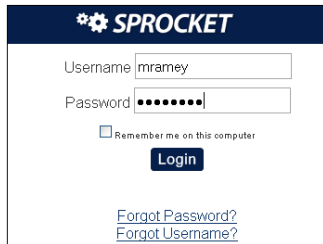


Steps for entering Time and Materials in Sprocket

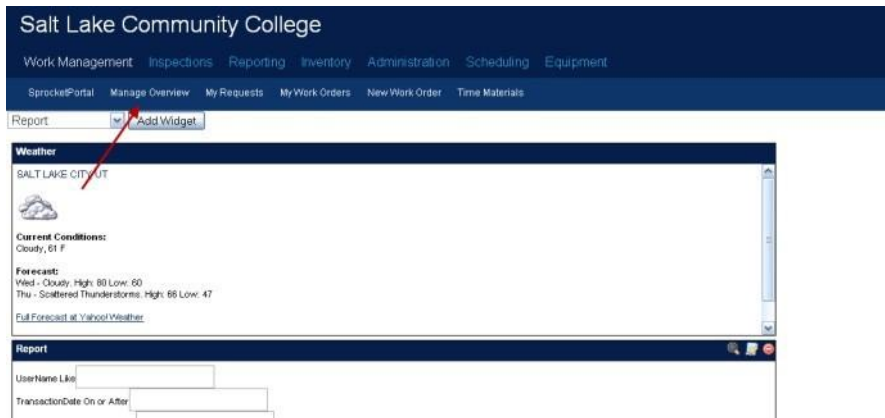
1. Open Sprocket (it is better to use Mozilla Firefox to run Sprocket as Internet Explorer is slow to render some of the features in Sprocket. The website where one can download Firefox is: <http://www.mozilla.org/en-US/firefox/new/>)
2. Log in to Sprocket using your first initial and last name as one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



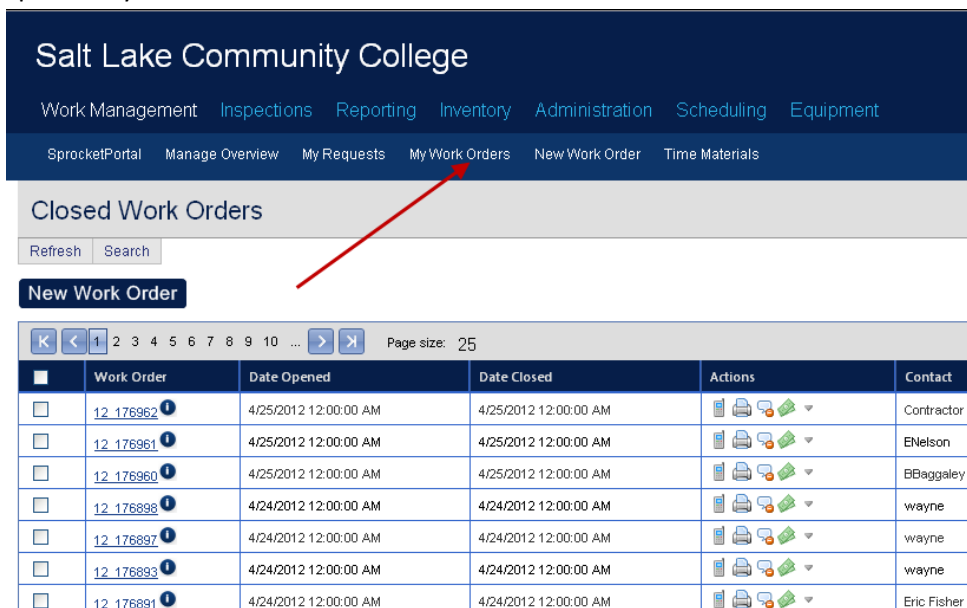
password:

Enter Time and Materials on a work order

3. Open the Manage Overview screen by clicking here

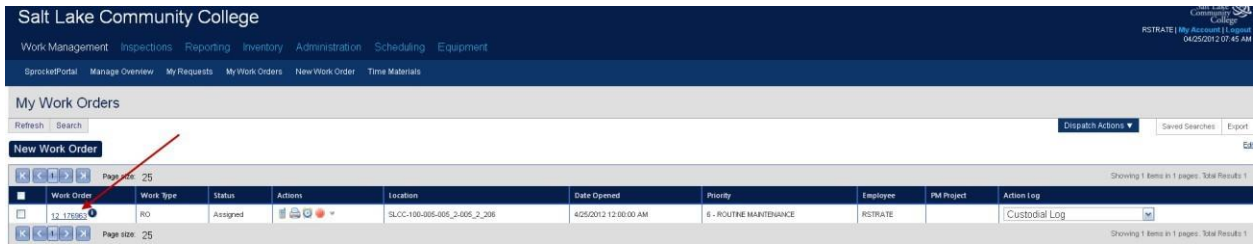


4. Locate your work order by clicking on "My Work Orders" (Only work orders assigned to you specifically will show under this screen)

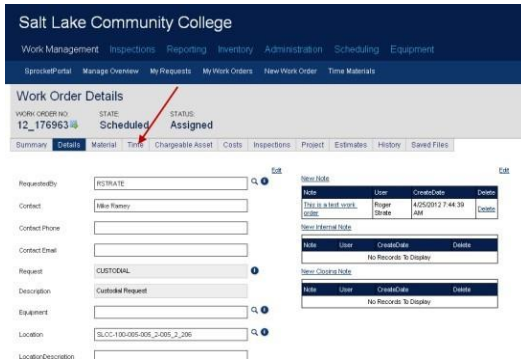


	Work Order	Date Opened	Date Closed	Actions	Contact
<input type="checkbox"/>	12_176962	4/25/2012 12:00:00 AM	4/25/2012 12:00:00 AM		Contractor
<input type="checkbox"/>	12_176961	4/25/2012 12:00:00 AM	4/25/2012 12:00:00 AM		ENelson
<input type="checkbox"/>	12_176960	4/25/2012 12:00:00 AM	4/25/2012 12:00:00 AM		BBaggaley
<input type="checkbox"/>	12_176898	4/24/2012 12:00:00 AM	4/24/2012 12:00:00 AM		wayne
<input type="checkbox"/>	12_176897	4/24/2012 12:00:00 AM	4/24/2012 12:00:00 AM		wayne
<input type="checkbox"/>	12_176893	4/24/2012 12:00:00 AM	4/24/2012 12:00:00 AM		wayne
<input type="checkbox"/>	12_176891	4/24/2012 12:00:00 AM	4/24/2012 12:00:00 AM		Eric Fisher

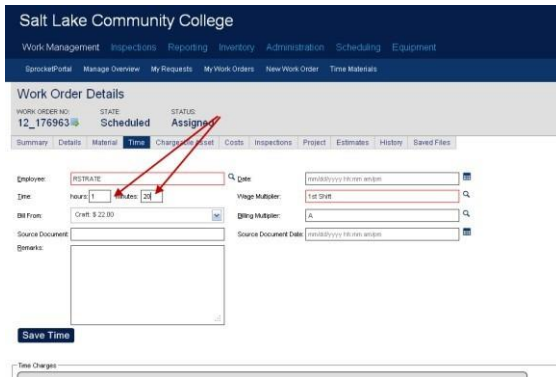
Open the work order assigned to by clicking on the work order number with the mouse arrow



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



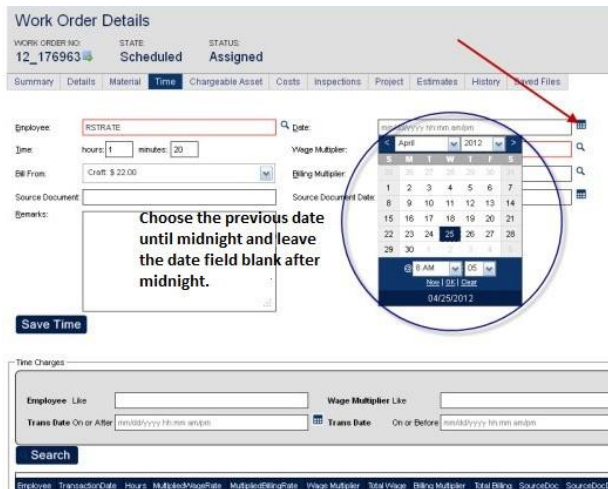
6. Under the Time tab you will see your name in the red employee box so simply start by entering your time by exact hours and minutes in the Time fields.



