

Roadway RM-201

Recording Work Activities and Labor Hours

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1 Introduction

1.1 Objective

This document provides an explanation of tracking progress and recording labor activity hours, for the Roadway module of the Enterprise Information Management System (EIMS).

The intended users of this manual are designated members of the Roadway Maintenance offices or anyone needing to enter work activities via the Roadway Module of EIMS.

1.2 Key Concepts

The areas provided in EIMS for recording Roadway work activities are as follows.

- Roadway maintenance activities are recorded on Day Cards or via the Daily Log (as long as Day Cards have already been created).
 - The Crew Leader (or designee) performs progress tracking on behalf of Roadway maintenance staff.
 - An authorized data entry resource performs entry of the Day Card Worksheet into EIMS
- Overhead activities, prefixed with "00" for general use, may be entered via the Roadway > Daily Log window or via the Resources>Labor Summary By Pay Period

2 Day Card Worksheet

As an interim process, until mobile devices are rolled out, each Work Order will be tracked per worked date using a worksheet resembling Figure 2-1.

For each Work Order and work date, an individual Day Card Worksheet will be used to track progress for that particular job. The Crew Leader or other assigned resource shall complete the Day Card Worksheet.

The Crew Leader either hands the Day Card Worksheet to a data entry operator for EIMS entry, or performs EIMS entry himself/herself. The Transportation Manager/ County Manager is then able to review Day Cards and perform approvals.

DAY CARD WORKSHEET											
	COUNTY / LOCATION / COST CENTER					WORK ORDER #		WORK DATE			
	PROJECT TYPE		ACTIVITY CODE and DESCRIPTION				UNIT OF MEASURE				
	MANAGER NOTES										
Location		COUNTY	ROUTE	SECTION	SFN / CFN	BEGIN SLM	END SLM	TOTAL	ACCOMPLISHMENTS	PLAN	ACTUAL
	1										
	2										
	3										
	4										
	5										
	6										
	7										
8											
Employee	EMPLOYEE					EMPLOYEE		RG HRS	OT HRS		
	1										
	2										
	3										
4											
Equipment	EQUIPMENT #				METER	END METER	MILES/HOURS				
	1										
	2										
	3										
	4										
	5										
	6										
	7										
8											
Material	MATERIAL CODE		MATERIAL NAME			QUANTITY		U/M			
	1										
	2										
	3										
	4										
	5										
	6										
	7										
8											
CREW LEADER:					SIGNATURE:						
CREW LEADER NOTES / COMMENTS											

Figure 2-1. Example Day Card Worksheet

3 Updating Existing Day Cards

1. Navigate to Road Maintenance > Progress > Day Cards.
2. Select the Work Order for which you wish to update Day Card (Figure 3-1).

