Instructions for FAMIS Time Entry Form

- Fill out the Header including: Name, Id#, and Shop crew code.

- The ID# is the 5 digit employee id number 4 numbers and 1 letter; “example 12345A”.
  Note: This is different than the Id# used for punching in/out of the KRONOS clock manually.

- All areas shaded in blue and green need to be filled in.

- On Call pay: enter the appropriate S# or WO# and then the hours in the “On Call” column at the far right of the form.

- The green shaded area is for “Paid Leave” time, please put the correct S# in the leave time box and then in the green box for each day put in the number of hours taken for leave time.

Paid Leave Time Definitions:
JG, JD: #S98003016, YY, ST, ML, MS: #S98003017, Trades: S98003018

<table>
<thead>
<tr>
<th>Vacation</th>
<th>Bereavement</th>
<th>Old Sick Leave</th>
<th>Miscellaneous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Leave</td>
<td>Civic Duty</td>
<td>Holiday</td>
<td>Leave without Pay</td>
</tr>
<tr>
<td>Winter Break</td>
<td>Jury Duty</td>
<td>Leave with Pay</td>
<td></td>
</tr>
</tbody>
</table>

- Fill in the Work order number and the description; and then the hours worked under each pay code.
  Total each day up the sheet into the “Work order totals by pay code” row and verify the totals equal time entered for the “Work Order” each day. Then enter in the “Total Time” row the combined total hours worked in the “Work Order Totals by Pay code” plus any “Leave Time” taken.

Pay Code Definitions:

REG - Regular hours worked.

OT - Overtime hours worked (time + half) in accordance with the Union rules.

DT – Double-time hours worked in accordance with the Union rules.

HWK – Holiday hours worked in accordance with the Union rules.

- Supervisors will fill out time sheets for employees on STD or Workmen’s Comp. This needs to be listed under the Work Order Column and Work Order description using S98003019.

- Supervisors initial the form in the box provided at the top of the form once you have approved it.

January 13, 2011