

Los Angeles Unified School District

Maximo 7.5 / General

Time Card Reporting Guide / WO Tracking Application rev.2



DEFINITION

The **Time Card Reporting Guide / WO Tracking Application** is one of two ways to report and track time for an employee in Maximo. Time reporting should be performed on a daily basis. The guide details step by step instructions on how to assign/report and approve time in the WO Tracking application as well as running/printing the Daily/Weekly Time Card report.

LOGIN

The Time Reporter will perform this function.

To login to Maximo 7.5, please go to <http://awms.lausd.net/maximo>.

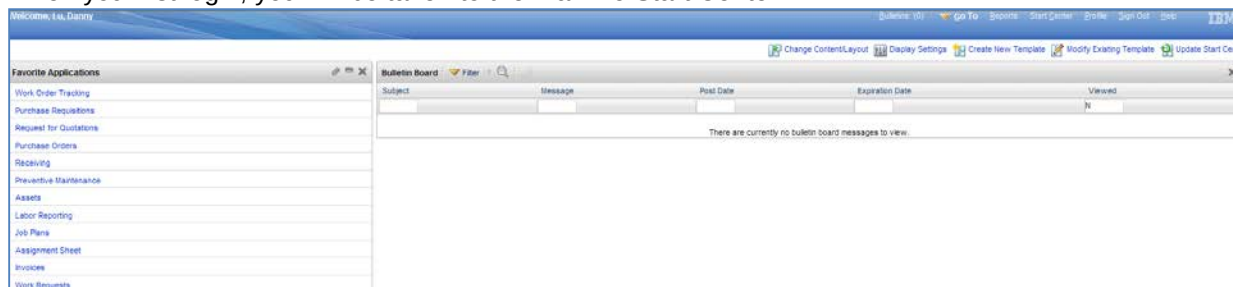
Enter your **Single sign-on** username and password and click on the **Sign In** button.



The login screen features the Tivoli software and IBM logos at the top. A large 3D nut icon is on the left. The text "Welcome to Maximo" is centered. Below it are two input fields: "User Name:" with the text "danny.lu" and "Password:" with masked characters. A "Sign In" button is to the right of the password field. Below the button are links for "Forgot Password?" and "New User? Register Now". At the bottom, a copyright notice reads: "© Copyright IBM Corp. 2007-2012. All rights reserved. See product license for details."

START CENTER

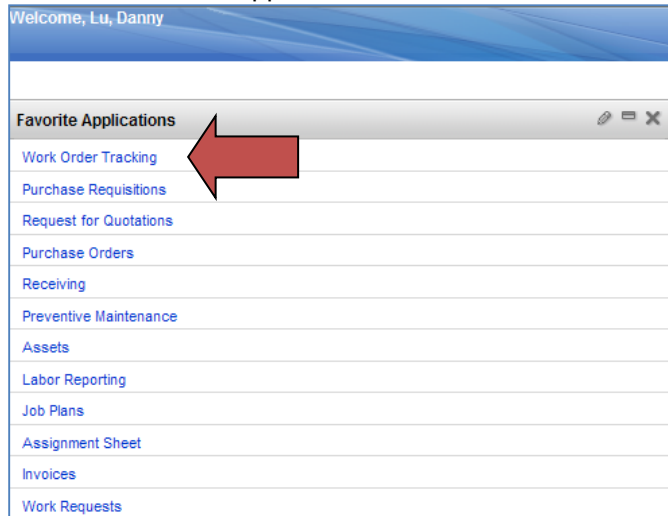
When you first login, you will be taken to the Maximo Start Center.





