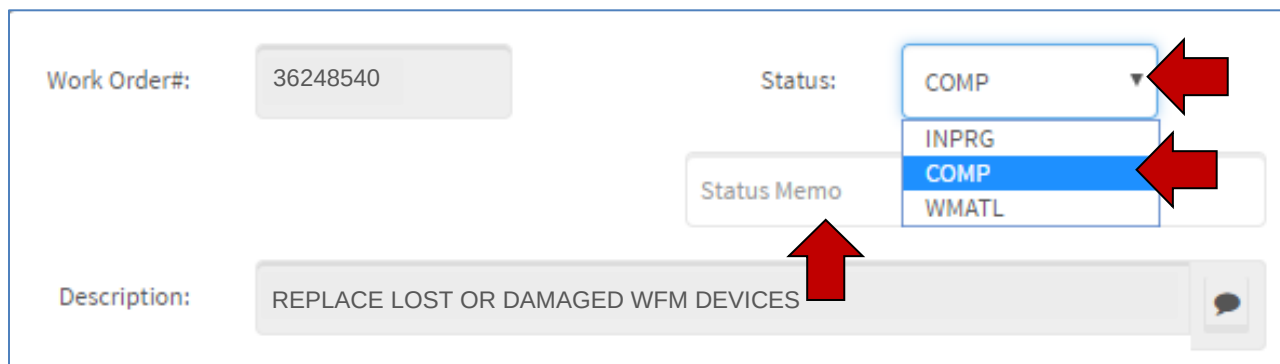


The screenshot shows a table of work orders. The 'Status' column for the selected work order (36248540) is highlighted, showing a dropdown menu with 'INPRG' and 'COMP' options. Red arrows point to these options.

WONum	Description	School	Status	Pri.	Age
36248540	replace REPLACE LOST OR DAMAGED WFM DEVICES	SCH SERV - M&O C3 0001048101	INPRG COMP	2	
36293653	Replace broken device for Fernando Almanza Emp#727835	FAC MAINT & OPER-CO 0001064001	INPRG	3	1014

Option 2: From the Work Order Details window: Open the **Work Order Details** window and select the desired status from the **Status** dropdown menu.

Note: The Status Memo field is available only in the work order details window.



The screenshot shows the 'Work Order Details' window. The 'Status' dropdown menu is open, showing options: 'COMP', 'INPRG', 'COMP', and 'WMATL'. Red arrows point to these options. The 'Status Memo' field is also visible.

Work Order#: 36248540

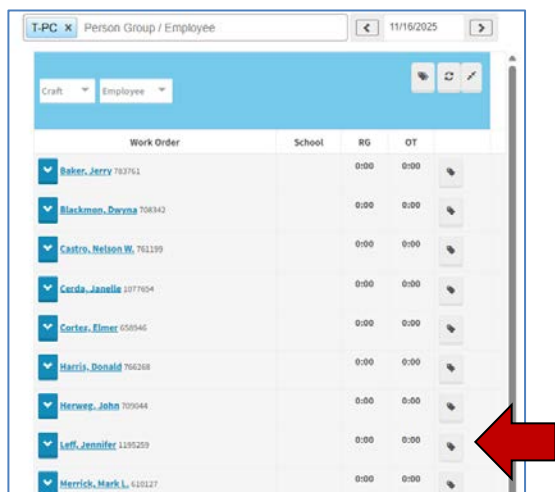
Status: COMP
INPRG
COMP
WMATL

Status Memo

Description: REPLACE LOST OR DAMAGED WFM DEVICES

STEP 3: ASSIGN WORK ORDER(S)

To assign work orders, you must first tag the employee to whom you wish to assign work orders. Then, click on the  icon on the employee's row.



The screenshot shows a list of employees. The 'tag icon' (a small icon with a plus sign) is highlighted on the row for 'Herrick, Mark L.' with a red arrow.

Work Order	School	RG	OT
Baker, Jerry 782761		0:00	0:00
Blackmon, Danna 708342		0:00	0:00
Castro, Nelson W. 761139		0:00	0:00
Cerde, Janelle 1077604		0:00	0:00
Cortez, Elmer 650546		0:00	0:00
Harris, Donald 704268		0:00	0:00
Herweg, John 705044		0:00	0:00
Leff, Jennifer 1185209		0:00	0:00
Herrick, Mark L. 618127		0:00	0:00



If you would like to assign the same set of work order(s) to more than one employee, click on the multi-tag icon, then tag the individual employees.