7. Leave the "Bill From" fields blank. You may leave the "Date" field blank and T&M will enter today's 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.

9. Change the "Wage Multiplier" to the appropriate shift either REG for full time employees or PTE for part-time 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.



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"

Work Order Details
 WORK ORDER NO: 12_176963 | STATE: Scheduled | STATUS: Assigned

Summary | Details | Material | **Time** | Chargeable Asset | Costs | Inspections | Project | Estimates | History | Saved Files

Employee: RSTRATE | Date: mm/dd/yyyy hh:mm am/pm
 Time: hours: 00 minutes: 00 | Wage Multiplier: 1st Shift
 Bill From: Craft \$ 22.00 | Billing Multiplier: A
 Source Document: | Source Document Date: mm/dd/yyyy hh:mm am/pm
 Remarks:
 Save Time

Time Charges

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

Salt Lake Community College
 Work Management | Inspections | Reporting | Inventory | Administration | Scheduling | Equipment

SprocketPortal | Manage Overview | My Requests | My Work Orders | New Work Order | Time Materials

Work Order Details
 WORK ORDER NO: 12_176963 | STATE: Scheduled | STATUS: Assigned

Summary | Details | Material | **Time** | Chargeable Asset | Costs | Inspections | Project | Estimates | History | Saved Files

Employee: RSTRATE | Date: mm/dd/yyyy hh:mm am/pm
 Time: hours: 00 minutes: 00 | Wage Multiplier: 1st Shift
 Bill From: Craft \$ 22.00 | Billing Multiplier: A
 Source Document: | Source Document Date: mm/dd/yyyy hh:mm am/pm
 Remarks:
 Save Time

Dispatch Actions | Save | Save and Exit | Exit

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

Salt Lake Community College
 Work Management | Inspections | Reporting | Inventory | Administration | Scheduling | Equipment

SprocketPortal | Manage Overview | My Requests | My Work Orders | New Work Order | **Time Materials**

