



Facilities & Services
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

My.FS Portal – F&S Mobile Timecard Entry

Last Updated: 11/15/2014

Change log

Date	Changes	Author
11/18/2010	Initial Draft	Michelle Costantino
02/05/2014	Incorporate Screen Enhancements	Michelle Costantino
05/26/2014	Functional Changes Phase 2	Michelle Costantino
11/11/2014	Minor Changes	Michelle Costantino

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F&S Mobile Application

Login

Mobile Web Location:

<https://my.fs.illinois.edu/m>

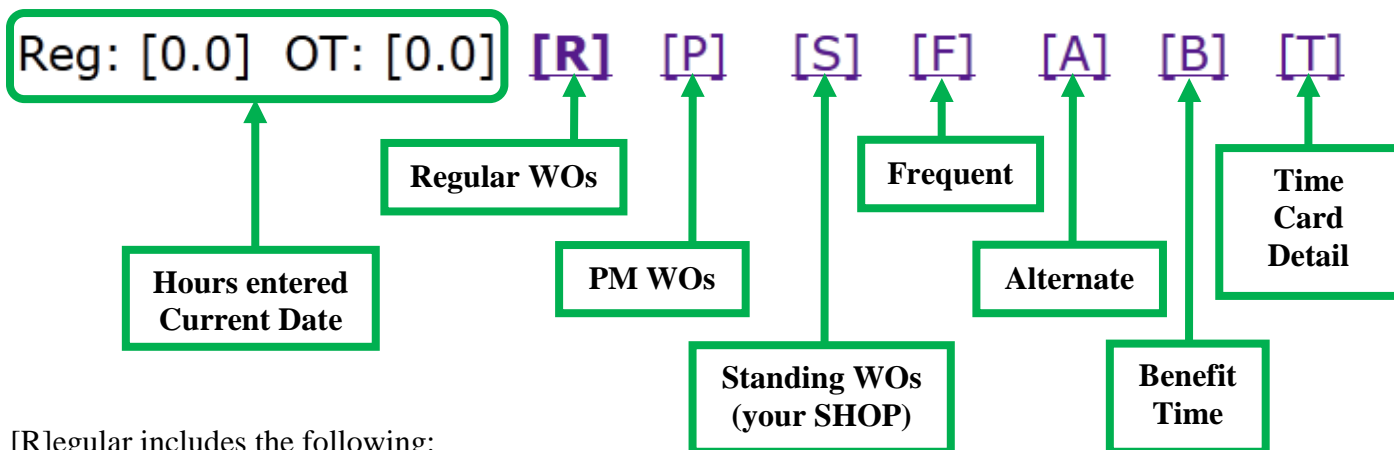
Log into the Application with your
System Login and Password



Screen Header

Click on one of the screen “tabs” to enter time against the appropriate Work Order/Phase.

Description of the “Tab” abbreviations:



[R]egular includes the following:

- WO/Phases that are not Preventive, Standing, or Benefit Time
- WO/Phase assigned directly to an employee
- If Shop is using Building Zones then WO/Phases in Buildings in the Zone that employee is assigned to.
- If Shop has selected “Mobile view of all Shop WO OK” then all WO/Phases for that Shop will display.

[P]reventive Type Work Orders

[S]tanding Work Orders:

- Including Benefit WO/Phases that will accept Overtime

[F]requent includes the following:

- The most frequently used WO/Phases in the last 90 days, in order by the most used to the least used. (this does not include Vacation, Sick or Holiday Time entered in the last 90 days)

[A]lternate includes the following:

- Completed WO/Phases until they are Closed in AiM (28 days)

[B]enefit Time includes the following:

- Benefit type WO/Phases but no Overtime is allowed (see [S]tanding Tab)

[T]ime Card Detail includes the following:

- All timecard entries for the current pay period will display on this screen.

Work Order Queues

NOTE - Periodically you need to refresh your browser to view New/High Priority Work orders. Switching to a different “tab” will refresh the data also.

