

**Los Angeles Unified School District**

**AWMS**

**Labor Reporting Application**

## LAUSD AWMS Labor Reporting Application Guide

The primary purpose of the Labor Reporting Application Guide is to inform the AWMS user to what is recognized as good practice. Good practice does not mean that the knowledge described should always be applied uniformly on all projects.

### Labor Reporting Application introduced

The Labor Reporting Application is one of several ways in the Maximo system to report the total number of hours of productive and/or non-productive work by an employee. This application should be used by those who are not required to schedule out their work in Maximo but are required to report their time on a daily basis.

### Assumptions

This guide assumes that the employee already possesses the work order number that he/she will be transacting against.

### GETTING STARTED

Login to AWMS using your **User Name** and **Password\***.

LAUSD Facilities Information System  
Assets and Work Management

Welcome to PRODUCTION

user name  password

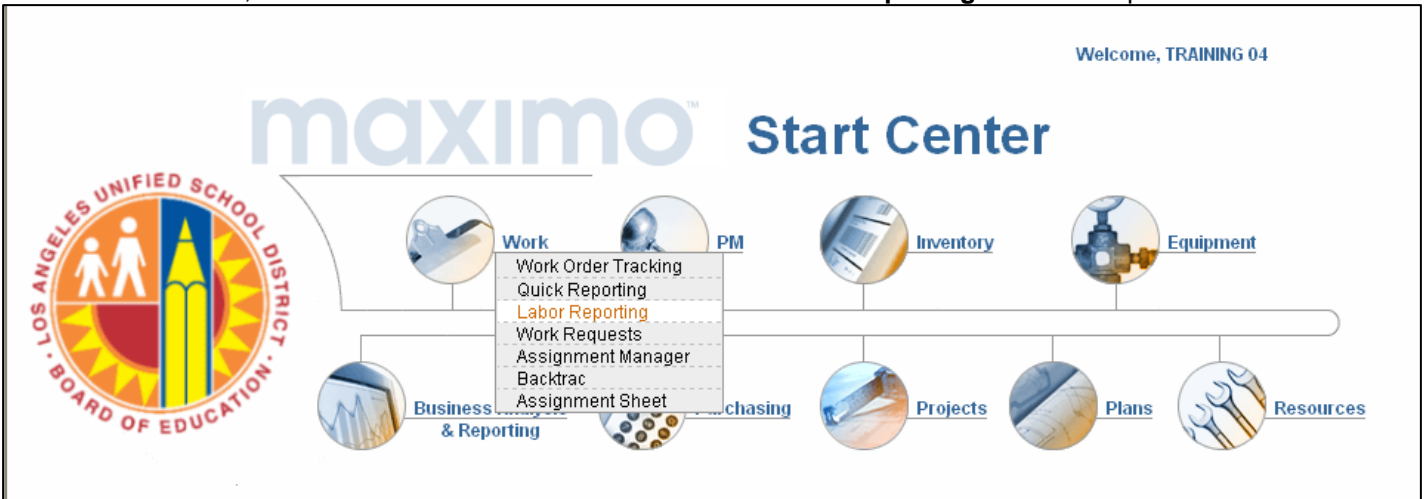
change password

Powered by Maximo ©  
MRO Software™

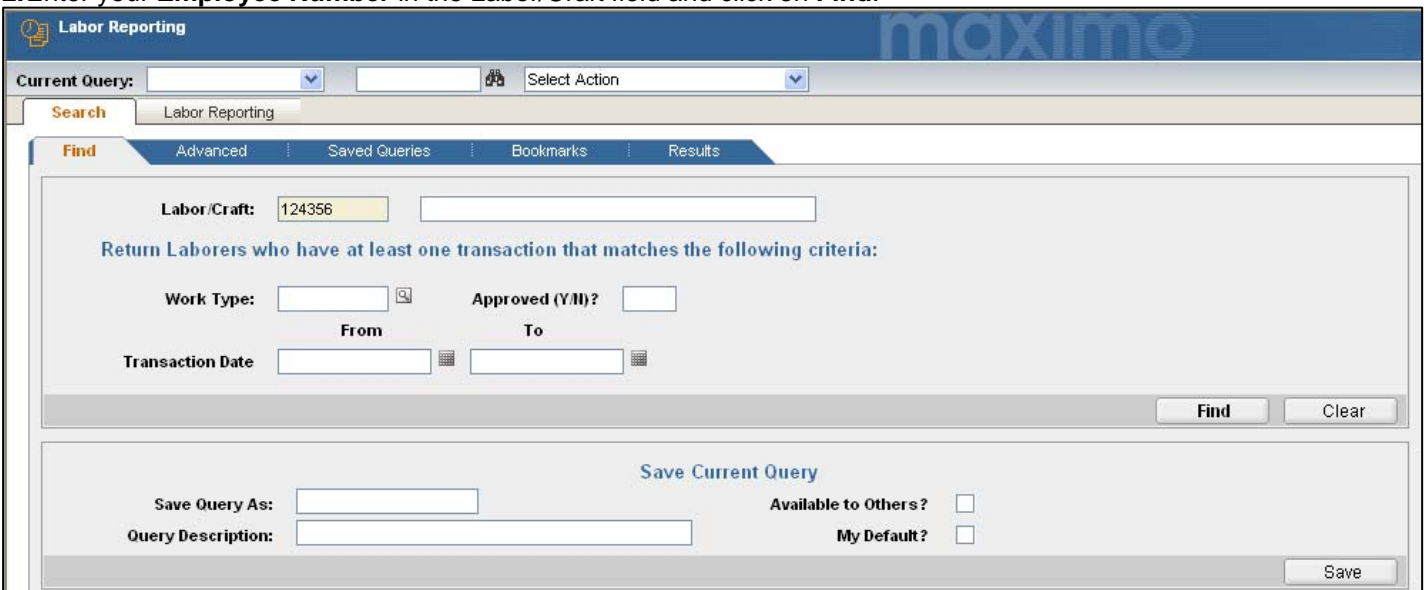
To request a user name and password, go to <http://mo.laschools.org/fis/existing-facilities/m-and-o/fis-awm>. Under the heading FIS-AWM Application, click on the  icon.



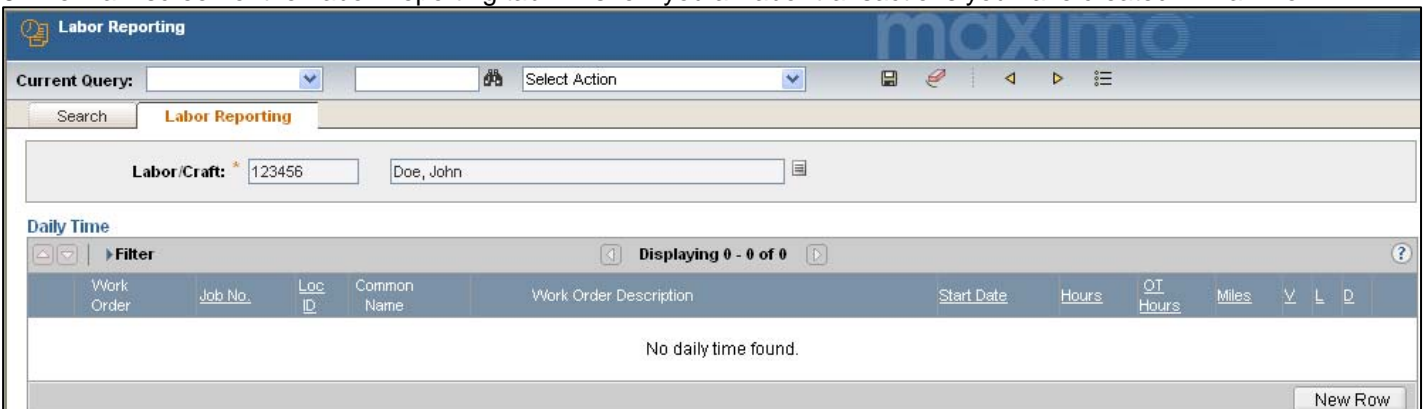
1. In the Start Center, click on the Work Order module and select **Labor Reporting** from the drop-down menu:



2. Enter your **Employee Number** in the Labor/Craft field and click on **Find**.



3. The main screen of the Labor Reporting tab will show you all labor transactions you have created in Maximo.





#### 4. Regular Time Reporting

Click on **New Row** and enter the following transaction information.

- Work Order
- Start Date
- Start Time
- Finish Time
- Miles (if applicable)
- Lead (if applicable)
- Short Diff (if applicable)
- Tool (if applicable)
- Memo (if applicable)

Labor Reporting
maximo

Current Query: Quick Key Search  Select Action

Search **Labor Reporting**

Labor/Craft:

**Daily Time**

Filter Displaying 1 - 1 of 1

Work Order	Job No.	Loc ID	Common Name	Work Order Description	Start Date	Hours	OT Hours	Miles	V	L	D
1350222	DN012763	2617	PARKS/HUERTA PRIMARY	REVIEW PLAINS AHS SPEC FOR TOPO SURVEY	10/8/09	8:30	0:00				

Work Order: <input type="text" value="1350222"/>	WO Task ID: <input type="text"/>	Parent WO: <input type="text"/>	
Start Date: <input type="text" value="10/8/09"/>	Start Time: <input type="text" value="7:00 AM"/>	Finish Date: <input type="text" value="10/8/09"/>	Finish Time: <input type="text" value="3:30 PM"/>
Hours: <input type="text" value="8:30"/>	Rate: <input type="text" value="85.77"/>	OT Hours: <input type="text" value="0:00"/>	OT Scale: <input type="text" value="1.5000"/>
Miles: <input type="text"/>	Lead: <input type="text"/>	Short Diff.: <input type="text"/>	Tool: <input type="text"/>
Line Cost: <input type="text" value="729.05"/>	Approved? <input checked="" type="checkbox"/>	Type: <input type="text" value="WORK"/>	Outside? <input type="checkbox"/>
Location: <input type="text" value="2617"/>	<input type="text" value="PARKS/HUERTA PRIMARY CENTER"/>		Org Code: <input type="text" value="2617"/>
Equipment: <input type="text"/>	PO Line: <input type="text"/>	GL Debit Account: <input type="text"/>	Job No.: <input type="text" value="DN012763"/>
Entered By: <input type="text" value="TRAIN04"/>	Enter Date: <input type="text" value="10/8/09 2:03 PM"/>	Craft: <input type="text" value="ER"/>	GL Credit Account: <input type="text"/>
Memo: <input type="text"/>	Revision? <input type="text" value="N"/>	Recorded As	Received:

**Note:** Maximo automatically reserves 11:30am-12:00pm as lunch. When the record is saved, the total hours are reduced by 30 minutes if the start and finish times consume the lunch hour.

Click on **Done** and save when finish. Click on **New Row** and repeat steps for the next day, if necessary.



### 5. Overtime Reporting

Click on **New Row** and enter the following transaction information.