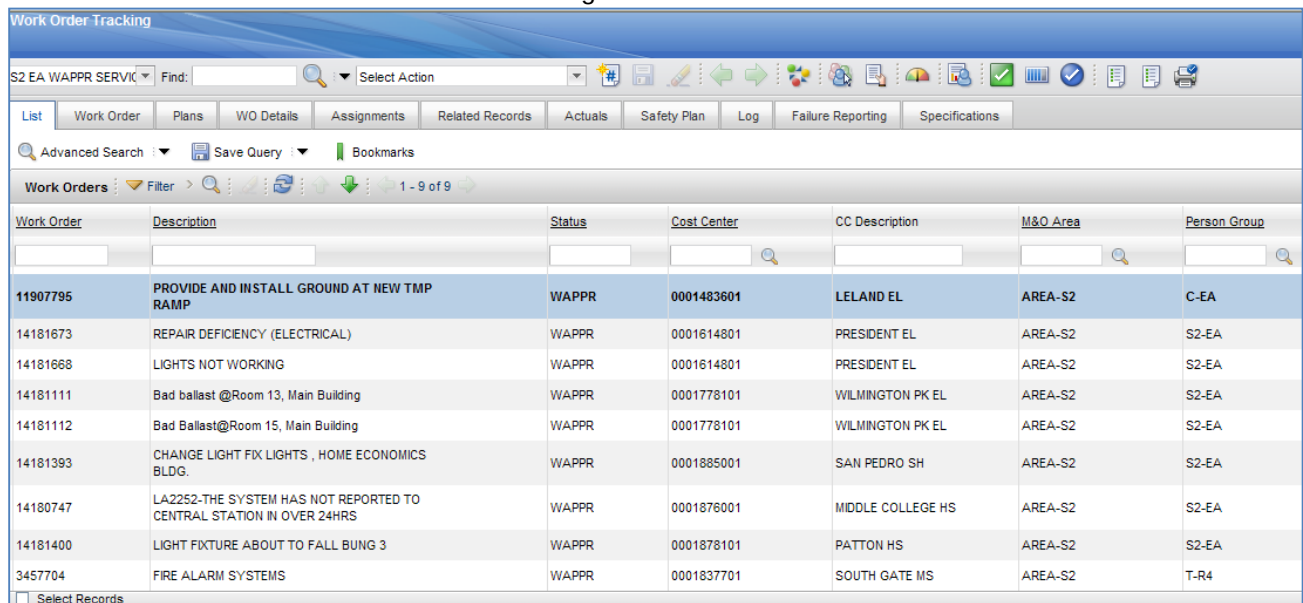
WORK ORDER TRACKING

Under the Favorite Applications section, click on the **Work Order Tracking** application.

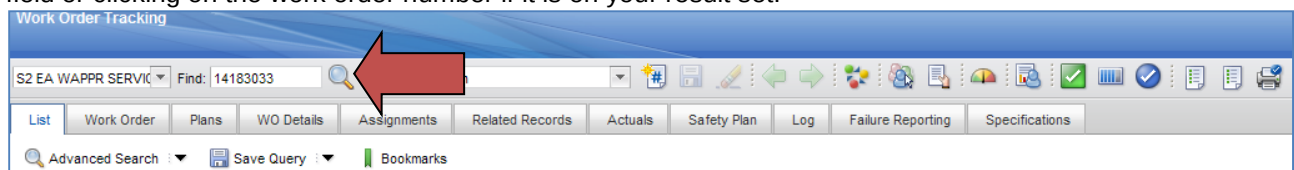


WORK ORDER TRACKING HOME

You will then be taken to the Work Order Tracking home screen.



Go to the work order record that you would like to report time against by entering the work order in the search field or clicking on the work order number if it is on your result set.





In the **Work Order** record, click on the **Actuals** tab.

Note: You can only report time against a work order in an **Approve** status or higher.

Work Order Tracking

Find: [] Select Action []

List Work Order Plans WO Details Assignments Related Records **Actuals** Log Failure Reporting Specifications

Class: WORKORDER

Work Order: 14183033 * Falling ceiling tiles in Main building, classroom 1

* Cost Center: 0001865001 FREMONT SH

* Location: S-13475 FREMONT SH

Parent WO: []

* Work Type: CM

* WO Priority: 3

Service Call? ☒

NEW LABOR TRANSACTION

To initiate a new labor transaction, click on the **New Row** button, located on the bottom right.

