Steps for entering Time and Materials in Sprocket

- Open Sprocket (it is better to use Mozilla Firefox to run Sprocket as Internet Explorer is slow to render some of the features in Sprocket. The website where one can download Firefox is: <u>http://www.mozilla.org/en-US/firefox/new/</u>
- 2. Log in to Sprocket using your first initial and last name as one word and *sprocket* as your

* ‡ SPROCKET	
Username mramey	
Password	
Remember me on this computer	
Forgot Password? Forgot Username?	

Enter Time and Materials on a work order

3. Open the Manage Overview screen by clicking here

password:

Work Management Inspections Reporting Inventory			
SprocketPortal Manage Overview My Requests My Work Orders	New Work Order Time	Materials	
Report Add Widget			
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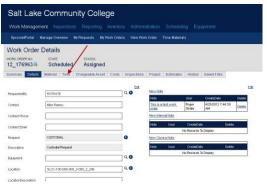
4. Locate your work order by clicking on "My Work Orders" (Only work orders assigned to you specifically will show under this screen

Sa	alt Lake Co	mmunity Co	llege							
Wo	rk Management	Inspections Reportir	ng Inventory	Administration	Scheduling	Equipment				
Spr	ocketPortal Manage	Overview My Requests	My Work Orders	New Work Order	Time Materials					
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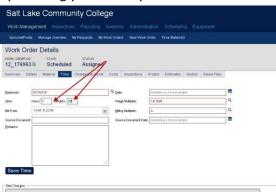
Open the work order assigned to by clicking on the work order number with the mouse arrow

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Work Management									04/25/2012 07:45 AM
SprocketPortal Manag	e Oveniew My Rec	uests MyWork		Time Materials					
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	25								Showing 1 bees in 1 pages. Total Results 1
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K CI > X Pag	e size: 25								Showing 1 tents in 1 pages. Iotal Results 1

5. From the Work Order Details screen click on the tab that says Time



6. Under the Time tab you will see your name in the red employee box so simply start by entering your time by exact hours and minutes in the Time fields.



- 7. Leave the "Bill From" fields blank. You may leave the "Date" field blank and T&M will enter todays date.
- 8. If you are on Graveyard shift you must divide up the shift on two dates and show two dates when entering T&M for your shift i.e. everything before midnight you will choose from the "date picker" (you will choose the previous day) you may leave the field blank for anything after midnight.
 Work Order Details

9. Change the "Wage Multiplier" to the appropriate shift either REG for full time employees or PTE for parttime employees. If you are adding overtime to a shift be sure to enter that time and select OVT and if you are earning comp time be sure to select CTE. If you are a student employee use STE for your time. If you are using comp time enter CPT. You may use the magnifying glass to select any other codes that are applicable.

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- 10. Leave the "Billing Multiplier" field at A.
- 11. Leave the "Source Document Date" field blank.
- 12. You may add any additional comments in the remarks box.
- 13. Click "Save Time"

Time Charges

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14. Then click "Save and Exit" in the upper right hand corner.

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12_1769					
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15. Your time for the work order has been entered.

Entering Time and Materials

1. To Enter Time and Materials from the main screen click Time Materials

Sa	ılt Lake C	ommunity Colle	ge						
Wo	rk Management								
Spr	ocketPortal Manag	e Overview My Requests My	Work Orders New Work Order	Time Materials					
Refres	Closed Work Orders Refresh Search New Work Order								
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	<u>12 176915</u>	4/24/2012 12:00:00 AM	4/25/2012 12:00:00 AM	🛯 🚔 🤜 🥔 🔻	Julie Alexander	с			
	<u>12 176912</u>	4/24/2012 12:00:00 AM	4/25/2012 12:00:00 AM	🗐 🚔 🤜 🥔 🔻	Juan in Student Center	с			
	<u>12 176898</u>	4/24/2012 12:00:00 AM	4/24/2012 12:00:00 AM	🗐 🚔 🧏 🥔 🔻	wayne	с			
		4/24/2012 12:00:00 AM	4/24/2012 12:00:00 AM	s 🔒 🖓 🛷 🔺	wayne	с			
	<u>12 176897</u>	472472012 12.00.00 MM	472472012 12:00:00 PMM		wayne				

- 2. You will see that the Time and Materials screen is almost identical to the Time and Materials tab in the Work Order Screen.
- 3. Be sure to select the Time Tab if not already on that screen.
- 4. Under the Heading Time & Materials uncheck the "use work order" field

Salt La	ke C	ommı	unity Co	olleg	е				
Work Mana	gement							Schedulin	
SprocketPorta	l Manaç	e Overview	My Requests	My Wor	k Orders	New Work O	rder	Time Materials	
Time & Materials									
Post Tim	e								
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5. Your screen will look like this . . .

