

## **Guidelines for Time Tracking**

The work FM performs throughout campus impacts virtually all W&M budgets. Given the impacts, it is vitally important to be transparent and consistent in our processes. These guidelines have been developed to standardize timekeeping and provide more transparency in work order costs.

There are many factors that contribute to the amount of time that is charged against work orders. These guidelines standardize practices and ensure costs are allocated appropriately. The exact time billed against a work order includes time spent obtaining any needed parts, performing the actual work, and time for transiting to the worksite.

These guidelines also serve to stress the importance of being good stewards of W&M budgets. As such, the following should aid technicians and supervisors in managing and assigning time to work orders in an appropriate manner.

### **Technician Time: Daily Tracking of time from shop to warehouse to multiple job sites.**

Start recording time at approximately 7:30 and go to the warehouse to obtain parts when what is needed can be ascertained from the work order. Transit to the first job site. Perform the work. Stop recording time. Next, the technician starts recording time for the follow on job. This continues until the technician returns to the shop for lunch. The process repeats itself after lunch. Time spent in meetings and training will be tracked using the appropriate dropdowns in the FAMIS timekeeping module. At the end of the day, the technicians will reconcile time to ensure they bill exactly 8 hours. This is also the opportunity to ensure time spent obtaining parts and stocking vehicles is apportioned appropriately. Time shall be recorded to the nearest 15-minute interval.

### **Supervisor Time**

Time spent by a supervisor completing work orders should be charged per the above process when the supervisor is serving as a technician, either alone or with another technician. Time spent by a supervisor providing guidance on or general coordination of work orders shall be charged as supervision time and recorded using the dropdowns in FAMIS. Time spent by a supervisor performing timekeeping, evaluations, and related activities shall also be charged as supervision time. Time spent developing and training assigned staff shall be charged as training time.