Work Order Tracking

Find: [] Select Action []

List Work Order Plans WO Details Assignments Related Records **Actuals** Safety Plan Log Failure Reporting Specifications

Work Order: 14183033 * Falling ceiling tiles in Main building, classroom 1 Status: APPROV Parent WO: []

Children of Work Order 14183033 Filter [] 0 - 0 of 0

Filter [] 0 - 0 of 0

Sequence	Task	Summary	Estimated Duration	Status
No rows to display...				

Labor Materials Services Tools

Labor Filter [] 1 - 9 of 9

Task	Labor	Name	Approved?	Revision?	Start Date	Start Time	End Time	Reg Hours	OT Hours	Miles	Tools	Lead	Shortlist
600129	>>	Leudenberg, Gerald T.	☐	☐	6/13/13			0.00	0.00				
783916	>>	Lu, Danny	☒	☐	5/31/13	7:00 AM	3:30 PM	8.00	0.00	20	9		
783916	>>	Lu, Danny	☒	☐	5/31/13	7:00 AM	3:30 PM	8.00	0.00	20	9		
783916	>>	Lu, Danny	☒	☐	5/31/13	7:00 AM	3:30 PM	-8.00	0.00	-20	9		
783916	>>	Lu, Danny	☒	☐	5/30/13	7:00 AM	3:30 PM	8.00	0.00	20	9		
783916	>>	Lu, Danny	☐	☐	5/29/12	7:00 AM	3:30 PM	8.00	0.00	20	9		
783916	>>	Lu, Danny	☐	☐	5/26/13	7:00 AM	3:30 PM	8.00	0.00	20	9		
783916	>>	Lu, Danny	☐	☐	5/27/12	7:00 AM	3:30 PM	8.00	0.00	20	9		
783916	>>	Lu, Danny	☐	☐	5/25/13	7:00 AM	3:30 PM	8.00	0.00	20	9		

Approve Selected Reverse Selected Select Labor Select Planned Labor **New Row**

A new row will appear with fillable fields displayed below.

Work Order Tracking

Find: [] Select Action []

Labor Filter [] 1 - 9 of 9

* Labor: []

* Start Date: 7/16/13

* Reg Hours: 0.00

Start Time: []

OT Hours: 0.00

Finish Time: []

* Type: WORK

Revision: []

Approved? ☐

Ref WO: 14183033

Memo: []

Task: []

Payroll Section: []

Craft: []

OL Accounts

OL Debt Account: CC:0001865001-10520

Audit Details

Entered By: DANNY.LU

Entered Date: 7/16/13 4:33 PM

Approval Date: []

BTS Interface Details

Interface Status: []

Remarks: []

Charge Information

Burdened Line Cost: 0.00

Burdened Rate: []

Approve Selected Reverse Selected Select Labor Select Planned Labor **New Row**



Please continue to fill out the following fields:

Labor Code	Start Time	Miles (if applicable)	Short Diff (if applicable)
Start Date	End Time	Tool (if applicable)	Memo (if applicable)
Regular/OT Hrs (auto-pop)	Lead (if applicable)		

* Labor: 783916 >> Lu, Danny

Approved? ☐

* Start Date: 7/18/13 Start Time: 7:00 AM Finish Time: 3:30 PM Finish Date: 7/18/13 Lunch Break (min): 0:30

* Reg Hours: 8:00 OT Hours: 0:00 * Type: WORK Revision? ☐

Miles: 20 Lead: Tool: 9 Short Diff:

New Feature in Maximo 7.5: “Approving” Labor Transactions

Maximo 7.5 allows users to create/save labor transactions without “Approving” / Interfacing to SAP.

Why? There are a few reasons why we added this new feature.

