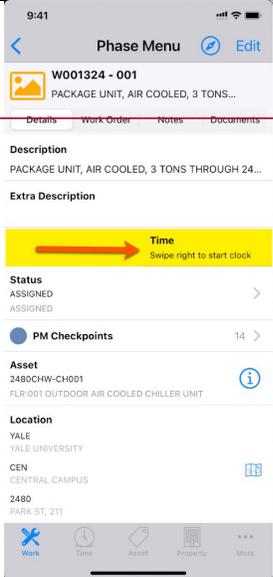
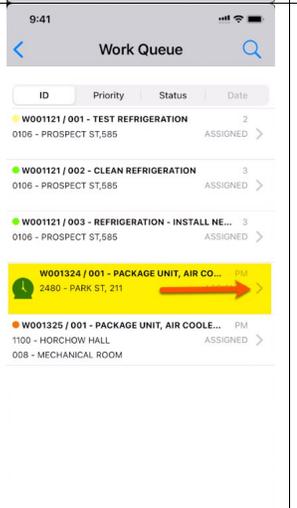
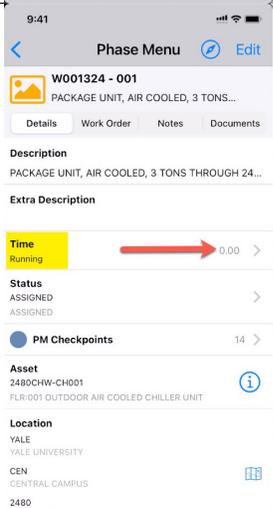


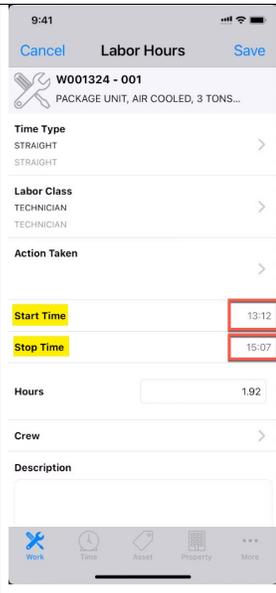
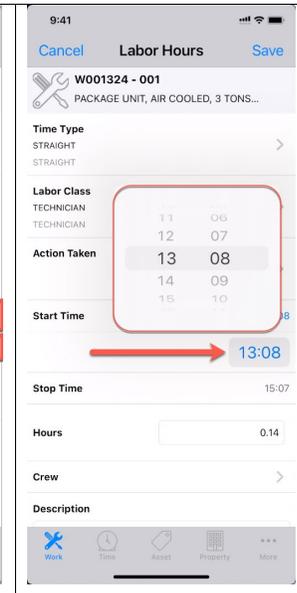
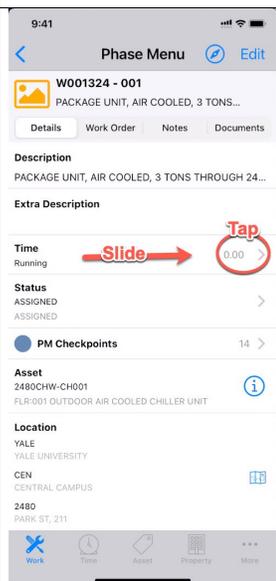
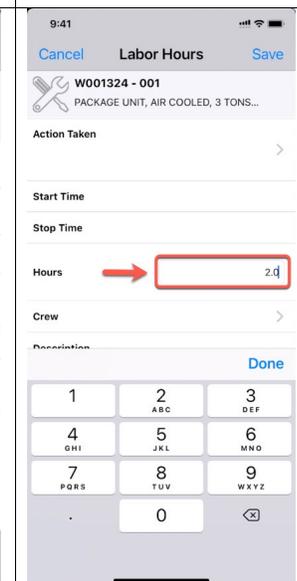
Edit a Timecard in Go Work Management