- Work Order
- Start Date
- Start Time
- Finish Time
- *Remove auto-populated hours in the Hours field*
- OT Hours
- Miles (if applicable)
- Lead (if applicable)
- Short Diff (if applicable)
- Tool (if applicable)
- Memo (if applicable)

Labor Reporting
maximo

Current Query: Quick Key Search  Select Action

Search **Labor Reporting**

Labor/Craft: \* 123456 Doe, John

**Daily Time** Displaying 1 - 2 of 2

Work Order	Job No.	Loc ID	Common Name	Work Order Description	Start Date	Hours	OT Hours	Miles	V	L	D
▶ 1350222	DN012763	2617	PARKS/HUERTA PRIMARY	REVIEW PLANS ANS SPEC FOR TOPO SURVEY	10/8/09	8:00	0:00				
▼ 1350222	DN012763	2617	PARKS/HUERTA PRIMARY	REVIEW PLAINS AHS SPEC FOR TOPO SURVEY	10/8/09	0:00	2:00				

Work Order: 1350222	WO Task ID: <input type="text"/>	Parent WO: <input type="text"/>	Finish Time: 5:30 PM
Start Date: * 10/8/09	Start Time: 3:30 PM	Finish Date: 10/8/09	OT Scale: * 1.5000
Hours: * 0:00	Rate: * 85.77	OT Hours: * 2:00	Tool: <input type="text"/>
Miles: <input type="text"/>	Lead: <input type="text"/>	Short Diff.: <input type="text"/>	Outside?: <input type="checkbox"/>
Line Cost: * 257.31	Approved? <input checked="" type="checkbox"/>	Type: * WORK	Org Code: 2617
Location: 2617	PARKS/HUERTA PRIMARY CENTER		Job No.: * DN012763
Equipment: <input type="text"/>	PO Line: <input type="text"/>	GL Debit Account: <input type="text"/>	GL Credit Account: <input type="text"/>
Entered By: * TRAIN04	Enter Date: * 10/8/09 2:26 PM	Craft: ER	Recorded As Received: <input type="text"/>
Memo: <input type="text"/>	Revision? * N		

Click on **Done** and save when finish. Click on **New Row** and repeat steps for the next day, if necessary.



## 6. Reversing Transactions

Click on **New Row** and enter the following transaction information.

- Work Order
- Start Date
- Reverse (-) Hours on Hours/OT Hours field
- Reverse Miles (if applicable)
- Memo for reversing
- Revision box (Y)

**Labor Reporting** maximo

Current Query: Quick Key Search  Select Action

Search **Labor Reporting**

Labor/Craft: \* 123456 Doe, John

**Daily Time** 1 4 Displaying 1 - 3 of 3

Work Order	Job No.	Loc ID	Common Name	Work Order Description	Start Date	Hours	OT Hours	Miles	Y	L	D
▶ 1350222	DN012763	2617	PARKS/HUERTA PRIMARY	REVIEW PLANS ANS SPEC FOR TOPO SURVEY	10/8/09	8:00	0:00				
▶ 1350222	DN012763	2617	PARKS/HUERTA PRIMARY	REVIEW PLANS ANS SPEC FOR TOPO SURVEY	10/8/09	0:00	2:00				
▼ 1350222	DN012763	2617	PARKS/HUERTA PRIMARY	REVIEW PLAINS ANS SPEC FOR TOPO SURVEY	10/8/09	-8:00	0:00				

**Work Order:** 1350222 **WO Task ID:**  **Parent WO:**

**Start Date:** \* 10/8/09 **Start Time:**  **Finish Date:**  **Finish Time:**

**Hours:** \* -8:00 **Rate:** \* 85.77 **OT Hours:** \* 0:00 **OT Scale:** \* 1.5000

**Miles:**  **Lead:**  **Short Diff.:**  **Tool:**

**Line Cost:** \* -686.16 **Approved?**  **Type:** \* WORK

**Location:** 2617 **Equipment:**  **Org Code:** 2617

**PO:**  **PO Line:**  **GL Debit Account:**  **GL Credit Account:**

**Entered By:** \* TRAIN04 **Enter Date:** \* 10/8/09 2:31 PM **Craft:** ER **Recorded As Received:**

**Memo:** Incorrect job number **Revision?** \* Y

Click on **Done** and save when finish. Click on **New Row** and repeat steps for the next day, if necessary.