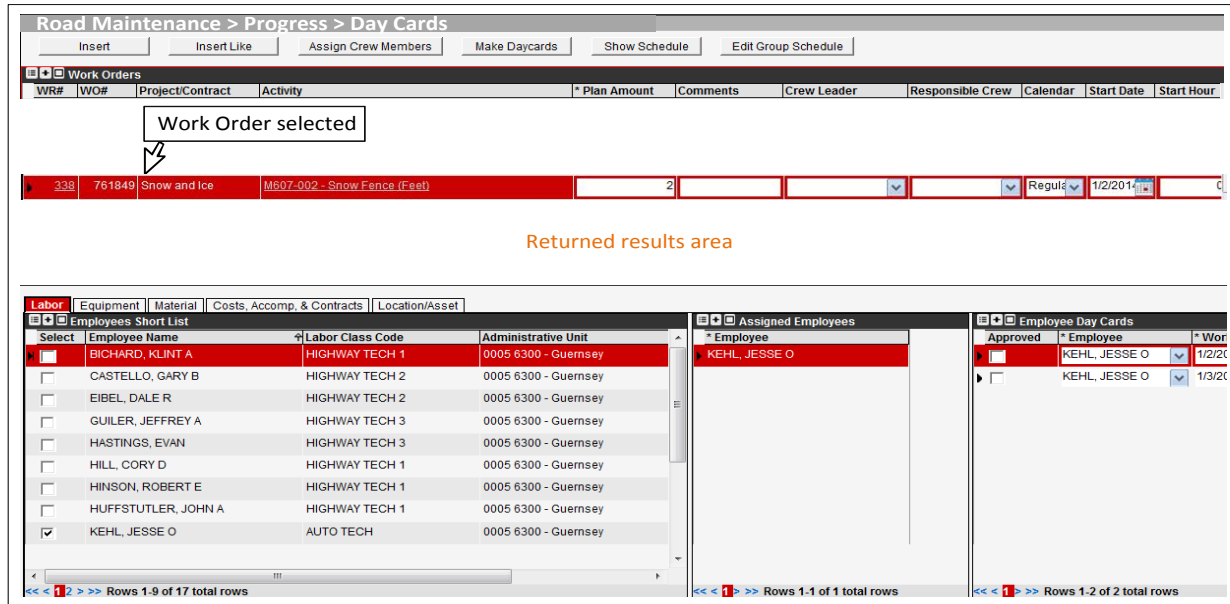


Figure 3-1. Selecting a Work Order, in Day Cards Window

TIP! Day Cards appear in the lower left pane of the window. The “Labor” Day Card tab is selected by default.

3.1 Updating Labor (Employee) Day Cards

1. Point to the **Labor** tab, as previously shown in 3-1.

TIP! An overview of the Employee Day Cards pane is provided in Figure 3-2, and its editable fields are listed in Table 3-1.

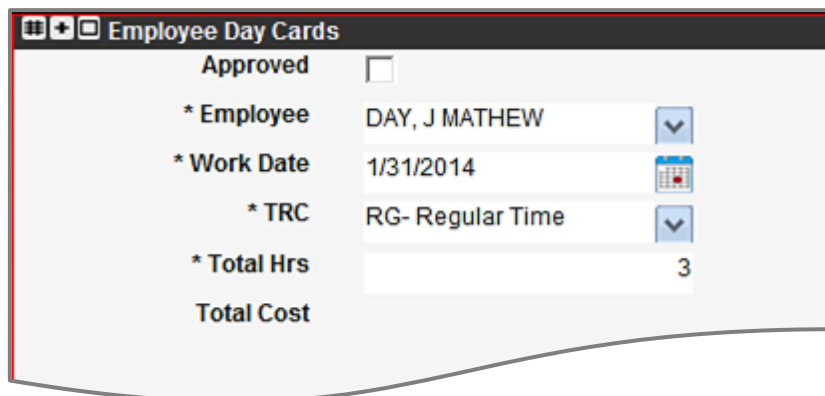


Figure 3-2. Employee Day Cards Pane (Record View)

Table 3-1. Employee Day Cards Fields

Label	Overview
Employee	Employee name selectable with drop list based on Labor Short List
Work Date	mm/dd/yyyy as selected with calendar button
TRC	Time Recording Code (TRC) selectable with drop list
Total Hrs	Numeric entry field, accepting ≤24 hours

2. Edit the Employee Day Cards record(s) for actual hours as needed.
 - a. If a Day Card is not present, point to the Day Cards area and perform the **Insert** or **Insert Like** function, and enter the new record.
 - b. If overtime (OT) hours need to be listed for an employee, perform an **Insert Like**, and change the TRC code and hours in the new row. The TRC is selected as appropriate for the employee:
 - OT: Overtime at Time and a half
 - OS: Overtime at Straight pay
 - ON: Overtime at No pay

TIP! The default value is RG for regular hours.
 - c. If the employee's hours are "0" for an established Day Card, the system will not accept that value, so perform a **Delete selected** function.
3. Once the Day Cards in the current pane are updated, perform a **Save**.

3.2 Updating Equipment Day Cards (if Applicable)

1. Point to the **Equipment** tab, as previously shown in 3-1.

TIP! An overview of the Equipment Day Cards pane is provided in Figure 3-3, and its editable fields are listed in Table 3-2.