T-PC x Person Group / Employee

< 11/16/2025 >

Craft Employee



Work Order	School	RG	OT	
 Baker, Jerry 783761		0:00	0:00	
 Blackmon, Dwyna 708342		0:00	0:00	
 Castro, Nelson W. 761199		0:00	0:00	
 Cerde, Janelle 1077654		0:00	0:00	
 Cortez, Elmer 658946		0:00	0:00	
 Harris, Donald 766268		0:00	0:00	
 Herweg, John 709044		0:00	0:00	
 Leff, Jennifer 1195259		0:00	0:00	
 Merrick, Mark L. 610127		0:00	0:00	



Workforce Manager / Assignment and Time Reporting Guide



In the Work Order pane, click on the  icon to assign it to the employee(s)' name(s).

Work Orders		Non-Productive	Overhead			GO TO ACTUALS >	
WO#Q	All M&O IT (T-PC) Work Orders	Person Gro	Craft	CPM#	SEARCH	CLEAR	
Wonum	Description	School	Status	Pri.	Age		
	replace						
	36248540 REPLACE LOST OR DAMAGED WFM DEVICES	SCH SERV - M&O C3 0001048101	APPR 	3	1030		
	36293653 Replace broken device for Fernando Almanza Emp#727835	FAC MAINT & OPER-CO 0001064001	INPRG 	3	1022		

Work Force Manager

T-PC x

Person Group / Employee

11/16/2025

Craft

Employee

Work Order	School	RG	OT	
▼ Baker, Jerry 783761		0:00	0:00	
▼ Blackmon, Dwyna 708342		0:00	0:00	
▼ Castro, Nelson W. 761199		0:00	0:00	
▼ Cerda, Janelle 1077654		0:00	0:00	
▼ Cortez, Elmer 658946		0:00	0:00	
▼ Harris, Donald 766268		0:00	0:00	
▼ Herweg, John 709044		0:00	0:00	
▼ Leff, Jennifer 1195259		2:00	0:00	
REPLACE LOST OR DAMAGED WFM DEVICES 36248540 - APPR	SCH SERV - M&O C3 0001048101	2	0	
▼ Merrick, Mark L. 610127		0:00	0:00	

Work Orders

Non-Productive

Overhead

GO TO ACTUALS >

WO#Q

All M&O IT (T-PC) Work Orders

Person Gro

SEARCH

CLEAR

Craft

CPM#

Wonum	Description	School	Status	Pri.	Age
	replace				
+ 36248540	REPLACE LOST OR DAMAGED WFM DEVICES	SCH SERV - M&O C3 0001048101	APPR INPRG	3	1030
+ 36293653	Replace broken device for Fernando Almanza Emp#727835	FAC MAINT & OPER-CO 0001064001	INPRG COMP	3	1022
+ 36549473	Steve Moon Emp. #1193993 Replace malfunctioning WF device	SCH SERV - M&O C3 0001048101	APPR INPRG	3	953
+ 36549480	David Guzman Emp. #1192810 Replace malfunctioning WF device	SCH SERV - M&O C3 0001048101	APPR INPRG	3	953
+ 36549493	Salomon Diaz #1041930 Replace malfunctioning WF device	SCH SERV - M&O C3 0001048101	APPR INPRG	3	953
+ 36549499	Johnny Espinosa Emp. #1191574 Replace malfunctioning WF device	SCH SERV - M&O C3 0001048101	APPR INPRG	3	953
+ 36560285	REPLACE BROKEN WFM DEVICE - 715467 SHAD OTERO	SCHOOL SERV-M&O C2 0001048901	COMP	0	948



Workforce Manager / Assignment and Time Reporting Guide



Continue adding work order assignments to the selected employee(s)' route as needed. The system automatically defaults the assigned regular hours to two, however, you may adjust this value as appropriate.

Please note these hours are for reference only to help you track assigned workload and do not represent actual reported hours.

