Entering Labor Hours in FAMIS

1. To navigate to the Work Order – Financial page from the Request Details page, you can click Work Order – Financial at the top of the page.

2. To navigate to the Work Order – Financial page from the My Requests page, with the Show Detail box checked, click the link to hours next to Act. for a request.


4. Select the Employee from the list under LABOR-Employee.

5. Select the Date, or allow it to default to the current date.

6. Enter Hours, or you can enter Time Started and Time Finished to have the system calculate the Total Hours.

7. Enter Hours in fractions. For example, enter “0.5” for ½ hour.

8. Enter a Rate/Hour, or leave blank to enable the system to default to the rate configured on the employee record.

9. Change the Type from REG to DT or OT, if applicable.

10. Uncheck the M/U box to waive any markup at the account level, if applicable.

11. Select the appropriate Charge To account, if applicable.

12. Change the Labor Activity, if desired.

13. Enter a Description, if desired.
14. Click **ADD**.
NOTE: You may enter as many labor records as needed to reflect the work performed.

15. The record will appear in the **TOTALS SUMMARY** and can be edited or deleted if necessary.