Reason #1: The Assignment Sheet application is no longer in Maximo 7.5; the Craft Senior/Supervisor can utilize this feature to “route/assign” their crew against work orders without triggering an actual. When the Craft Senior/Supervisor is comfortable and/or receives confirmation from his/her crew, he/she then can “Approve” the transaction which will trigger the actual and interface to SAP.

Reason #2: This feature allows you to schedule and print overtime reports without approving the labor transaction.

Reason #3: Although Maximo 7.5 is designed for M&O’s use; other departments within Facilities Services Division may want to utilize the system for time keeping but not to interface. This feature will allow them to “report time” without the interface piece.

OPTION #1: APPROVE TRANSACTION

If you want to approve the transaction and trigger the interface, click on the **Approve Selected** button.

Approve Selected Reverse Selected Select Labor Select Planned Labor New Row

After selecting the **Approve Selected** button; the transaction is saved and the **Approved** box is checked.

Labor: 783916 >> Lu, Danny

Approved? ☒

Start Date: 7/18/13 Start Time: 7:00 AM Finish Time: 3:30 PM Finish Date: 7/18/13 Lunch Break (min): 0:30

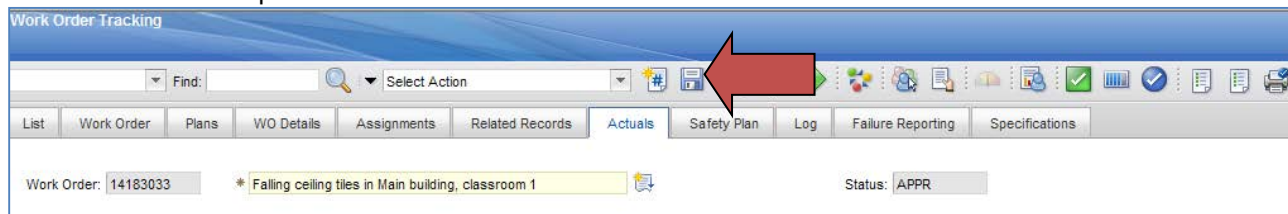
Reg Hours: 8:00 OT Hours: 0:00 * Type: WORK Revision? ☐

Miles: 20 Lead: Tool: 9 Short Diff:



OPTION #2: SAVE WITHOUT APPROVING

If you do not want to approve the transaction and trigger the interface, but would like to save the record, click on the  icon on the top toolbar.



Work Order Tracking

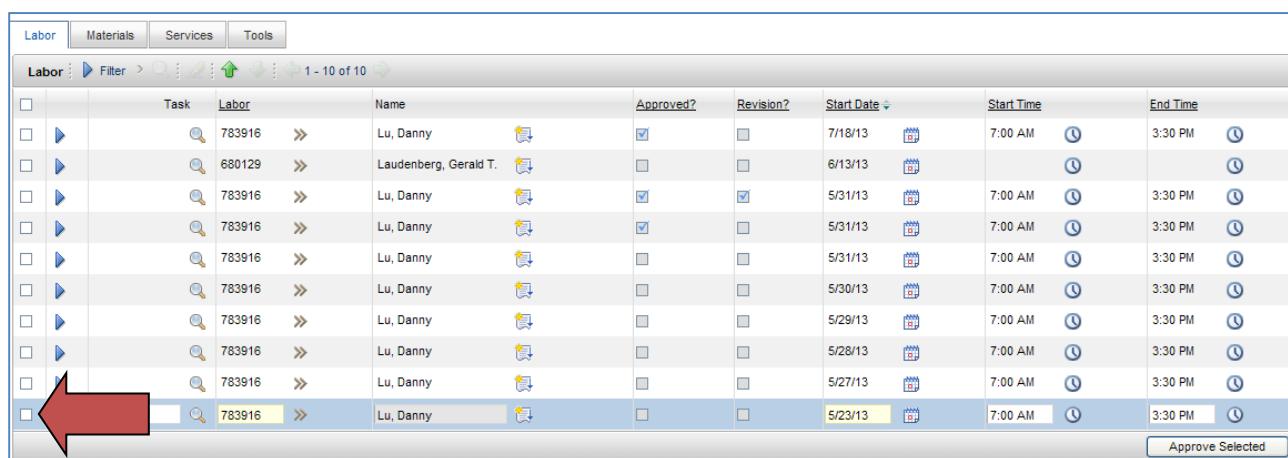
Find: [] Select Action []

