Check for labor hours in FAMIS

1. Click the **Find Request** tab.

2. Change the **start date** to April 1st, 2016.

3. Change the **end date** to today’s date.

4. Change the **Status** to **Work Complete** or **Work Complete & Verified**.
   
   **NOTE**: The Superintendents will use the status of Work Complete. The Work Coordinator will use the statuses of Work Complete & Verified.

5. Click **Find**.

6. Scroll through the work orders.
   
   **NOTE**: The information you are looking for will be on the right hand side. It is identified by Est. and Act. time. If there is a zero in the Act. time, it means that no labor has been accounted for.