WO/Phases are prioritized by:

- Priority on the phase (1-EMERGENCY, 2-HIGH, 3-NORMAL, 4-LOW, 5-SLIGHT)
 - All WO's created through the my.fs Service Request are 3-NORMAL
- Created Date (Oldest on top, newest on bottom)

1. Click on the Appropriate “Tab” to view the associated Work Order/Phases. The Default “Start Page” is the [R] Regular Work Orders “tab”.
2. Click on the Work Order/Phase Link

The screenshot shows a list of work orders. A callout bubble labeled "Select Appropriate 'Tab'" points to the tab bar at the top, which includes buttons for [R], [P], [S], [F], [A], [B], and [T]. Another callout bubble labeled "Select Work Order/Phase" points to a specific work order entry in the list.

Reg: [0.0] OT: [0.0] **[R]** [P] [S] [F] [A] [B] [T]

[10218083/001](#) DISPATCH/RELEASED
Created: 07/18/2013 11:10 AM Priority: 3-NORMAL
0118 ACTIVITIES & RECREATION CENTER

[10226690/001](#) DISPATCH/RELEASED
Created: 08/21/2013 15:58 PM Priority: 3-NORMAL
0276 LIBRARY AIR CONDITIONING CENTER CHILLER PLANT

[10226868/001](#) DISPATCH/RELEASED
Created: 08/22/2013 11:10 AM Priority: 3-NORMAL
0159 WOHLERS HALL

[10241713/001](#) DISPATCH/RELEASED
Created: 10/24/2013 08:43 AM Priority: 3-NORMAL
0339 TEMPLE HOYNE BUELL HALL
Room: 03-0317

Timecard Entry

3. Click the **Start To Work** button, and the system will start counting the time spent on this job.
 - a. Return to this Work Order/Phase later and the system will have calculated the time spent.

The screenshot shows the details of a work order. A callout bubble labeled "Current Status" points to the status "[RELEASED]" in the header. Another callout bubble labeled "Click 'Start To Work'" points to the "Start To Work" button. A bracket on the right side groups the contact information and the work order description under the label "Contact Info".

10321040/001 **[RELEASED]** DISPATCH
Created: Nov 05, 2014 14:44 PM Priority: 2-HIGH

STU-STAFF AIR CONDITIONING CENTER
Contact: JACKSON, SHANE
Phone: 217-300-2051
Email: sjack@illinois.edu

WO: BASA: SHOP 41, INSTRUMENT AIR IS IN ALARM. THIS IS TIED TO THE NEW SIEMENS PANEL AND HAS BEEN VERIFIED TO BE IN ALARM BY JOE NEIN.
Phase: SHOP 41: KERWIN, REPAIR AIR COMPRESSOR, IT IS NOT RUNNING. TC CONTACT: PAUL BARTON 714-9865.

Start To Work

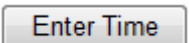
[Go to Start Page](#)
My Time Cards for this WO/Phase:

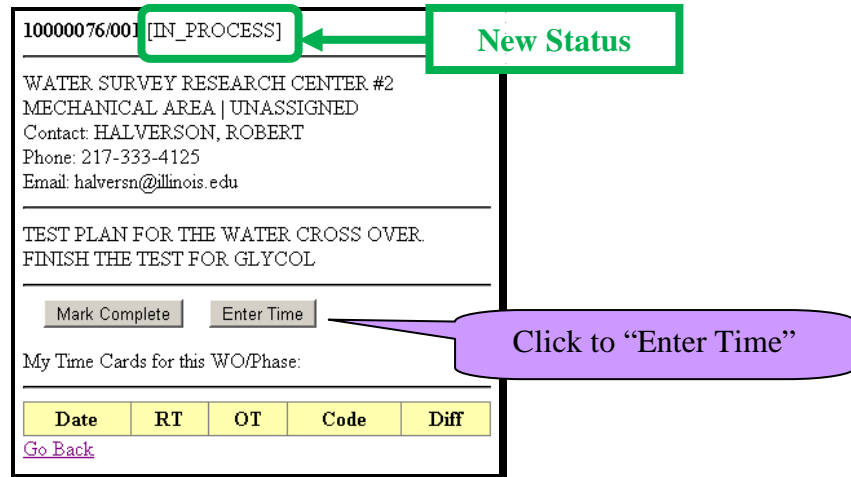
Date	RT	OT	Code	Upgrades
11/02	2.0			
11/01	1.0			