7. **Reports**

**Weekly Time Card Report**

Click on **Go to** and click on **Reports**

Work Order	Job No.	Log ID	Common Name	Work Order Description	Start Date	Hours	OT Hours	Miss	V	L	Q
1350222	DN012763	2617	PARKS-HUERTA PRIMARY	REVIEW PLANS ANS SPEC FOR TOPO SURVEY	10/8/09	8.00	0.00				
1350222	DN012763	2617	PARKS-HUERTA PRIMARY	REVIEW PLANS ANS SPEC FOR TOPO SURVEY	10/8/09	0.00	2.00				
1350222	DN012763	2617	PARKS-HUERTA PRIMARY	REVIEW PLANS ANS SPEC FOR TOPO SURVEY	10/8/09	8.00	0.00				

- Start Center
- Reports**
- Equipment >
- Inventory >
- Plans >
- PMs >
- Purchasing >
- Resources >
- Work Orders >
- Projects Module >

A Business Analysis and Reporting Window will appear, click on **Time Card Report**.

Run Reports	Version	Date
CATS Rejections	Version 1	12/11/2006 6:34 PM
Daily Assignment Report	Version 1	7/25/2007 8:47 AM
Daily Labor Summary	Version 1	7/25/2007 8:47 AM
Monthly Labor Summary	Version 1	7/25/2007 8:47 AM
Overtime Request	Version 2	7/25/2007 8:47 AM
<b>Time Card Report</b>	Version 1	7/25/2007 8:46 AM

Enter the **Start Date** of the week you wish to print, your **Employee Number** and click on **Submit**.



Click on the printer icon  to print the report.

Reporting

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**Los Angeles Unified School District**  
**Force Account - Weekly Time Report**

Parameters Entered  
 Labor Code: 123456  
 Labor Group: Not Supplied  
 Date(s): 10/4/2009 - 10/10/2009

Employee No.: 123456 Name: Doe, John

Start Date: 10/8/2009 Status: Class: Section Code: 1429  
 Tool: Lead: Short Diff:

Job No.	Site Name	Work Order	Reg Hrs	OT Hrs	Reb. Mil.	Rev.
DN012763	PARKS/HUERTA PC	1350222	8.00	0.00	0	N
	PARKS/HUERTA PC	1350222	0.00	2.00	0	N
	PARKS/HUERTA PC	1350222	-8.00	0.00	0	Y
<b>GP Total:</b>			0.00	2.00	0	
<b>Total:</b>			0.00	2.00	0	
<b>Totals:</b>			0.00	2.00	0	

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 \_\_\_\_\_ Date Signed by Employee \_\_\_\_\_  
 Approved By \_\_\_\_\_ Approved Date \_\_\_\_\_

Submit the **Weekly Time Report** to supervisor for signatory approval.

**Monthly Labor Summary Report**

Click on **Go to** and click on **Reports**

Labor Reporting

Current Query: Quick Key Search Select Action

Labor Craft: 123456 Doe, John

Daily Time

Work Order	Job No.	Loc ID	Common Name	Work Order Description	Start Date	Hours	OT Hours	Miles	V	L	D
1350222	DN012763	2617	PARKS/HUERTA PRIMARY	REVIEW PLANS AHS SPEC FOR TOPO SURVEY	10/8/09	8.00	0.00				
1350222	DN012763	2617	PARKS/HUERTA PRIMARY	REVIEW PLANS AHS SPEC FOR TOPO SURVEY	10/8/09	0.00	2.00				
1350222	DN012763	2617	PARKS/HUERTA PRIMARY	REVIEW PLANS AHS SPEC FOR TOPO SURVEY	10/8/09	8.00	0.00				

- Start Center
- Reports**
- Equipment >
- Inventory >
- Plans >
- PMs >
- Purchasing >
- Resources >
- Work Orders >
- Projects Module >