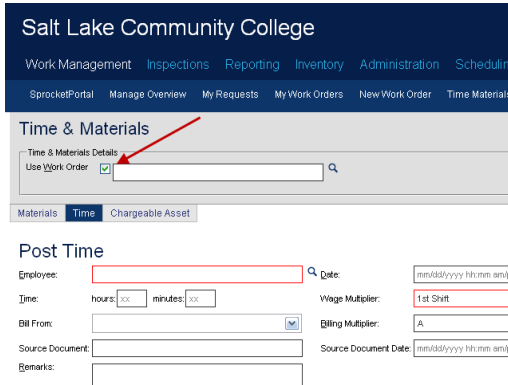
Closed Work Orders
 Refresh Search

New Work Order

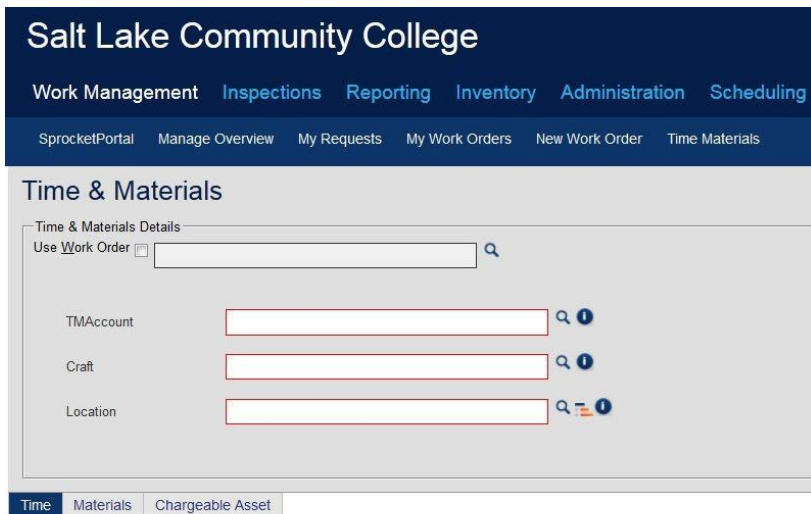
Page size: 25

Work Order	Date Opened	Date Closed	Actions	Contact
12_176962	4/25/2012 12:00:00 AM	4/25/2012 12:00:00 AM	[Print] [Refresh] [Delete]	Contractor
12_176961	4/25/2012 12:00:00 AM	4/25/2012 12:00:00 AM	[Print] [Refresh] [Delete]	ENelson
12_176960	4/25/2012 12:00:00 AM	4/25/2012 12:00:00 AM	[Print] [Refresh] [Delete]	BBaggaley
12_176915	4/24/2012 12:00:00 AM	4/25/2012 12:00:00 AM	[Print] [Refresh] [Delete]	Julie Alexander
12_176912	4/24/2012 12:00:00 AM	4/25/2012 12:00:00 AM	[Print] [Refresh] [Delete]	Juan in Student Center
12_176898	4/24/2012 12:00:00 AM	4/24/2012 12:00:00 AM	[Print] [Refresh] [Delete]	wayne
12_176897	4/24/2012 12:00:00 AM	4/24/2012 12:00:00 AM	[Print] [Refresh] [Delete]	wayne

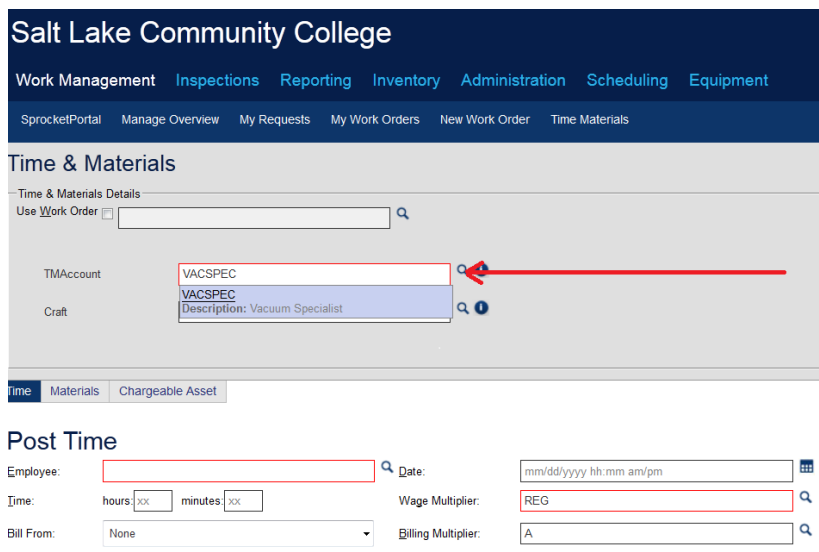
- You will see that the Time and Materials screen is almost identical to the Time and Materials tab in the Work Order Screen.
- Be sure to select the Time Tab if not already on that screen.
- Under the Heading Time & Materials uncheck the “use work order” field



- Your screen will look like this . . .



- 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.




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

T&M Account	Like	Description
Billing Code ID	Like	Account Code ID
Search Cancel		
1 2 3 4		
ACMRY		Administration / Paperwork / Clerical
BE		Empty Bio-Vials/ Containers - Use Caution
BUILD CRUSHES		Crushing light bulbs and tubes as needed
CARPET BARN		Carpet Barn Organization
CARPETBARN		Work at Carpet Barn
CARRIES		Carrier Services
CHECK BOILERS		Check Boilers
CHECK CHILLERS		CHECK CHILLERS
CHOPERS		Check Equipment Rooms
CLANSP		Clean Shop
COMP TIME		Compensational Time
CONTRACTOR		Contractor
CUSTOMERLES		Customer Supplies
DELIVERY		Assist delivering supplies to areas at SLOC
DECONTAM		Organizing, sanitizing cellalog, etc.
DESPEC		Dental Specialist
DESLAKE THROAT		DESLAKE THROAT
EMERGENCY		EMERGENCY
ENVIRONMENTAL CLUD		Time for meeting and training and other activities
EQUIPMENT REPAIR		Equipment Repair
EQUIPMENT		Maintenance of Equipment
ERRANDS		Errands
FERTILIZING		Fertilizing
FIRE INSPECTION		Fire Inspection
FIXATION		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:

Date: 

Time: Hours: Minutes:


Wage Multiplier: 

Bill From:

Billing Multiplier: 

Billing Rate:


Source Document:

Source Document Date: 



Remarks:



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




Time & Materials Details

Use Work Order 

[Edit Form](#)

TMAccount  

Craft  

Location   

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.