[Go to Start Page](#)

4. The Phase Status is changed to “IN_PROCESS” once you “Start to Work”

Note: Dispatch Work Orders do not have an “IN_PROCESS” Status.

5. Click on the  button, to view time spent or to manually enter the time on this job.




10000076/001 [IN_PROCESS] **New Status**

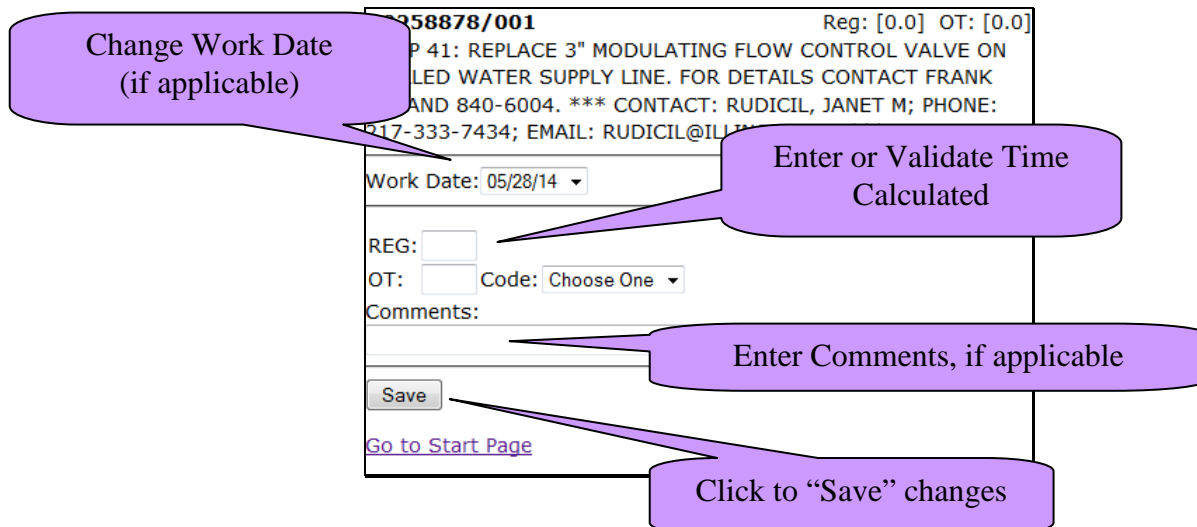
WATER SURVEY RESEARCH CENTER #2
MECHANICAL AREA | UNASSIGNED
Contact: HALVERSON, ROBERT
Phone: 217-333-4125
Email: halversn@illinois.edu

TEST PLAN FOR THE WATER CROSS OVER.
FINISH THE TEST FOR GLYCOL

My Time Cards for this WO/Phase:

Date	RT	OT	Code	Diff
Go Back				

6. Change the Work Date, if applicable (defaults to current day) Only dates in Current Pay Period are available. Except for Sunday through Monday 10am on “Payroll Monday” this time period will display previous and current pay period.
7. Enter time: (your total Regular Hours cannot exceed your eligible daily hours)
- Validate time calculated (which started when clicking “start to work” button)
 - Manually enter REG and OT values
 - For OT values, select appropriate OT Code from list:
 - 1=time and a half
 - 2=double time
 - 3=straight time
8. Enter Timecard Comments:
- These display for the supervisor approving the timecard
 - These comments are loaded as Phase Notes in AiM, as type “TIMECARDCOMMENT”
9. Press the  button



258878/001 Reg: [0.0] OT: [0.0]