Work Force Manager

T-PC x Person Group / Employee 11/16/2025

Craft Employee

Work Order	School	RG	OT	
Baker, Jerry 783761		2:00	0:00	
REPLACE LOST OR DAMAGED WFM DEVICES 36248540 - APPR	SCH SERV - M&O C3 0001048101	2	0	
Blackmon, Dwyna 708342		0:00	0:00	
Castro, Nelson W. 761199		2:00	0:00	
REPLACE LOST OR DAMAGED WFM DEVICES 36248540 - APPR	SCH SERV - M&O C3 0001048101	2	0	
Cerde, Janelle 1077654		2:00	0:00	
REPLACE LOST OR DAMAGED WFM DEVICES 36248540 - APPR	SCH SERV - M&O C3 0001048101	2	0	
Cortez, Elmer 658946		0:00	0:00	
Harris, Donald 766268		0:00	0:00	
Herweg, John 709044		0:00	0:00	
Leff, Jennifer 1195259		2:00	0:00	
REPLACE LOST OR DAMAGED WFM DEVICES 36248540 - APPR	SCH SERV - M&O C3 0001048101	2	0	

Delete Assignment: To delete an assignment, simply click on the trash bin icon.

T-PC x Person Group / Employee 11/16/2025

Craft Employee

Work Order	School	RG	OT	
Baker, Jerry 783761		2:00	0:00	
REPLACE LOST OR DAMAGED WFM DEVICES 36248540 - APPR	SCH SERV - M&O C3 0001048101	2	0	



Print Assignments: To print an assignment report, click on the printer icon.

T-PC x Person Group / Employee 11/16/2025

Craft Employee

Work Order	School	RG	OT		
Baker, Jerry 783761		2:00	0:00		
REPLACE LOST OR DAMAGED WFM DEVICES 36248540 - APPR	SCH SERV - M&O C3 0001048101	2	0		

A new window will appear with the **Work Order Assignment Report**.

Los Angeles Unified School District
Facilities Service Division - Existing Facilities

Maintenance & Operations

Work Order Assignment Report

Baker, Jerry (783761)

Category	W.O. #	Description	Loc. Description	Site Name	Status	Priority	Reported Date
MAX	36248540	REPLACE LOST OR DAMAGED WFM DEVICES	M & O AREA C3	SCH SERV - M&O C3	APPR	3	1/18/23
Requestor: JOSE A FRIAS Req. Title:							
Date: / / Start Time: HR:MI Reg Hrs: OT Hrs: Miles: Veh. Allow. (4,5,7,9) Recorded: ()							
MAX	36248540	REPLACE LOST OR DAMAGED WFM DEVICES	M & O AREA C3	SCH SERV - M&O C3	APPR	3	1/18/23
Requestor: JOSE A FRIAS Req. Title:							
Date: / / Start Time: HR:MI Reg Hrs: OT Hrs: Miles: Veh. Allow. (4,5,7,9) Recorded: ()							

Overtime Assignment/Request Report: To assign overtime, enter the overtime hours in the overtime column.

Work Order	School	RG	OT		
Baker, Jerry 783761		2:00	4:00		
REPLACE LOST OR DAMAGED WFM DEVICES 36248540 - APPR	SCH SERV - M&O C3 0001048101	2	4		



Workforce Manager / Assignment and Time Reporting Guide



To run the **Overtime Request** form, click on the “three vertical dots” and click Print Overtime.

Work Order	School	RG	OT
Baker, Jerry 783761 REPLACE LOST OR DAMAGED WFM DEVICES 36248540 - APPR	SCH SERV - M&O C3 0001048101	2	4
Blackmon, Dw		0:00	0:00

Print Overtime
Work order INPRG

Next, enter the Reason for Overtime, the Start time of the overtime and the Print button.

Work Order	School	RG	OT
Baker, Jerry 783761 REPLACE LOST OR DAMAGED WFM DEVICES 36248540 - APPR	SCH SERV - M&O C3 0001048101	2	4

Employee cannot come in during school hours

OT Start: 4:00p ☒ Show COPS

Print Overtime

A new window will appear with the **Overtime Request Form**.

Los Angeles Unified School District

Existing Facilities Maintenance & Operations

Overtime Request Form

Request Date: November 12, 2025 Request By: Jeff, Jennifer Requesting Person Group: T-PC

Authorization to work overtime is being requested for the following reason(s):
Employee cannot come in during school hours

Work Order: 36248540 Work Order Description: REPLACE LOST OR DAMAGED WFM DEVICES

Employee Number	Employee Name / Craft	Person Group	School / Site	Start Date / Time	Finish Date / Time	Requested O/T Hrs	Total O/T Unapproved Hrs for Month	Total O/T Hrs Charged for Month	Total O/T Hrs Charged for Fiscal Year
11/16/25	783761	Baker, Jerry / 00	T-PC	SCH SERV - M&O C3	11/16/25 04:00 PM	11/16/25 08:00 PM	4.00		

Administrator Approval: _____ Date: _____

* If actual hours differ from estimated, submit the revised form to the Administrator.