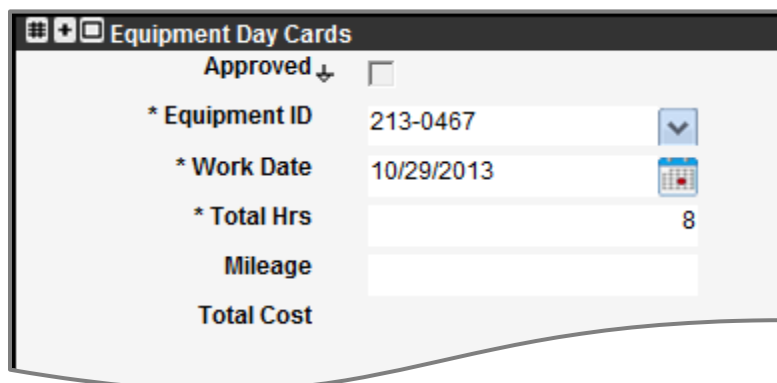


Figure 3-3. Equipment Day Cards Pane (Record View)

Table 3-2. Equipment Day Cards Fields

Label	Overview
Equipment ID	Vehicle number selectable with drop list based on Equipment Short List
Work Date	mm/dd/yyyy as selected with calendar button
Total Hrs	Numeric entry field, accepting ≤24 hours
Mileage	Numeric entry field for calculated mileage based on odometer readings

2. Edit the Equipment Day Cards record(s) for actual hours of usage and calculated Mileage.
 - a. If a Day Card is not present, point to the Day Cards area and perform the **Insert** or **Insert Like** function, and enter the new record.
 - b. If the equipment’s hours are “0” for an established Day Card, the system will not accept that value, so perform a **Delete selected** function.
3. Once the Day Cards in the current pane are updated, perform a **Save**.

3.3 Updating Material Day Cards (If Applicable)

1. Point to the **Material** tab, as previously shown in 3-1.

TIP! An overview of the Material Day Cards pane is provided in Figure 3-4, and its editable fields are listed in Table 3-3.

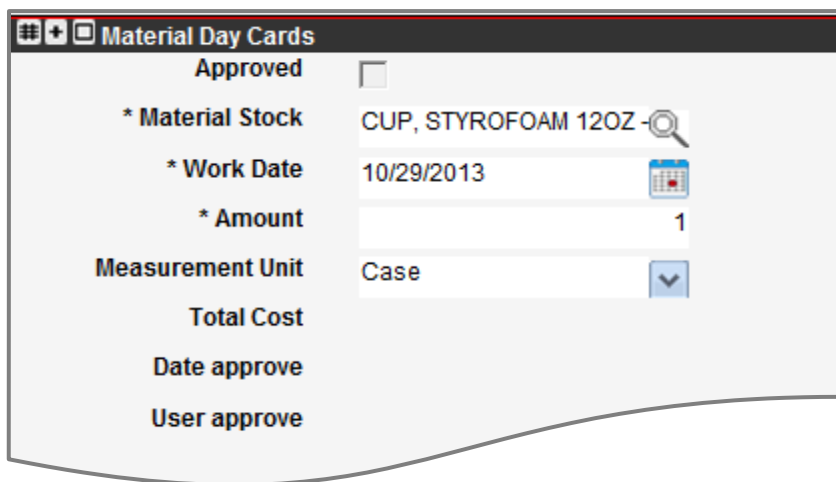


Figure 3-4. Material Day Cards Pane (Record View)

Table 3-3. Material Day Cards Fields

Label	Overview
Material Stock	Material inventory item selectable with drop list based on Material Short List
Work Date	mm/dd/yyyy as selected with calendar button

Amount	Numeric entry field for entering a quantity
Measurement Unit	Value is auto-filled for the material stock selection, by Material Master Code

2. Edit the Material Day Cards record(s) for actual quantities.
 - a. If a Day Card is not present, point to the Day Cards area and perform the **Insert** or **Insert Like** function, and enter the new record.
3. Once the Day Cards in the current pane are updated, perform a **Save**.

3.4 Updating Other Costs (If Applicable)

1. Point to the **Costs, Accomp, & Contracts** tab, as previously shown in 3-1.
2. Point to the **Costs** pane, and perform an **Insert** function to create a new record.
3. Edit the record as shown in Figure 3-5.