P 41: REPLACE 3" MODULATING FLOW CONTROL VALVE ON
LED WATER SUPPLY LINE. FOR DETAILS CONTACT FRANK
AND 840-6004. *** CONTACT: RUDICIL, JANET M; PHONE:
217-333-7434; EMAIL: RUDICIL@ILLINOIS.EDU

Work Date: 05/28/14

REG: OT: Code: Choose One

Comments:

[Go to Start Page](#)

Change Work Date (if applicable)

Enter or Validate Time Calculated

Enter Comments, if applicable

Click to “Save” changes

Completing Phase (available on a shop by shop basis)

1. Click the **Mark Complete** button

10000076/001 [IN_PROCESS]

WATER SURVEY RESEARCH CENTER #2
MECHANICAL AREA | UNASSIGNED
Contact: HALVERSON, ROBERT
Phone: 217-333-4125
Email: halversn@illinois.edu

TEST PLAN FOR THE WATER CROSS OVER.
FINISH THE TEST FOR GLYCOL

Mark Complete **Enter Time**

My Time Cards for this WO/Phase:

Date	RT	OT	Code
11/18	1.0		
11/18	2.0		

[Go Back](#)

Click for Completed Work (points to Mark Complete button)

Previous Time Cards Display Here (points to table)

2. Please note that once the Phase is **COMPLETED** this WO/Phase will be removed from you work queue, but you can continue to enter Mobile Time Cards.in the [A]lternate tab for 28 days.
3. Enter “Closing Comments”, if applicable.
 - a. These comments are loaded as Phase Notes in AiM, as type “CLOSING_COMMENT”
4. Click **Complete Phase** button.

10321040/004 [RELEASED] DISPATCH
Created: Nov 03, 2014 14:44 PM Priority: 2-HIGH

STU-STAFF AIR CONDITIONING CENTER
Contact: JACKSON, SHANE
Phone: 217-300-2051
Email: sjack@illinois.edu

WO: BASA: SHOP 41, INSTRUMENT AIR IS IN ALARM. THIS IS TIED TO THE NEW SIEMENS PANEL AND HAS BEEN VERIFIED TO BE IN ALARM BY JOE NEIN.
Phase: SHOP 41: KERWIN, REPAIR AIR COMPRESSOR, IT IS NOT RUNNING. TC CONTACT: PAUL BARTON 714-9865.

You are about to mark this wo/phase as completed. Are you sure you want to do this?

Closing Comment:

Click “Complete Phase” Button when Done (points to Complete Phase button)

Record Closing Comment(s) (points to Closing Comment field)

Complete Phase **Cancel**

Reviewing/Editing Timecard

1. Click on the [T] "tab" to review time enter for the current pay period.

Summary of Daily Hours Reported

Reg: [2.0] OT: [0.0] [\[R\]](#) [\[P\]](#) [\[S\]](#) [\[F\]](#) [\[A\]](#) [\[B\]](#) [\[T\]](#)

[10258878/001](#) DISPATCH/RELEASED
Created: 01/13/2014 11:22 AM Priority: 3-NORMAL
0378 ADMISSIONS AND RECORDS BUILDING

[10270074/001](#) DISPATCH/RELEASED
Created: 02/21/2014 14:54 PM Priority: 3-NORMAL
0067 LOOMIS LABORATORY OF PHYSICS
Room: 04-0417

[10272435/001](#) DISPATCH/RELEASED
Created: 02/28/2014 13:52 PM Priority: 3-NORMAL
0242 MORRILL HALL

[10274638/001](#) DISPATCH/RELEASED
Created: 03/11/2014 16:29 PM Priority: 3-NORMAL
0378 ADMISSIONS AND RECORDS BUILDING
Room: 01-0107

Click to View/Edit [T]imecard Details

2. Approved Timecards CAN NOT be edited.
3. On Pending or Declined Timecards, Click "[Edit](#)" to do the following:
 - a. change the hours
 - b. change codes
 - c. add, change or delete comments
 - d. delete the time card

Time Cards:

[Go to Start Page](#)

