

Work Instruction: Adding Time to Engineering Operations

1. Audience

Engineering, Accounting

2. Objective:

To add time to an Engineering operation.

3. Revision and Approval

Rev.	Date	Nature of Changes	Approved By
N	6/16/18	Original issue.	Eicher
001	6/30/2022	Update for process change	Wagner

4. Scope

Adding time to an operation to show the amount of time a designer has spent on a job. This should be done at the end of each workday.

5. Prerequisites

Knowledge on Operating M1

6. Records

Job Record (Electronic)

7. Associated Documents

- Timecards

8. Evaluative Factors

None

9. Responsibility

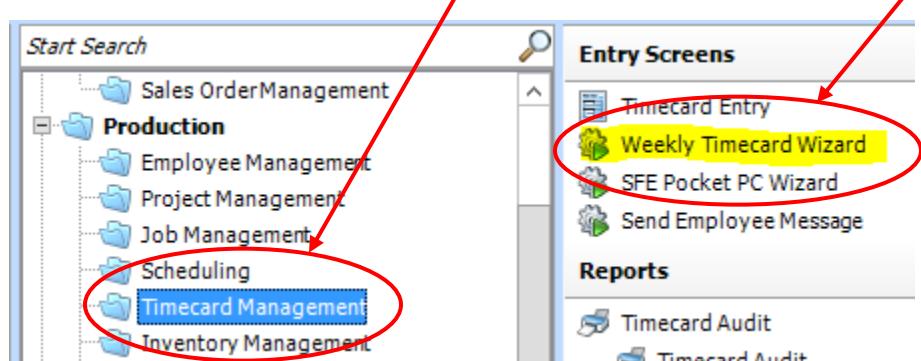
Engineering

10. Instructions

Step 1

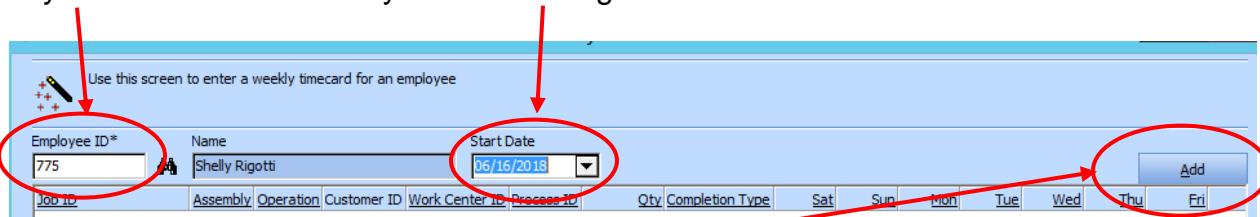
Enter time at the end of each workday.

On the start page, click on “Timecard Management” then on “Weekly Timecard Wizard”.



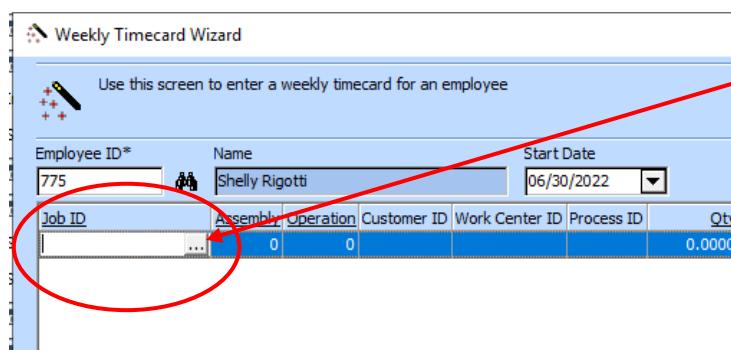
Step 2

Enter your Employee Id number in the “Employee ID*” field and hit “enter” on the keyboard. Put in the date you are entering the time for.



Click on the “add” button.