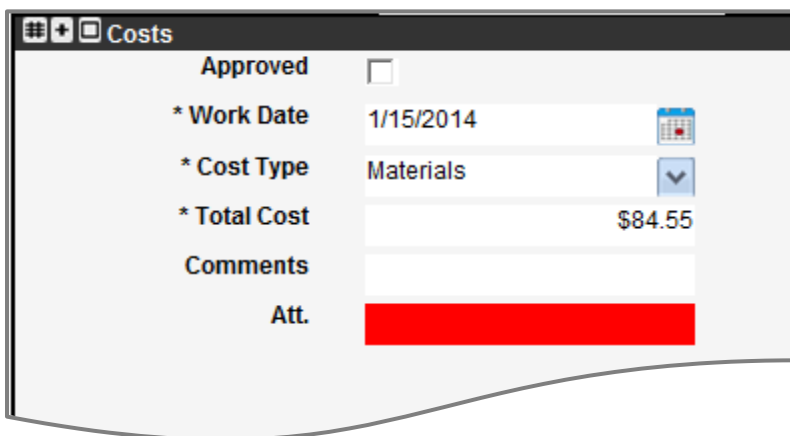


Figure 3-5. Costs Pane (Record View)

Table 3-4. Costs Fields

Label	Overview
Work Date	mm/dd/yyyy as selected with calendar button
Cost Type	A drop list offers selection of Equipment, Labor, Materials, or Other
Total Cost	Numeric entry field for entering a dollar value
Comments	Text field for explaining the invoice
Att.	The record accepts files for attachment, and an attachment shows a red box

4. With the day's Costs entered and edited, perform a **Save**.

3.5 Updating the Location or Asset Inventory

The processes of identifying a work location(s) in the Work Order development stage, and the selectable fields overall (Figure 3-6), are explained in Roadway manual RM-201-1, titled “Assigning and Tracking Work (Projects, Estimates, Work Orders, Day Cards).”

Inventory Item Name	* Portion Worked	Approved	* Work Date	County	Route Segment	Direction	Lane	Begin Measure	Ending Measure
GUE-IR00070	0.5	<input type="checkbox"/>	11/5/2013	GUE	IR00070	Both	All	170.135	197
GUE-IR00070	0.3	<input type="checkbox"/>	11/5/2013	GUE	IR00070	Both	All	173	187
GUE-CR00500	0.2	<input type="checkbox"/>	11/5/2013	GUE	CR00500	Both	All	0	1.551
	1	<input type="checkbox"/>	11/11/2013	KNO	TR00119	Both	All	0.653	3.94
	1	<input type="checkbox"/>	11/11/2013	KNO	TR00120	Both	All	0	0.475

Figure 3-6. Location/Asset Pane (Grid View)

1. Point to the **Location/Asset** tab, as previously shown in 3-1.
2. For an existing record, edit the following fields as needed (Figure 3-7).

Work Target

Inventory Item Name

* Portion Worked: 1

Approved:

* Work Date: 10/30/2013

County: GUE

Route Segment: NR00026

Direction: Both

Lane: 2 (Next Left lane)

Begin Measure: 0

Ending Measure: 0.267

Figure 3-7. Location/Asset Pane (Record View)

TIP! The **Portion Worked** field is used when work was performed on multiple assets using the same work order in a given day. The **Portion Worked** is a percentage of the total cost (LEM & Other) on that work order, for that day which is attributable to each specific asset. For Example: If work is performed on three different routes in a day. And I spent 4 hours on Route A and 2 hours each on Routes B and C, the Portion Worked for A would be 50, for B it would be 25 and for C it would be 25

- a. **Portion Worked**
- b. **Work Date**

4 Updating Day Cards Via Daily Log Window

The Daily Log window provides another method of viewing Day Cards like those explained in Section 3. Key differences between the two windows are outlined below.

- a. Shared Work Orders. When working on a “shared” Work Order, as shared from another Division/Cost Center, the Work Order is only retrievable by the local Division/Cost Center by way of the Daily Log window.
- b. Roadway module’s Work Orders may be shared, using a right-click **Share with Admin. Unit** function. Once a Work Order is shared, the secondary location that was specified has the ability to open the Work Order in their Daily Log window, with a right-click **Shared Work Orders**, to bring it into view. LEM of the local cost center is then recorded to the Work Order through the Daily Log window.
- c. Overhead activities for staff members. When entering Overhead activities on behalf of road maintenance crew members (as entered on the Day Card Worksheet), Work Orders for Overhead charges are accessible in the Roadway module by way of the Daily Log window.
- d. Checking Labor Hour Summaries. The Daily Log window has the configuration to show overall hours for an employee per the selected date.