Salt Lak	e Comm	unity Co	ollege		
Work Manage	ement Inspect	tions Repo	rting Inventor	y Administra	tion Scheduling
SprocketPortal	Manage Overview	My Requests	My Work Orders	New Work Order	Time Materials
Time & Ma	terials				
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Craft				۹ 0	
Location				۹ <u>-</u> 0	
Time Materials	Chargeable Asset				

 Enter the first few letters of the T&M code defining your work with a breakdown for each separate job i.e. "Detail Specialist", "Vacuum Specialist", "Restroom Specialist" etc. The Sprocket "Auto Complete" feature will allow you to choose from a list appropriate to the job.

Salt Lake Community College									
Work Management Inspections Reporting	Inventory Adminis	tration Scheduling	Equipment						
SprocketPortal Manage Overview My Requests My Wo	rk Orders New Work Ord	er Time Materials							
Time & Materials									
−Time & Materials Details Use <u>W</u> ork Order □	٩								
TMAccount VACSPEC	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~								
Craft Description: Vacuum Specialist	۹ 🛈								
Time Materials Chargeable Asset									
Post Time									
Employee:	Q Date:	mm/dd/yyyy hh:mm am/pm							
Time: hours: xx minutes: xx	Wage Multiplier:	REG	٩						
Bill From: None -	Billing Multiplier:	A	٩						

7. You may also look under the magnifying glass for more codes

TMAccount BillingCodeID	Like		Description AccountCodelD
Search Cance			
1234			
TMAcodert		Description	
ADMIN		Administration / Paperwork / Clerical	
80		Empty Bio Weste Containers - Use Caution	
BULB CRUSHIN		Crushing light bulbs and tubes as needed	
CARPET BARN		Carpet Barn Organization	
CARPETBARN		Work at Carpet Barn	
CARRIER		Carrier Services	
CHECK BOILERS		Check Bollers	
CHECK CHILLERS		CHECK CHILLERS	
OKEGEMS		Check Equipment Rooms	
CLINSHP		Clean Shop	
COMP TIME		Compensational Time	
CONTRACTOR		Contractor	
OUSTSUPPLIES		Custodial Supplies	
DELIVERY		Assist delivering supplies to areas at SLCC	
ESIGNROOM		Organizing, updating catalogs, Etc.	
DETSPEC		Detail Specialist	
Distil Paint Thinner		distill paint thinner	
EMERGANCY		EMERGANCY	
INVIRONMENTAL CLUB		Time for meeting and training and other activities	
SQUIPMENT REPAIR		Equipment Repair	
QUPTMAINT		Maintenance of Equipment	
ERRANDS		Errends	
FERTILIZING		Fertilizing	
ERLINSPECTION		Fire Inspection	
FIREDETECTION		Related work to fire alarm and detection systems	

- 8. Note that there are several pages of T&M codes so choose the code most appropriate for the work you are completing at the time
- 9. Enter the craft code, i.e. CU for custodial, EL for electrician.
- 10. Enter the location. Use the location tree icon to find the most specific location of the work.
- 11. There is no name in the Employee field in Time Materials you must add your name here (first initial, last name this field will auto complete your name.
- 12. If you are entering time for a previous day or future time for vacation choose the date picker and add the appropriate date then add the exact time worked or exemption time as appropriate to your time entry.

Post Time			
Employee:	Q ^{Date:}	mm/dd/yyyy hh:mm am/pm	
Time: Hours: 0 Minutes: 0	Wage Multiplier:	REG	۹
Bill From: Craft -	Billing Multiplier:	A] Q
Billing Rate: \$ 0.00			_
Source Document:	Source Document Date	mm/dd/yyyy hh:mm am/pm	
Remarks:			-

13. <u>Do not</u> change the <u>wage multiplier</u> field as the code you entered in the box below will autofill the code you entered in your time summary.



14. You must enter time according to your work assignment. For example, 2 hours "detail specialist", 3 hours "vacuum specialist", 2 hours for a work order, and 1 hour for Administration for a total of 8 hours. 8 hours under Detail Specialist for example is no longer acceptable you must break down your work according to assignment – the total must match the time you are here at work.