Time Card Status: **Declined** [Edit](#)

WO/Phase 10258878/001
Building ADMISSIONS AND RECORDS BUILDING
Description SHOP 41: REPLACE 3" MODULATING FLOW CONTROL VALVE ON CHILLED WATER SUPPLY LINE. FOR DETAILS CONTACT FRANK BOLAND 840-8904.
Date 05/28/14
RT 1.0

Time Card Status: **Approved**



WO/Phase 10270074/001
Building LOOMIS LABORATORY OF PHYSICS
Description THERMOSTAT AND OR CONTROL VALVE FOR THE RADIATOR IS NOT WORKING. OCCUPANT IS OPENING THE WINDOW IN HER OFFICE TO KEEP THIS ROOM COOL *** CUSTOMER PRIORITY: HIGH
Date 05/28/14
RT 1.5

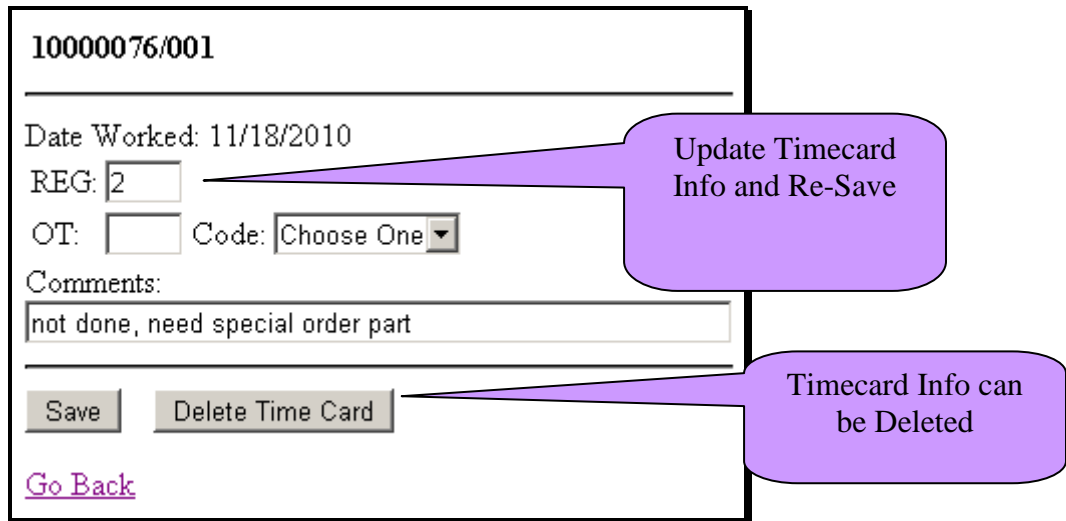
Time Card Status: **Pending** [Edit](#)

WO/Phase CS-9999/006
Building GENERAL CAMPUS LOCATION
Description VACATION
Date 05/28/14
RT 0.5
OT Code VACA

[Go to Start Page](#)

Click to Edit

4. Change any of the fields, then press the  button.
5. If necessary, press the  button.
 - a. Situations for this would be Different WO/Phase or Different Work Date



The screenshot shows a mobile timecard entry form. At the top, the identifier '10000076/001' is displayed. Below this, the 'Date Worked' is set to '11/18/2010'. The 'REG' field contains the value '2'. The 'OT' field is empty, and the 'Code' field is a dropdown menu currently showing 'Choose One'. A text area for 'Comments' contains the text 'not done, need special order part'. At the bottom of the form are two buttons: 'Save' and 'Delete Time Card'. A purple callout bubble points to the 'Save' button with the text 'Update Timecard Info and Re-Save'. Another purple callout bubble points to the 'Delete Time Card' button with the text 'Timecard Info can be Deleted'. Below the buttons is a link labeled 'Go Back'.

10000076/001

Date Worked: 11/18/2010

REG:

OT: Code:

Comments:

[Go Back](#)

Update Timecard Info and Re-Save

Timecard Info can be Deleted