4.1 Daily Log Window – Day Card Updates

1. Navigate to Road Maintenance > Progress > Daily Log
2. Select the Effective Date (Figure 4-1) to load data for that date.

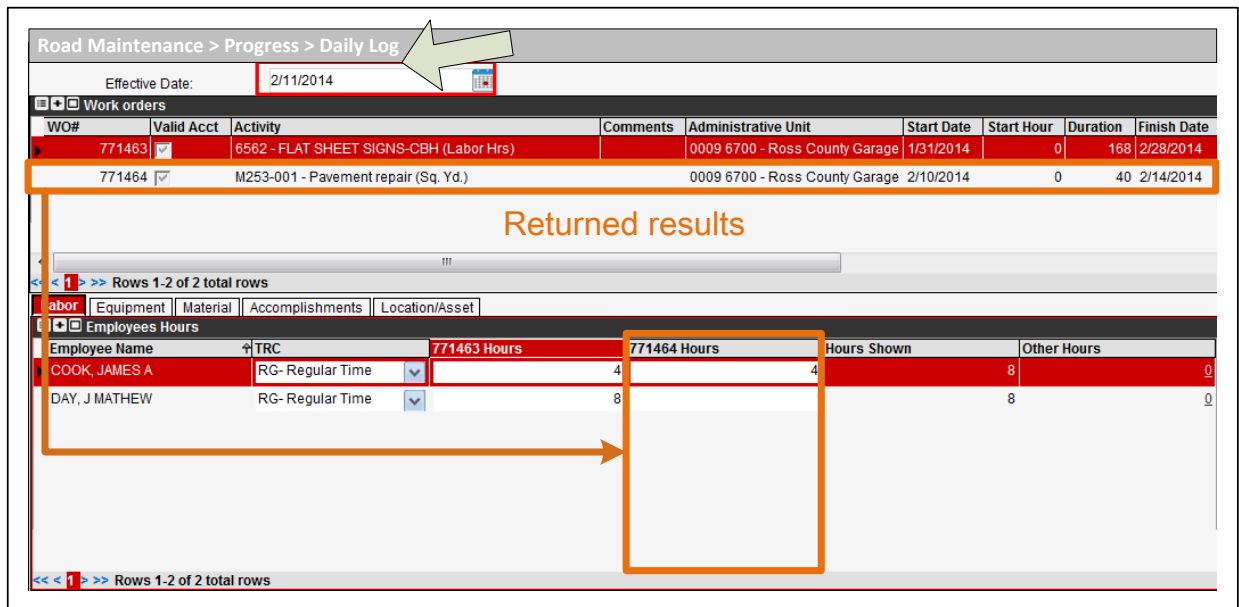


Figure 4-1. Daily Log Date Selection Example

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TIPS!

- The **Labor** tab is selected by default.
 - All rows of Work Orders returned as results have a corresponding entries in the lower half of the window, in each tab. The columns may require scrolling to view all content.
 - If a record has an **Hours** or **Amount** field with a green background, the Day Card has already been approved and may not be edited.
3. To edit the list of Work Orders displayed:
- a. Amend the Hours field(s) for any employee(s) shown on the Labor Short List, for the appropriate Work Order column (Figure 4-2).

Effective Date: 12/2/2013

WO#	Valid Acct	Activity	Comments	Administrative Unit	Start Date	Start Hour	Duration	Finish Date	End Hour
757364	<input checked="" type="checkbox"/>	M690-001 - Snow and Ice (Treated Miles)		0005 6300 - Guernsey County Garage	11/1/2013	0	856	3/31/2014	
757366	<input checked="" type="checkbox"/>	M606-001 - Guardrail (Feet)		0005 6300 - Guernsey County Garage	12/2/2013	0	40	12/6/2013	
757652	<input checked="" type="checkbox"/>	M501-001 - Bridge Replacement per Force Account (Sq....		0005 6300 - Guernsey County Garage	11/20/2013	0	176	12/4/2013	