Steps

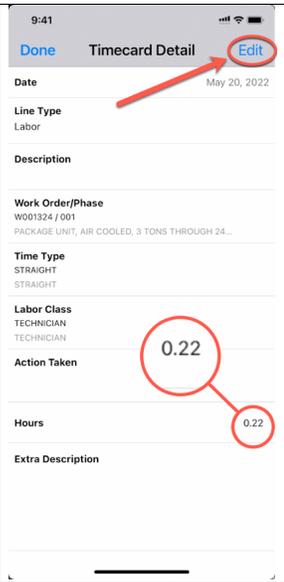
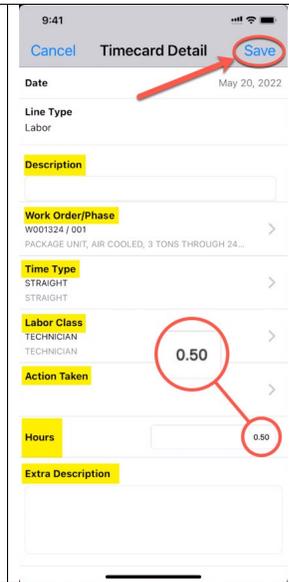
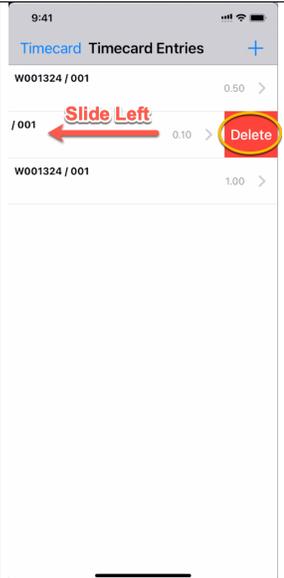
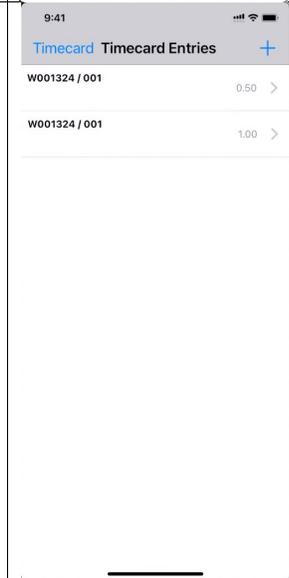
Enter Time on a Work Order Phase

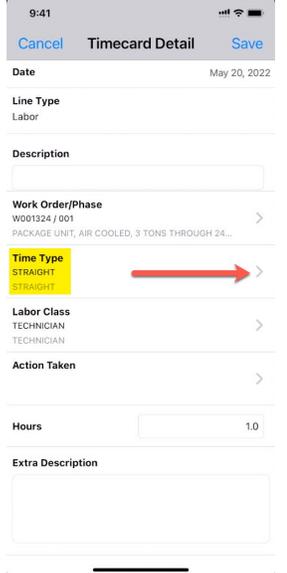
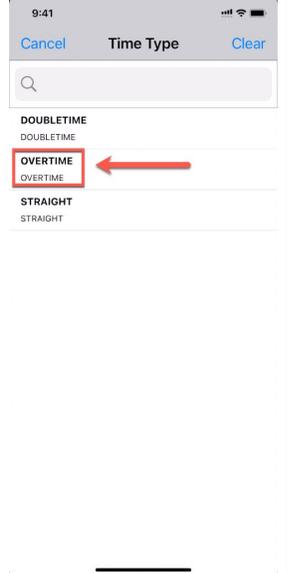
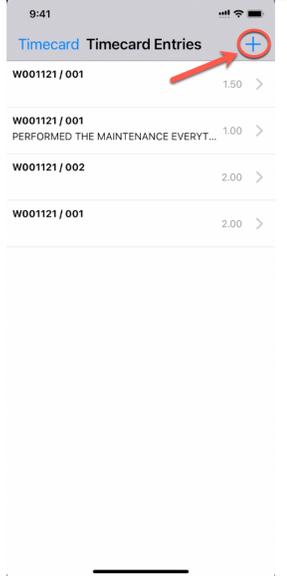
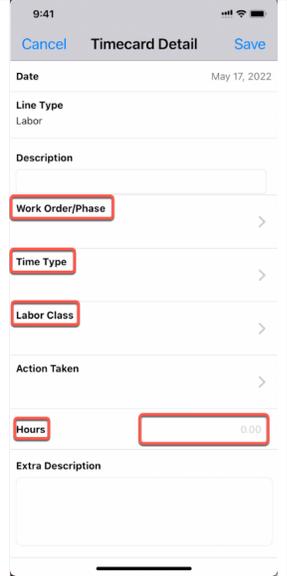
<p>1</p> <p>Start Timer</p> <p>a) Select a work order</p> <p>b) Swipe to the Right to start the Timer</p>		
<p>2</p> <p>Stop Timer</p> <p>Select the timecard. The timecard with the running timer will have a blue clock next to it.</p> <p>Tap the running timer once.</p>		
<p><i>Note: If you tap the timer while running, the timer will stop and save the timecard line item. To create a new timed timecard line item, slide the timer to the right again.</i></p>		

Commented [CP1]: We're not selecting "start timer"