List Work Order Plans W/O Details Assignments Related Records Actuals Safety Plan Log Failure Reporting Specifications

Work Order: 14183033 * Falling ceiling tiles in Main building, classroom 1 Status: APPR

If you saved your transaction without approving, the system will allow you to edit the existing values. To delete an unapproved transaction, click on the  icon to the right of the row and  icon on the top toolbar.

To approve a previously “saved” transaction, highlight the transaction row or check the select box/es and click the **Approve Selected** button. A shared query will be provided that will allow you to easily locate the “unapproved” labor transactions for your person group.

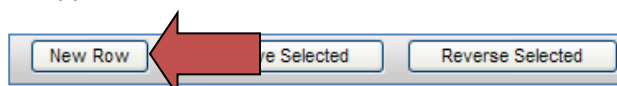


	Task	Labor	Name	Approved?	Revision?	Start Date	Start Time	End Time
☐	783916	Lu, Danny		☒		7/18/13	7:00 AM	3:30 PM
☐	680129	Laudenberg, Gerald T.		☐		6/13/13		
☐	783916	Lu, Danny		☒	☒	5/31/13	7:00 AM	3:30 PM
☐	783916	Lu, Danny		☒	☐	5/31/13	7:00 AM	3:30 PM
☐	783916	Lu, Danny		☐	☐	5/31/13	7:00 AM	3:30 PM
☐	783916	Lu, Danny		☐	☐	5/30/13	7:00 AM	3:30 PM
☐	783916	Lu, Danny		☐	☐	5/29/13	7:00 AM	3:30 PM
☐	783916	Lu, Danny		☐	☐	5/28/13	7:00 AM	3:30 PM
☐	783916	Lu, Danny		☐	☐	5/27/13	7:00 AM	3:30 PM
☐	783916	Lu, Danny		☐	☐	5/23/13	7:00 AM	3:30 PM

Approve Selected

NEW LABOR TRANSACTION

To create a new labor transaction, click on the **New Row** button on the bottom right hand side and repeat steps on approval.



New Row [] [] []



REVERSING AN APPROVED TRANSACTION

To reverse an approved transaction, highlight the approved transaction row or check the select box/es you want to reverse, and click on the **Reverse Selected** button.

The screenshot shows a table of transactions. The first row is highlighted. A red arrow points to the 'Reverse Selected' button at the bottom right of the table.

Transaction	Labor	Labor Name	Work Order	WO Description	Task	Approved?	Revision?	Start Date	Start Time	End Time	Reg Hours	OT Hours	Miles
783916	Lu, Danny	14180333	Falling ceiling tiles in Main building, classroom 1					5/31/13	7:00 AM	3:30 PM	8:00	0:00	20
588225		14098955	FACILITIES CONDITION ASSESSMENT					5/31/13	8:00 AM	2:30 PM	8:00	0:00	13
590286		14098923	FACILITIES CONDITION ASSESSMENT					5/31/13	8:00 AM	2:00 PM	8:00	0:00	12
570799		14098939	FACILITIES CONDITION ASSESSMENT					5/31/13	8:00 AM	2:00 PM	8:00	0:00	16
734214		14098960	FACILITIES CONDITION ASSESSMENT					5/31/13	8:30 AM	3:00 PM	8:00	0:00	
700236		2063887	Senior Maintenance Planning Support					5/31/13	7:00 AM	3:30 PM	8:00	0:00	
588225		14098955	FACILITIES CONDITION ASSESSMENT					5/30/13	8:00 AM	2:30 PM	8:00	0:00	13
590286		14098923	FACILITIES CONDITION ASSESSMENT					5/30/13	8:00 AM	2:00 PM	8:00	0:00	24
570799		14098939	FACILITIES CONDITION ASSESSMENT					5/30/13	8:00 AM	2:00 PM	8:00	0:00	16
734214		14098960	FACILITIES CONDITION ASSESSMENT					5/30/13	8:30 AM	3:00 PM	8:00	0:00	
700236		2063887	Senior Maintenance Planning Support					5/30/13	7:00 AM	3:30 PM	8:00	0:00	
588225		14098955	FACILITIES CONDITION ASSESSMENT					5/29/13	8:00 AM	2:30 PM	8:00	0:00	13