Rows 1-3 of 3 total rows

Labor | Equipment | Material | Accomplishments | Location/Asset

Employee Name	TRC	757364 Hours	757366 Hours	757652 Hours	Hours Shown	Other Hours
BICHARD, KLINT A	RG- Regular Time	8				8
BLACK, DANNIE B	RG- Regular Time		8			8
CASTELLO, GARY B	RG- Regular Time					0
CLARK, PHILIP C	RG- Regular Time					0
EIBEL, DALE R	RG- Regular Time					0
GUILER, JEFFREY A	RG- Regular Time					0
HANLON, DERICK S	RG- Regular Time					0
HASTINGS, EVAN	RG- Regular Time					0
HILL, CORY D	RG- Regular Time					0
HINSON, ROBERT E	RG- Regular Time					0
HUFFSTUTLER, JOHN A	RG- Regular Time					0

Rows 1-11 of 20 total rows

Figure 4-2. Daily Log – Labor Tab Example

- b. Proceed with editing the other tabs in the same manner, based on the editable fields explained in the previous Day Cards section.
- c. Perform a **Save** function.

TIPS!

- This view is also useful for showing a summary of hours worked on the given date by each employee in the Labor Short List, by inspecting the columns labeled Hours Shown and Other Hours.

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- This view does allow OT to be specified, with an **Insert Like** function. The user may select OT as appropriate for the employee:
 - OT: Overtime at Time and a half
 - OS: Overtime at Straight pay
 - ON: Overtime at No pay
- For any unscheduled resource usage being entered in the Daily Log window, EIMS backfills Day Card(s) for the selected date and Work Order, as viewable in Progress > Day Cards window.

4.2 Daily Log Window - Accessing a Shared Work Order

In cases where another Division/Cost Center has shared a Work Order, action needs to be taken to bring it into view and access the corresponding Day Cards.

1. In the Work Orders pane, right-click and select **Shared Work Orders**, to open a dialog box for selecting a Shared Work Order (Figure 4-3) originating from another Division/Cost Center.

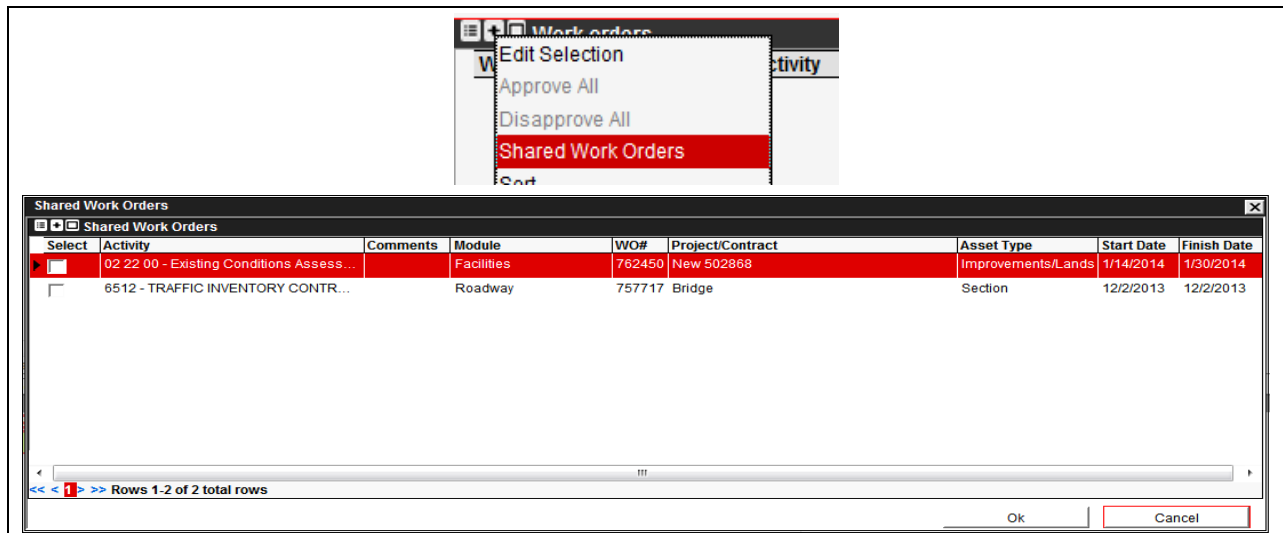


Figure 4-3. Selecting a Shared Work Order

2. Select the desired Work Order(s) with a checkmark in the Select field, and select **OK** to apply the selection(s) to the Daily Log window.
3. The selected Work Order will now display in the Work Orders pane.