Note: Overtime must be approved in advance, except in the case of extreme circumstances. For all planned work, attach a copy of the Job Cost Recap Burden prior to submitting for approval.



Tip: Changing Work Order Status in Assignment

You may also change the work order status in the assignment by clicking on the “three vertical dots” and click on the next sequential status.

Work Order	School	RG	OT		
Baker, Jerry 783761		2:00	4:00		
REPLACE LOST OR DAMAGED WFM DEVICES 36248540 - APPR	SCH SERV - M&O C3 0001048101	2	4		
Blackmon, Dw		0:00	0:00		

Print Overtime
 Work order INPRG

CHECK-IN / CHECK-OUT

Employees who are issued the Work Force Manager Mobile application may check-in and check-out of a school location and the most recent information will be displayed on the employee daily assignment record.

Work Order	School	RG	OT		
Baker, Jerry 783761	SCH SERV-M&O C3 0001048101	00	4:00		

If you would like to see the full history of check-in and check-out for the day, hover your mouse over the current information.

Work Order	School	RG	OT			
Baker, Jerry 783761	FAC MAINT & OPER-CO Checked out at 03:04 pm	8:00	0:00			395104
ANALYSIS UNIT - ADMIN SUPPORT 27359519 - INPRG	FAC MAINT & OPER-CO 0001064001	Checked in at FAC MAINT & OPER-CO@06:29 am. Checked out at FAC MAINT & OPER-CO@03:04 pm				



You may also manually check-in for an individual (current day only) by clicking on the clock icon under the employee header row.

Craft		Employee			
Work Order		School		RG	OT
Baker, Jerry 783761		FAC MAINT & OPER-CO Checked in at 06:31 am		8:00	0:00

A new window will appear. This window will display a list of school(s)/ sites in which they have open assignments. To check this person in at that location, simply click on the school/site name.

Site:		Check Out:	☐
No QR Code Available in Main Office:	☐	No Wi Fi available in Main Office:	☐
FAC MAINT & OPER-CO 0001064001 Work From Home/Remote Work WFH			
		CHECK IN	REQUEST CHECK-IN

Alternatively, you can check out of a location by clicking on the **Check Out** box, then the work site location.

Site:		Check Out:	☒
No QR Code Available in Main Office:	☐	No Wi Fi available in Main Office:	☐
FAC MAINT & OPER-CO 0001064001 Work From Home/Remote Work WFH			
		CHECK OUT	REQUEST CHECK-IN



If the location that you are attempting to check-in or out of is not listed, you may manually type in a location in the **Site** field. Next, click on the **Check-In or Check Out** button to submit.

Site: CENTRAL OFFICE BEAUDRY

Check Out: ☒

No QR Code Available in Main Office: ☐ No Wi Fi available in Main Office: ☐

FAC MAINT & OPER-CO 0001064001

Work From Home/Remote Work WFH

CHECK OUT REQUEST CHECK-IN

TIME REPORTING AND APPROVING

CREATING ACTUALS

Click on the **Go to Actuals** button to navigate to the **Actuals** screen.

Work Force Manager

T-PC x Person Group / Employee 11/12/2025 Work Orders Non-Productive Overhead GO TO ACTUALS

To navigate from the Actuals screen, back to Assignments, click on the **Go to Assignments** button.

Work Force Manager

Left, Jennifer

GO TO ASSIGNMENTS T-PC Group / Employee 11/12/2025 Craft: Employee: Employee Show Assignments

To add actuals in this view, click on the  icon to the right of the employee's row.

Work Force Manager

Left, Jennifer

GO TO ASSIGNMENTS T-PC x Person Group / Employee 11/22/2025 Craft: Employee: Employee Show Assignment

Work Order	School	Start Time	RG	OT	Miles	Tool	Lead	SD			
Baker, Jerry 783761			0:00	0:00	0					+	
Blackmon, Dwyna 708342			0:00	0:00	0					+	
Castro, Nelson W. 761199			0:00	0:00	0					+	



Workforce Manager / Assignment and Time Reporting Guide



The list of assignments for the day will appear.