<p>3 Edit Start and Stop Time</p> <p>a. Tap on either the Start Time or the Stop Time value.</p> <p>b. Use the time selection wheel to select the actual Start Time or the Stop Time value.</p> <p>c. Tap on the digital value in blue once to save the selection.</p> <p>d. Tap on the Time value once more to save to the timecard.</p> <p><i>Note: there is no requirement to round start and stop times to the nearest quarter hour.</i></p>		
<p>4 Add Hours Directly</p> <p>a) Slide the Time to start the timer and Tap immediately.</p> <p>b) Tap on the Hours field once and type the number of hours worked.</p> <p><i>Note: This is an hourly entry. Enter fractions of an hours. Do not enter minutes.</i></p> <p>0.25 = 15 minutes</p> <p>0.5 = 30 minutes</p> <p>0.75 = 45 minutes</p> <p>1.00 = 1 hour.</p> <p>2.5 = 2 hours, 30 minutes</p>		

<p>5 Review Unposted Timecards</p> <p>Unposted timecards are unapproved or rejected timecards.</p> <p>Tap the Time menu item (Blue Clock) to view them.</p> <p>a) Select and tap the work date where the unposted timecards are sitting.</p> <p>b) Tap the Timecard Entries value.</p>		
<p>6 Select Time Entries</p> <p>In this example, we want to consolidate the first two timecard entries and change the last to overtime.</p>		

<p>7 Add additional time in Timecard Detail.</p> <p>a) Tap Edit to open the Timecard Detail.</p> <p>b) Change Hours field to new value.</p> <p>c) Tap Save to continue.</p>		
<p>8 Delete a Timecard Line</p> <p>a) Slide the timecard to delete to the Left. Tap the Delete button.</p> <p>b) Tap the Timecard button to exit.</p>		

9	<p>Update the Time Type</p> <p>a) Select a timecard. b) Tap Time Type arrow. c) Select the new Time Type. d) Tap Save.</p>		
10	<p>Add a new Timecard Line</p> <p>To add a new timecard entry (for yourself) on the selected work date, tap the blue cross (+).</p> <p>a) Enter the Work Order and Phase. b) Enter the Type Type (Straight or Overtime). c) Enter the Labor Class. d) Enter the Action Taken. e) Enter the Hours worked. Tap Save to continue.</p>		
11	Save and Exit		

Changing the Work Phase Status to Complete

As part of entering your timecard, you may be required to update the Work Order Phase status from ASSIGNED to COMPLETE to signal that all the work is done.

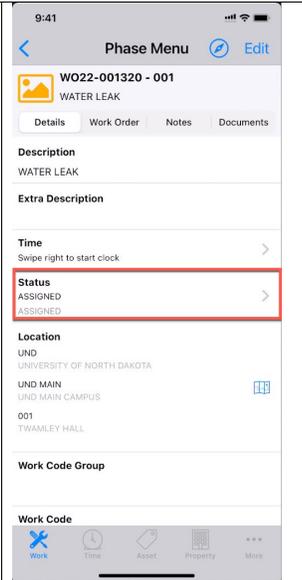
This step occurs when

- 1) All the planned work is done.
- 2) All the timecards are entered.
- 3) All the materials have been purchased and used.
- 4) All the contractor services have been rendered.

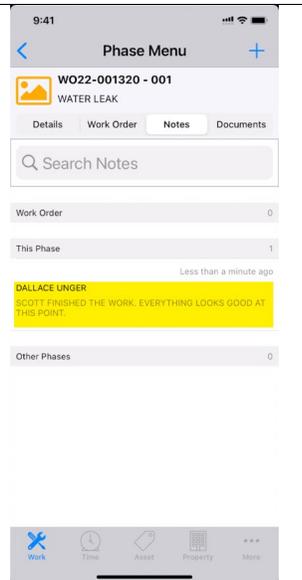
It does **not** mean that

- all invoices and external charges have been paid
- all work on other phases are completed

Here are some suggestions on what to check for when completing a Work Phase.



- 1) Verbally verify with others on this work phase that their work has been completed and their time is entered. Enter a technical note on the phase that the work is done.



2) Check unposted timecards. Verify that your Timecard is up-to-date and correct, especially the Time Type and the Hours.

Time Types at UCB are as follows:

Time Type	Description
3SH	ADDITIONAL WITH NIGHT
3S5	NIGHT
3ST	OVERTIME WITH NIGHT
CTCB1	COMP TIME EARNED CALL BACKS
CTCB2	COMP TIME 2ND SHIFT CALL BACKS
CTCB3	COMP TIME 3RD SHIFT CALL BACKS
CTCO1	COMP TIME EARNED CARRY OVER
CTCO2	COMP TIME 2ND SHIFT CARRY OVER
CTCO3	COMP TIME 3RD SHIFT CARRY OVER
CTPD	COMP TIME PAID
CTPO1	COMP TIME EARNED PLANNED OT
CTPO2	COMP TIME 2ND SHIFT PLANNED OT
CTPO3	COMP TIME 3RD SHIFT PLANNED OT
MTNG1	MEETING
MTNG2	MEETING - 2ND SHIFT
MTNG3	MEETING - 3RD SHIFT
OTCB1	OVERTIME CALL BACKS
OTCB2	OVERTIME 2ND SHIFT CALL BACKS
OTCB3	OVERTIME 3RD SHIFT CALL BACKS
OTCO1	OVERTIME CARRY OVER
OTCO2	OVERTIME 2ND SHIFT CARRY OVER
OTCO3	OVERTIME 3RD SHIFT CARRY OVER
OTM	OVERTIME
OTPO1	OVERTIME PLANNED OT
OTPO2	OVERTIME 2ND SHIFT PLANNED OT
OTPO3	OVERTIME 3RD SHIFT PLANNED OT
REG	REGULAR EARNINGS HOURLY
RGS	REGULAR EARNINGS SALARIED
SHF	SHIFT
SHH	ADDITIONAL WITH SHIFT
SHT	OVERTIME WITH SHIFT
SOT	STUDENT OVERTIME
STH	STUDENT HOURLY
TRNR1	TRAINING GIVEN (TRAINER) 1ST SHIFT
TRNR2	TRAINING GIVEN (TRAINER) 2ND SHIFT
TRNR3	TRAINING GIVEN (TRAINER) 3RD SHIFT
XRG	ADDITIONAL REGULAR HOURS

The Labor Class for most technicians is "NON-EXEMPT".

9:41
Done Timecard Detail Edit

Date Jun 2, 2022

Line Type
Labor

Description

Work Order/Phase
W022-001320 / 001
WATER LEAK

Time Type
HD1
REGULAR

Labor Class
HOURLY
HOURLY

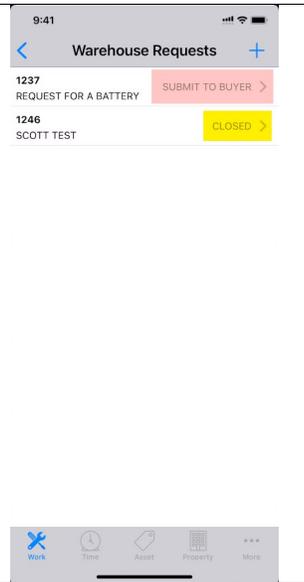
Action Taken

Hours 2.00

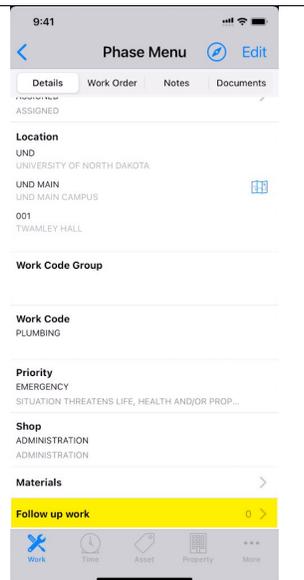
Extra Description

3) Verify that any Purchase Requests or Stock Requests have cleared and been picked up.

In this example, the "Request for a Battery" has been submitted but has not yet been processed and closed. Investigate and resolve before proceeding.



4) Verify that there are no requests for Follow-up work.



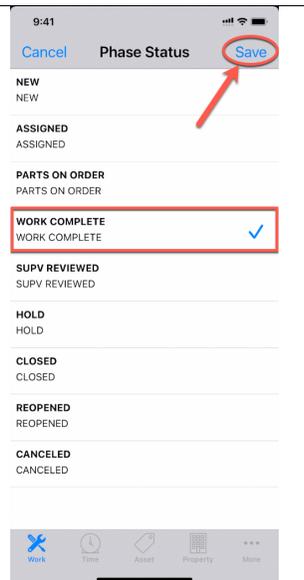
5) If you have Go Purchasing, verify that there are no outstanding Purchase Requests for this Work Phase.



6) If all the outstanding work has been completed and all the materials have been accounted for, then change the status of the work order phase to WORK COMPLETE.

Note: at UCB, the status choices are

- NEW
- ASSESSMENT
- PLANNING
- SCHEDULED
- IN PROGRESS
- RESCHEDULE
- **WORK COMPLETE**
- APPROVED FOR CLOSE
- REOPENED
- CLOSED
- CANCELED



If there are any purchase requests that are active, you will be warned and prevented from continuing.

WORK COMPLETE	✓
WORK	
SUPV I	
SUPV I	
HOLD	
HOLD	
CLOSE	
CLOSED	

Validation Error(s)
Error Code: 6338 Phase
has finalized and/or open
Purchase Requests

OK