4.3 Daily Log Window - Performing a Work Order Search

In cases where specifying an Effective Date does not return the expected Work Order, perform the following steps.

1. In the Work Orders pane, select **Edit Selection**, to open a dialog box for selecting a Work Order not scheduled for the selected date (Figure 4-4).

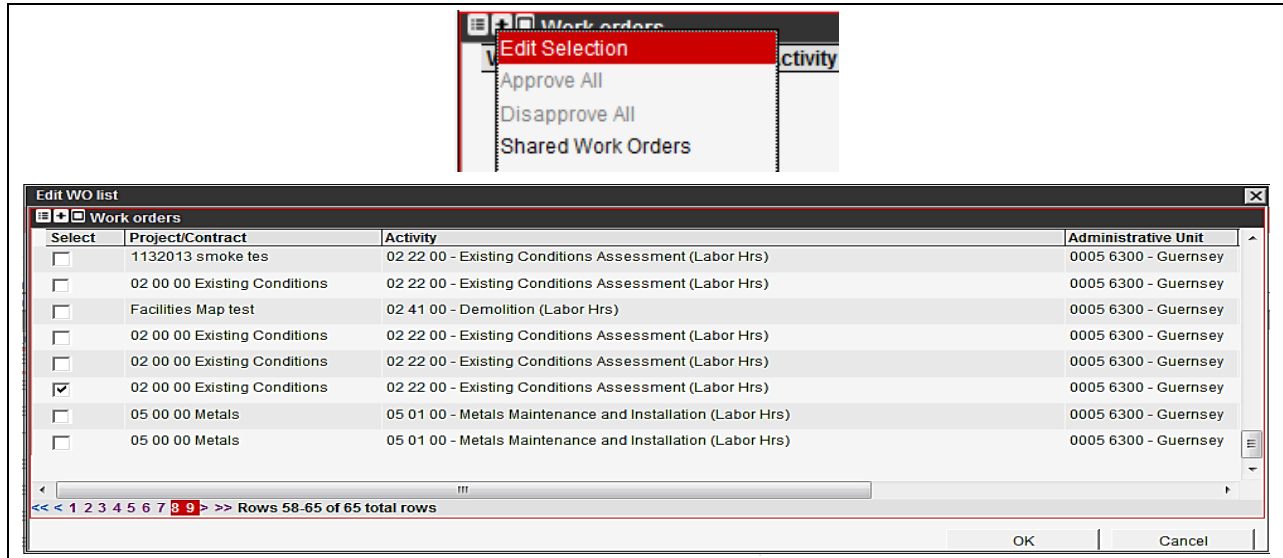


Figure 4-4. Work Order Search

2. Select the desired Work Order(s) with a checkmark in the Select field, and select **OK** to apply the selection(s) to the Daily Log window

TIP! Overhead Activities (Work Orders) are also selectable in this list.

5 Updating Labor Summary by Pay Period

For the Roadway module, Statewide Overhead activities may be entered directly by an employee using the Labor Summary By Pay Period window. An employee may also view a per pay period summary using this method. The Labor Summary By Pay Period is accessible via the Resources module rather than the Roadway module.

Users must select their 'Home' division/cost center (as provided to EIMS by HRIS4) at login in order to access their own Labor Summary By Pay Period.

The Labor Summary by Pay Period sheet has the following characteristics:

- A field for selecting the pay period, to enable entries. The user may browse to previous pay periods by using the drop list provided.
- The window provides a column for each date covered by the pay period, as dd/mm/yyyy. Weekend dates are distinguished with red text.
- The bottom row provides daily totals, and a roll-up at far right under Total Hours. These calculations are refreshed in real-time.
 - For reference, the system allows an individual entry of up to 24 hours. When combined with other entries, there may be situations where the daily total could exceed 24 hours.

A background color scheme applies to the Labor Summary by Pay Period.

- Hours fields with a white background have not yet been approved, and are editable. As examples:
 - Work Order labor hours, if Day Cards are not approved
 - Overhead entries
- Hours fields with green background have been approved. As examples:
 - Kronos approved TOR's
 - Work Order labor activity hours, if Day Cards are approved

Perform the following steps to view or update the Labor Summary by Pay Period.