After clicking on the **Reverse Selected** button, the system will automatically generate a new transaction against the same work order and date with the reversed hours and mileage.

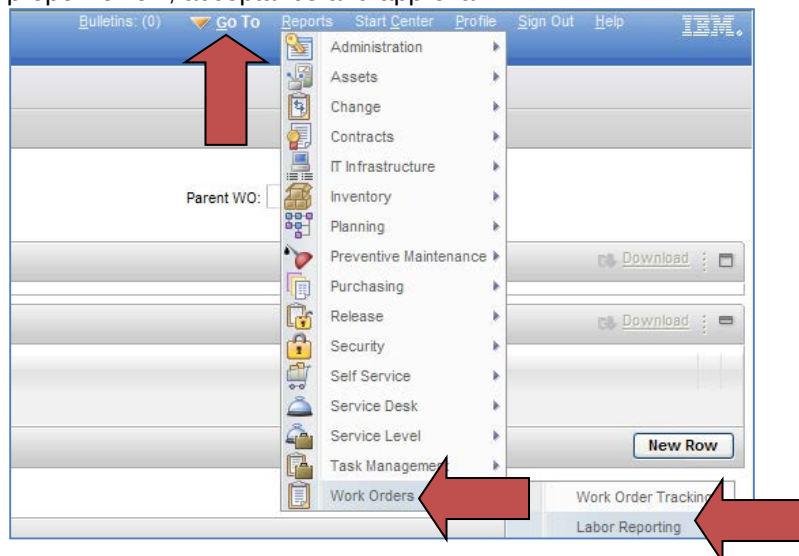
The screenshot shows the same table as before, but with a new transaction added at the bottom. A red arrow points to the new transaction row.

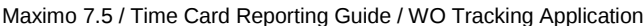
Transaction	Labor	Labor Name	Work Order	WO Description	Task	Approved?	Revision?	Start Date	Start Time	End Time	Reg Hours	OT Hours	Miles
783916	Lu, Danny	14180333	Falling ceiling tiles in Main building, classroom 1					5/31/13	7:00 AM	3:30 PM	-8:00	0:00	-20
783916	Lu, Danny	14180333	Falling ceiling tiles in Main building, classroom 1					5/31/13	7:00 AM	3:30 PM	8:00	0:00	20

DAILY/WEEKLY TIME CARD REPORT

To run the **Daily/Weekly Time Card Report**, click on the **Reports** dropdown and select **Work Orders \ Labor Reporting**.

Note: The Weekly Time Card report must be printed and signed off by the employee and supervisor to ensure proper review, acceptance and approval.





Reports

? Select a report from the list, or click Create Report to create an ad hoc report.

On Demand Reports **Scheduling Status**

Reports to Run : Filter > 1 - 2 of 2 [Download](#)

Description		
Labor Reporting		
Time_Card		

Create Report Cancel

Request Page

Help Text

Parameters

* Select Date Mode (Daily, Weekly):: Weekly

Enter labor code:: 783916

Enter labor group::

Enter date range end (MM/DD/YYYY format)::

* Enter date range start (MM/DD/YYYY format):: 5/31/13

Schedule

☒ Immediate

☐ At this Time

☐ Recurring

Email

To:

Subject:

Comments:

File Type:

☒ PDF☐ XLS

Report Delivery Format:

☒ Email with a file attachment☐ Email with a file URL

Submit



A new **BIRT Report Viewer** window will appear with the **Weekly/Daily Time Report**. To print, click on the  icon on the top toolbar.