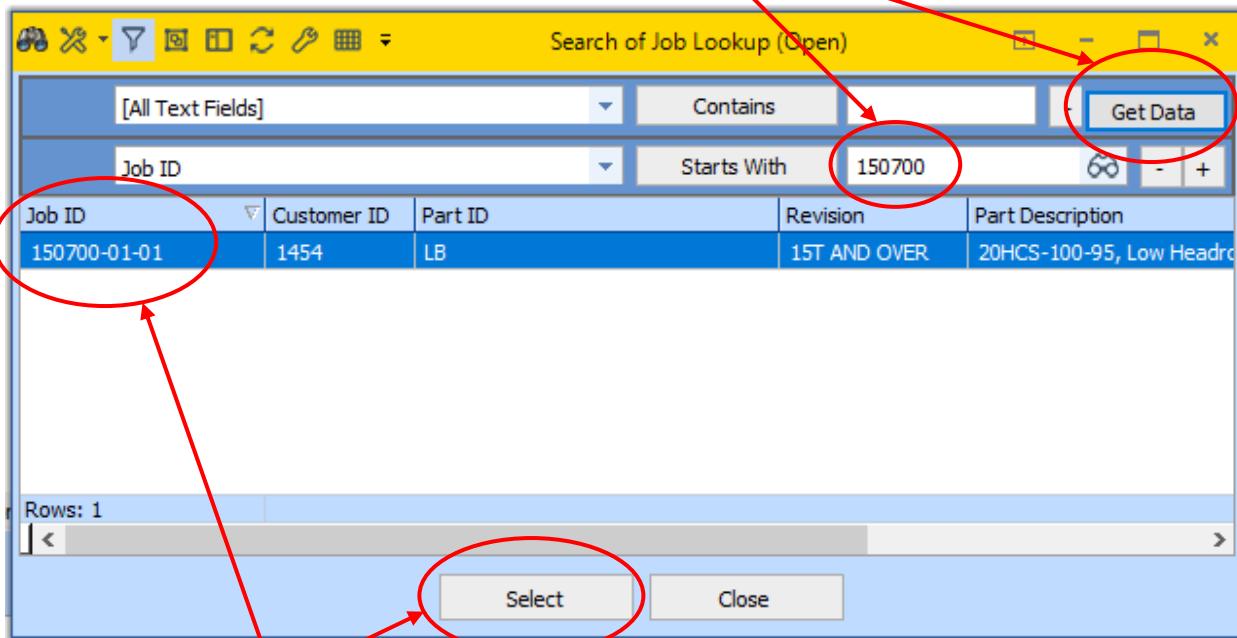
Step 3



Click on the “Job ID*” field to open the search grid

Step 4

When the search window pops up, enter the Sales Order number you need to add time to then click on "Get Data".



If more than one job shows, click on the Job ID you wish to add time to the click on the "Select" button.

