



Estates and Buildings Information System

User Guide

ARCHIBUS/FM V17

Entering Trade Timesheet Assistant Team Leaders User Guide

Foreword

This User Guide document has been designed for the purpose of training relevant members of staff within Estates and Buildings.

System Support

If you require assistance please contact Ebisusers@ed.ac.uk in the first instance. All urgent requests should be directed to the Ebisusers Support Desk on ☎ 50 9683.

More information on the EBIS Project is available at:-

<http://www.ebis.estates.ed.ac.uk>

Logging on to EBIS Online

Login to the following url using user name and password which are supplied by Ebisusers.

<https://www-live.ebis.estates.ed.ac.uk/ebistop.cfm>

This will open menu bar showing what access you have been set up with.

Entering Trade Timesheet

Once all time has been entered from Work Orders Assistant Team Leaders should login to EBIS Online Timesheets to ensure that each tradesperson has the required 42.5 hours against them for that week and Commit Timesheet. This is also where time should be entered for Annual Leave, Medical Appointments etc. Time for Call Outs and Overtime should be entered through this screen.

Login to <https://www-live.ebis.estates.ed.ac.uk/ebistop.cfm> and select Timesheets | Trade Timesheets from menu bar. This will bring back the following:

Trades Select Timesheet

Week Ending ... Trades Person ...



Select the Week Ending Date from the look up and the Trades Person from the look up. You can also enter part of the Trades Persons name and then click on look up box to bring back member of staff. This will open up Timesheet for selected Trades Person for committing or entering time into.

Trades Time Sheet

Week Ending: 07-Dec-2008 Trades Person: ... Position: JOINER

Time Sheet Details

Task Work Ord. Trade

Day Name Comments

Hours

| Normal | Time & Half | Double Time | Unpaid Overtime | Time & Half | Double |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |

| | Normal | Time & Half | Double Time | Unpaid Overtime | Call Out Time & Half | Call Out Double |
|-----------------------|--------|-------------|-------------|-----------------|----------------------|-----------------|
| Total for week | 5 | 0 | 0 | 0 | 0 | 0 |

| Day | Task | Work Order No. | Hours |
|-------------------|------------|----------------|------------------------|
| Wednesday | Work Order | 562607 | 5 edit |
| Day Total: | | | 5 |

Any time which has been entered against Work Orders will show with a cumulative total for the week. If this is showing as 42.5 hours then click on Commit Timesheet to commit details for this tradesperson for the week. If the Total for week is showing less than 42.5 hours then time requires to be entered to make up to 42.5.

Select Task (if Call Out or Overtime being logged select Work Order from task list and enter Work Order Number), Day Name and then enter hours and update. Call Outs should be recorded as Call Out Time & Half with minimum number of hours logged as 2

Once the Timesheet has been entered select Commit Timesheet. Timesheet will only Commit when correct number of hours have been entered for the Trades Persons position. If hours are incorrect this will require to be rectified before the Timesheet can be Committed. Hours should be as follows:

| | All Trades |
|-----------|------------|
| Monday | 8.5 |
| Tuesday | 8.5 |
| Wednesday | 8.5 |
| Thursday | 8.5 |
| Friday | 8.5 |
| Total | 42.5 |