Assignments

Work Orders

Non-Productive

Overhead

Work Order	School	RG	OT	Assignment Complete?	
LC - 2 LIGHT DEFLECTORS FIXTURE MISSING@MUSIC ROOM 27026611	PALMS MS 0001834001	0	4	☒	+
LC - REPAIR DEFICIENCY (FACCOND) - Rm 34 missing light defuser cover 2x4 recessed fixture 27101888	MARQUEZ CHARTER 0001516401	2	0	☒	+
REPAIR DEFICIENCY (ELECTRIC) - Support Services West Bungalow D repair temporary electrical cord on 27118353	LOCAL DISTRICT WEST 0001024201	2	0	☒	+

10

25

50

100

To bring over assignments as actuals by clicking on the plus sign.

Assignments

Work Orders

Non-Productive

Overhead

Work Order	School	RG	OT	Assignment Complete?	
LC - 2 LIGHT DEFLECTORS FIXTURE MISSING@MUSIC ROOM 27026611	PALMS MS 0001834001	0	4	☒	 
LC - REPAIR DEFICIENCY (FACCOND) - Rm 34 missing light defuser cover 2x4 recessed fixture 27101888	MARQUEZ CHARTER 0001516401	2	0	☒	 
REPAIR DEFICIENCY (ELECTRIC) - Support Services West Bungalow D repair temporary electrical cord on 27118353	LOCAL DISTRICT WEST 0001024201	2	0	☒	 

10

25

50

100

Note: The **Assignment Complete?** Checkbox will be automatically checked. You may uncheck this box if you want to keep this assignment open.

After you click on the plus sign, the work order will be listed under the employee's record as an unapproved actual.

Work Order		School	Start Time	RG	OT	Miles	Tool	Lead	SD	
Baker, Jerry 783161				2:00	0:00	0				+
LC - REPAIR DEFICIENCY (FACCOND) - Rm 34 missing light defuser cover 2x4 recessed fixture 27101888 - APPR		MARQUEZ CHARTER 0001516401	7:00a	2	0					Memo



Enter the appropriate Start Time, RG, OT, Miles, Tools, Lead, Short Differential and Memo as appropriate. Click on the floppy disk icon when done.

Start Time	RG	OT	Miles	Tool	Lead	SD		
	4:00	0:00	25	9				
7:00a	4	0	25	9 - Unit			Memo	

After clicking on the floppy disk to save, your initials will appear. As an unapproved actual, this transaction can still be edited/deleted.

Start Time	RG	OT	Miles	Tool	Lead	SD		
	4:00	0:00	25	9				
7:00a	4:00	0:00	25	9			JB	

Approving the Unapproved Actual: A Time Approver who did not last modify the transaction will be able to approve the unapproved transaction. To approve the transaction, click on the icon.

Work Order	School	Start Time	RG	OT	Miles	Tool	Lead	SD		
Baker, Jerry 783761			8:00	0:00	0					
ANALYSIS UNIT - ADMIN SUPPORT	FAC MAINT & OPER-CO		8:00	0:00					JB	
27359519 - INPRG	0001064001									

Upon selection, the approver's initials will appear. If for any reason, this time is inaccurate, you can reverse by pressing the icon.

Work Order	School	Start Time	RG	OT	Miles	Tool	Lead	SD		
Baker, Jerry 783761			8:00	0:00	0					
ANALYSIS UNIT - ADMIN SUPPORT	FAC MAINT & OPER-CO		8:00	0:00					JB / EC	
27359519 - INPRG	0001064001									



Workforce Manager / Assignment and Time Reporting Guide



If necessary, continue to add labor transactions by clicking on the  icon.

Start Time	RG	OT	Miles	Tool	Lead	SD			
	4:00	0:00	25	9					
7:00a	4:00	0:00	25	9			JB / EC		

A list of Assignments will be displayed. In this window, you can add the assignments and/or other work orders under the **Work Orders**, **Non-Productive**, and **Overhead** tabs.

Assignments		Work Orders	Non-Productive	Overhead
Work Order	School	RG	OT	Assignment Complete?
LC - 2 LIGHT DEFLECTORS FIXTURE MISSING@MUSIC ROOM 27026611	PALMS MS 0001834001	0	4	 
REPAIR DEFICIENCY (ELECTRIC) - Support Services West Bungalow D repair temporary electrical cord on 27118353	LOCAL DISTRICT WEST 0001024201	2	0	 
				10 25 50 100

Repeat steps on entering the appropriate information and approving the transaction.