1. Navigate to Resources > Labor > Labor Summary by Pay Period. (Figure 5-1)
2. Select the biweekly pay period as desired. The current pay period is already selected by default.

Administrative Unit	Last Name	First Name	Middle...	Labor Class Code	Employee status	Hours per day	Total Hrs
0009 5430 - Division Gar...	KELLOUGH	DAVE	G	TRANSPORT MGR2	Active Employee	8	8
0009 5430 - Division Gar...	WILLET	BRADLEY	A	AUTO MECHANIC2	Active Employee	8	8
0009 5430 - Division Gar...	FLUGGE	DAVID	L	AUTO TECH	Active Employee	8	8
0009 5430 - Division Gar...	LEACH	JESSICA	J	ADM PROF 2	Active Employee	8	8
0009 5430 - Division Gar...	WILLIAMS	JOSEPH	R	BODY REP WKR 2	Active Employee	8	8
0009 5430 - Division Gar...	LONG	JOHN	S	AUTO TECH	Active Employee	8	10
0009 5430 - Division Gar...	SMITH	EDWARD	D	AUTO TECH	Active Employee	8	8
0009 5430 - Division Gar...	BAXTER	LYNDON	L	DELIVERY WKR	Active Employee	8	8
0009 5430 - Division Gar...	HOLBROOK	ALAN	K	DELIVERY WKR	Active Employee	8	8
0009 5430 - Division Gar...	HARRIS	JOSEPH	D	BODY REP WKR 1	Active Employee	8	8

Figure 5-1. Select Pay Period/Employee

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- Right-click on employee name, and select **Labor Summary by Pay Period**.

WORK DESCRIPTION	TRC	2/8/14	2/10/14	2/11/14	2/12/14	2/13/14	2/14/14	2/15/14	2/16/14	2/17/14	2/18/14	2/19/14	2/20/14	2/21/14	2/22/14	Total Hours
WORK#771494 M25-001 - Pavement repair - * NO SUBACTIVITY	RG- Regular Tfr		4	4	4	4	4									20
WORK#771493 6692 - FLAT SHIRT SIGNS CRH - * NO SUBACTIVITY	RG- Regular Tfr			4	4	4	4					8	8	8	8	52
WORK#10732 0006 - HOLIDAY LEAVE - * NO SUBACTIVITY	HOLLV Holiday									8						8
TOTALS			0	8	8	8	8	0	0	8	8	8	8	8	0	80

Figure 5-2. Example Labor Summary by Pay Period

- The **Insert** function opens a pop up window (Figure 5-4) that enables selection of the appropriate Overhead activity.

Insert function

Select one

Select Work Order:

Drop list of 00 series Activities (Overhead)

OK Cancel

Figure 5-3. Insert on Labor Summary Sheet

Select one

Select Work Order:

00SP - STANDARDS, POLICIES, PROCEDURES : * NO SUBACTIVITY

Figure 5-4. Overhead Activity Selection (Example)

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5. When an Overhead Activity has been selected click **OK**
6. A new row is inserted on the Labor Summary. The WORK DESCRIPTION field of the new row displays the previously selected Overhead Activity.
7. A TRC selection is required for the new row, using the drop list provided.
8. Hours are entered beneath the appropriate dates.
9. Selecting **OK** saves and closes the window.

TIPS!

- Kronos is the official ODOT system of record for time and payroll purposes.
 - Time off requests (TOR)s are entered into Kronos exclusively. Those approved TOR records are loaded into EIMS on a nightly basis by virtual interface, and appear on the Labor Summary by Pay Period of the employee. They cannot be edited from EIMS.
- The standard value is RG for regular hours, and the user may select OT as appropriate for the employee:
 - OT: Overtime at Time and a half
 - OS: Overtime at Straight pay
 - ON: Overtime at No pay

6 Notes

6.1 Acronyms and Abbreviations

Accomp.	Accomplishments
EIMS	Enterprise Information Management System
Hrs	hours
LEM	labor, equipment, and materials
OT	overtime
TOR	Time off request
TRC	Time Recording Code
WO	Work Order

6.2 Applicable Documents

<i>EIMS Security Roles</i>	Matrix of security roles and applicable functions, grouped by module
<i>EIMS Activity Codes</i>	Matrix of program activity codes, names, and attributes
<i>EIMS Business Rules</i>	Document of EIMS business rules