

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

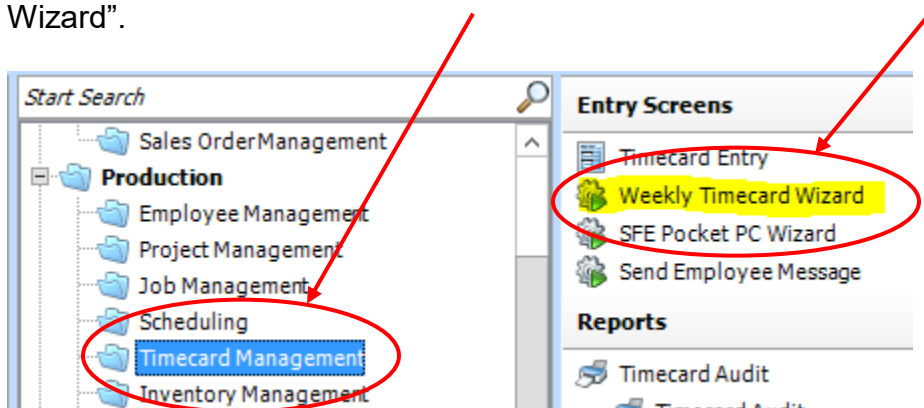
Engineering

10. Instructions

Step 1

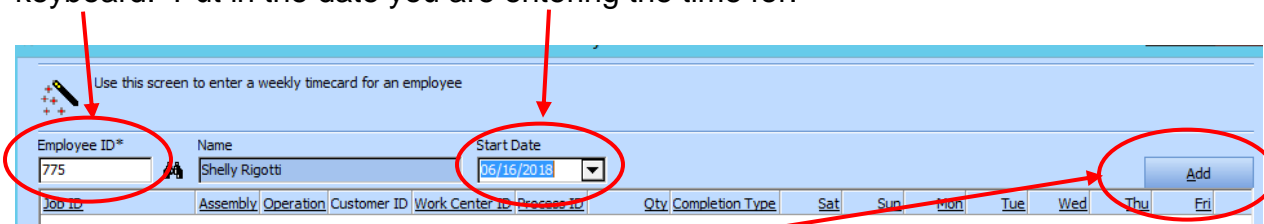
Enter time at the end of each workday.

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



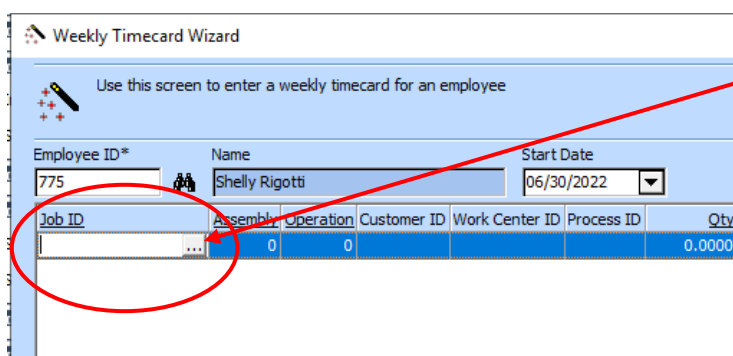
Step 2

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”.

Job ID	Customer ID	Part ID	Revision	Part Description
150700-01-01	1454	LB	15T AND OVER	20HCS-100-95, Low Headro

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

Step 5

Job ID	Assembly	Operation	Customer
150700-01-01	0	0	1454

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.

Job ID	Assembly	Level	Parent Assembly	Part ID	Revision	U
150700-01-01	0	1	0	LB	15T AND OVER	E
150700-01-01	1	2	0	ENG		E

Step 6

Use this screen to enter a weekly timecard for an employee.

Employee ID*: 775 Name: Shelly Rigotti

Job ID: 150700-01-01 Assembly: 1 Operation: 1 Customer ID: 1454

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

Double-click on the "Process ID" of the operation you are adding time for (or choose "Select").

Search of Job Operation Lookup (Inside Only)

Job ID	Assembly	Sequence	Operation Type	Work Center ID	Process ID	Process Description
150700-01-01	1	10	In House	00015 - ENGINEERING	APDSN - Approval Design	Approval Design
150700-01-01	1	30	In House	00015 - ENGINEERING	APPS - Approvals Update & S	Approvals Update & S
150700-01-01	1	20	In House	ENGFR - Engineering Final Rel	APRVW - Approval Review	Approval Review

Rows: 3

Select Close

Step 7

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

Weekly Timecard Wizard

Use this screen to enter a weekly timecard for an employee.

Employee ID*: 775 Name: Shelly Rigotti Start Date: 06/30/2022

Job ID	Assembly	Operation	Customer ID	Work Center ID	Process ID	Qty	Completion	Type	Thu	Fri	Sat	Sun	Mon	Tue	Wed
150700-01-01	1	10	1454	00015	APDSN	0.0000			1.25	0.00	0.00	0.00	0.00	0.00	0.00

Record: 1 of 1

Update Close

Add

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.