Work Order	School	Start Time	RG	OT	Miles	Tool	Lead	SD			
Baker, Jerry 763761			4:00	4:00	25	9					
LC - REPAIR DEFICIENCY (FACCOND) - Rm 34 missing light defuser cover 2x4 recessed fixture 27101888 - APPR	MARQUEZ CHARTER 0001516401	7:00a	4:00	0:00	25	9			JB / EC		
LC - 2 LIGHT DEFLECTORS FIXTURE MISSING@MUSIC ROOM 27026611 - APPR	PALMS MS 0001834001	3:30p	0	4					Memo		

Time Card Report: To run the Weekly Time Report, simply click on the printer on the employee's row.

Work Order	School	Start Time	RG	OT	Miles	Tool	Lead	SD			
Baker, Jerry 763761			4:00	4:00	25	9					
LC - REPAIR DEFICIENCY (FACCOND) - Rm 34 missing light defuser cover 2x4 recessed fixture 27101888 - APPR	MARQUEZ CHARTER 0001516401	7:00a	4:00	0:00	25	9			JB / EC		
LC - 2 LIGHT DEFLECTORS FIXTURE MISSING@MUSIC ROOM 27026611 - APPR	PALMS MS 0001834001	3:30p	0	4					Memo		



Workforce Manager / Assignment and Time Reporting Guide



You can also run the Weekly Time Report for the entire employee list by clicking on the  icon on the top right corner of the header.

← GO TO ASSIGNMENTS Enter Person Group

Work Order	School	Start Time	RG	OT	Miles	Tool	Lead	SD	
Baker, Jerry 783761			4:00	4:00	25	9			 

A new window will appear with the **Weekly Time Report**.

 **Los Angeles Unified School District** **Existing Facilities Maintenance & Operations** 

Weekly Time Report

Labor Code: 783761 **Name:** Baker, Jerry **Dates:** 11/9/2025 - 11/15/2025

Work Date: 11/10/25 **Class:** 5409 MAXIMO BUSINESS ANALYST **Tool:**

G/L Account #	Site Name and W.O. Description	W.O. #	Reg Hrs	OT Hrs	Miles	Rev.
Default Funding	NP FAC MAINT & OPER-CO: ANALYSIS UNIT - VACATION (VA)	27038972	8:00	0:00		0
Date Total:			8:00	0:00		

Work Date: 11/11/25 **Class:** 5409 MAXIMO BUSINESS ANALYST **Tool:**

G/L Account #	Site Name and W.O. Description	W.O. #	Reg Hrs	OT Hrs	Miles	Rev.
IO:250017xxxxxx	NP FAC MAINT & OPER-CO: ANALYSIS UNIT - HOLIDAY (HO)	26832184	8:00	0:00		0
Date Total:			8:00	0:00		

Work Date: 11/12/25 **Class:** 5409 MAXIMO BUSINESS ANALYST **Tool:**

G/L Account #	Site Name and W.O. Description	W.O. #	Reg Hrs	OT Hrs	Miles	Rev.
Default Funding	FAC MAINT & OPER-CO: ANALYSIS UNIT - ADMIN SUPPORT	27359519	8:00	0:00		0
Date Total:			8:00	0:00		

Work Date: 11/13/25 **Class:** 5409 MAXIMO BUSINESS ANALYST **Tool:**

G/L Account #	Site Name and W.O. Description	W.O. #	Reg Hrs	OT Hrs	Miles	Rev.
Default Funding	FAC MAINT & OPER-CO: ANALYSIS UNIT - ADMIN SUPPORT	27359519	8:00	0:00		0
Date Total:			8:00	0:00		

Work Date: 11/14/25 **Class:** 5409 MAXIMO BUSINESS ANALYST **Tool:**

G/L Account #	Site Name and W.O. Description	W.O. #	Reg Hrs	OT Hrs	Miles	Rev.
Default Funding	FAC MAINT & OPER-CO: ANALYSIS UNIT - ADMIN SUPPORT	27359519	8:00	0:00		0
Date Total:			8:00	0:00		

Employee Total: 40:00 0:00

By signing below, I certify that information appearing on this report is a true record of services performed or absences from productive labor and the number of miles, tools and differentials indicated for the reimbursement is valid for the date of this report. I certify and agree to all necessary processing and adjustments that will reflect all time entered above. Once all necessary adjustments are processed, I agree and authorize that any unearned wages paid as a result will be collected from my next paycheck.

Should you have any questions on this guide, please contact the Maximo Team at MaximoTeam@laschools.net.