Reporting

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Los Angeles Unified School District

*Existing Facilities
Maintenance & Operations*



Weekly Time Report

Parameters: Labor Code: **610127** Person Group: Date(s): **6/9/2013 - 6/15/2013**

Labor Code: 610127 **Name:** Merrick, Mark L. **Person Group:** T-PC **Date(s):** 6/9/2013 - 6/15/2013

Start Date: 6/10/13 Status: C_INPRG Class: 3126 Section: 640 Tool: Lead: S. Diff:

Job No.	Buyer Prog	Site Name	Work Order	Reg Hrs	OT Hrs	Reb. Mil.	Rev.
25031421		MAINT C3 FA (AREA 19)	8688357	8:00	0:00		0
Date Total:				8:00	0:00		

Start Date: 6/11/13 Status: C_INPRG Class: 3126 Section: 640 Tool: Lead: S. Diff:

Job No.	Buyer Prog	Site Name	Work Order	Reg Hrs	OT Hrs	Reb. Mil.	Rev.
25031421		MAINT C3 FA (AREA 19)	8688357	8:00	0:00	6	0
Date Total:				8:00	0:00		

Start Date: 6/12/13 Status: C_INPRG Class: 3126 Section: 640 Tool: Lead: S. Diff:

Job No.	Buyer Prog	Site Name	Work Order	Reg Hrs	OT Hrs	Reb. Mil.	Rev.
25031421		MAINT C3 FA (AREA 19)	8688357	8:00	0:00	19	0
Date Total:				8:00	0:00		

Start Date: 6/13/13 Status: C_INPRG Class: 3126 Section: 640 Tool: Lead: S. Diff:

Job No.	Buyer Prog	Site Name	Work Order	Reg Hrs	OT Hrs	Reb. Mil.	Rev.
25031421		MAINT C3 FA (AREA 19)	8688357	8:00	0:00	28	0
Date Total:				8:00	0:00		

Start Date: 6/14/13 Status: C_INPRG Class: 3126 Section: 640 Tool: Lead: S. Diff:

Job No.	Buyer Prog	Site Name	Work Order	Reg Hrs	OT Hrs	Reb. Mil.	Rev.
25031421		MAINT C3 FA (AREA 19)	8688357	8:00	0:00	6	0
Date Total:				8:00	0:00		
Employee Total:				40:00	0:00		

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 indicated for the reimbursement is valid for the date of this report.

Employee or Authorized Signature

Supervisor Signature (REQUIRED)

Approved By

Date Signed by Employee

Supervisor Approved Date (REQUIRED)

Approved Date

There are three signature lines on the bottom of the Daily/Weekly Time report.

The **Employee** is responsible for reviewing the report for accuracy. If the Employee agrees to the information, he/she is to sign off on the Employee or Authorized Signature line and date.

The employee's **Supervisor** is responsible for reviewing the report for accuracy. If the employee's Supervisor agrees to the information, he/she is to sign off on the Employee or Authorized Signature line and date.



There may be cases where a third signature is required. For example, a Weekly Time Card report that was generated for a Site Based Maintenance Worker (SBMW), where the SBMW signs on the employee line, the Plant Manager signs off on the Supervisor line and the Area Supervisor will sign off on the Approved By line.

The employee's department is responsible for keeping the original signed copy for filing.

Should you have any questions on this guide, please contact the Danny Lu (danny.lu@lausd.net / 213-241-1121), Mark Merrick (mark.merrick@lausd.net / 213-241-8620), John Herweg (john.herweg@lausd.net / 213-241-1127) or Rick Peterson (richard.peterson@lausd.net / 213-241-6274).