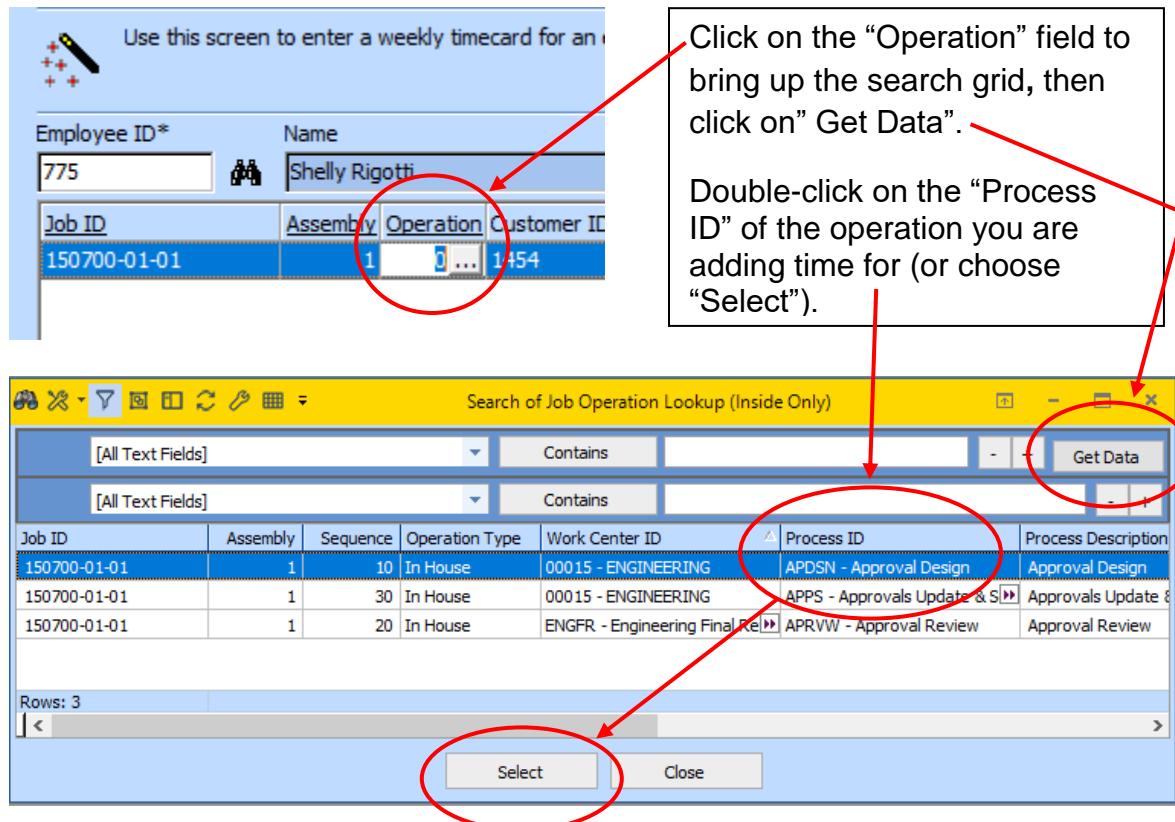
Step 5

The top screenshot shows a weekly timecard entry screen. The 'Assembly' field in the 'Job ID' row is highlighted with a red circle. The bottom screenshot shows a 'Search of Job Assembly Lookup' window. The 'Get Data' button is highlighted with a red circle. A callout line points from the 'Assembly' field in the timecard to the 'Get Data' button in the lookup window.

Click on the "Assembly" field to bring up the search grid, then click on "Get Data".

Double click on the "Assembly" you are entering time for.

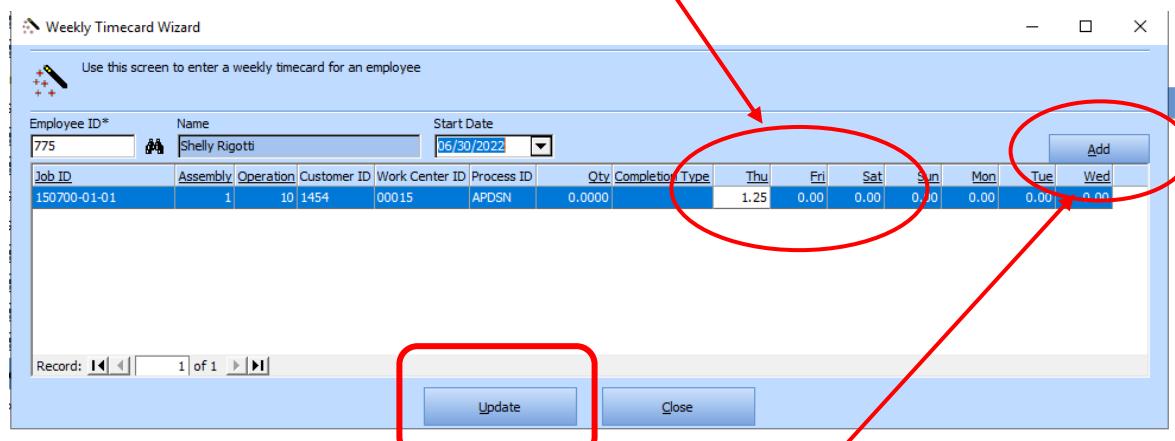
Step 6



The screenshot shows two windows. The top window is the 'Weekly Timecard Wizard' with fields for Employee ID (775), Name (Shelly Rigotti), Job ID (150700-01-01), Assembly (1), Operation (1454), and Customer ID (1454). A red circle highlights the 'Operation' field. The bottom window is a search grid titled 'Search of Job Operation Lookup (Inside Only)'. It has two search criteria: 'Job ID' (150700-01-01) and 'Operation' (1454). The results show three rows of data. Red circles highlight the 'Get Data' button in the search grid header, the 'Process ID' column in the results grid, and the 'Select' button in the search grid footer.

Step 7

Enter the number of hours worked in the correct day(s).



The screenshot shows the 'Weekly Timecard Wizard' window. The timecard table has a row for '150700-01-01' with values: Assembly (1), Operation (1454), Customer ID (00015), Work Center ID (APDSN), Process ID (0.0000), Qty (1.25), Completion Type (Thru), and days (0.00 for Mon-Fri, 0.00 for Sat-Sun). A red box highlights the 'Update' button at the bottom of the window.

If you have more than one timecard to enter, click the "Add" button and repeat steps 3 through 7 until all time is entered. When complete click the "Update" button.