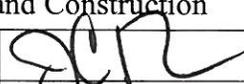


Standard Operating Procedure (SOP)
Tracking Project Management Time and Charging Labor in TMA

SOP No.	DC 1450	Revision:	0
Department:	Design and Construction	Date:	2/1/2011
Dept. Head Approval:	 2/1/2011		
Director Approval:	 2/2/11		

Purpose

To standardize the process for tracking billable labor hour and charging labor in TMA. This process will be used by Project Managers (PMs) and Inspectors.

Scope

This SOP describes the process required for recording and entering PM monthly time into TMA.

Responsibility

- 1) The following people are responsible for following this SOP.
 - a) Project Managers
 - b) Inspectors
 - c) Design and Construction Administrative Support

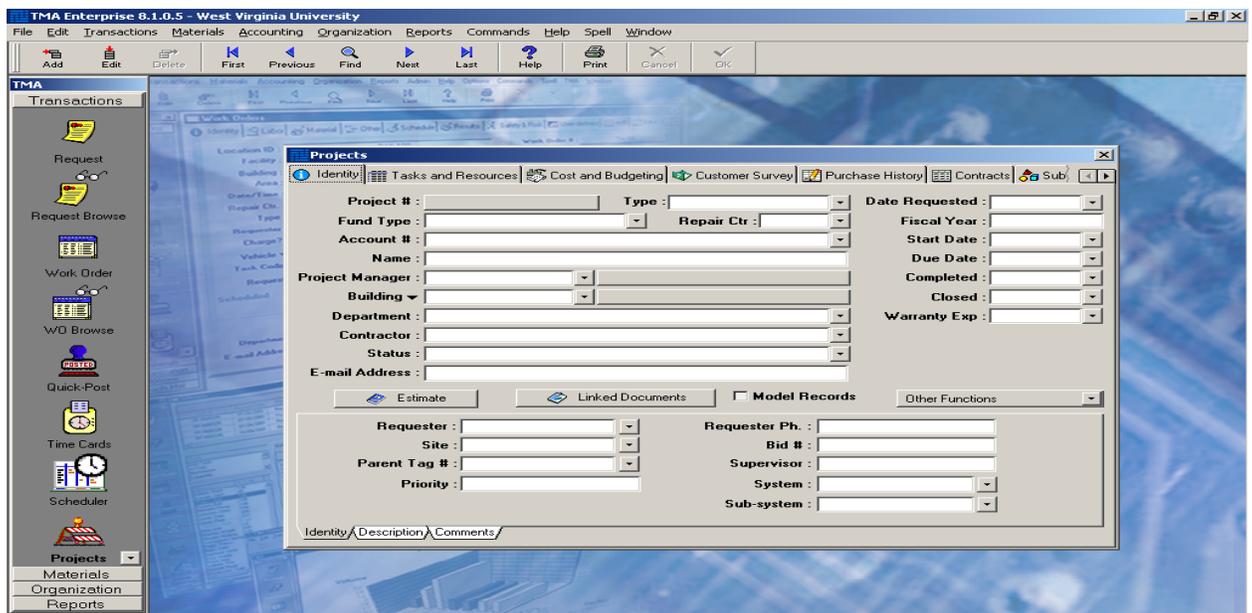
Definitions

- 1) TMA: Facilities Management's computer maintenance management system/work order system.
- 2) Timesheet: Standard Spreadsheet for capturing time on a monthly basis

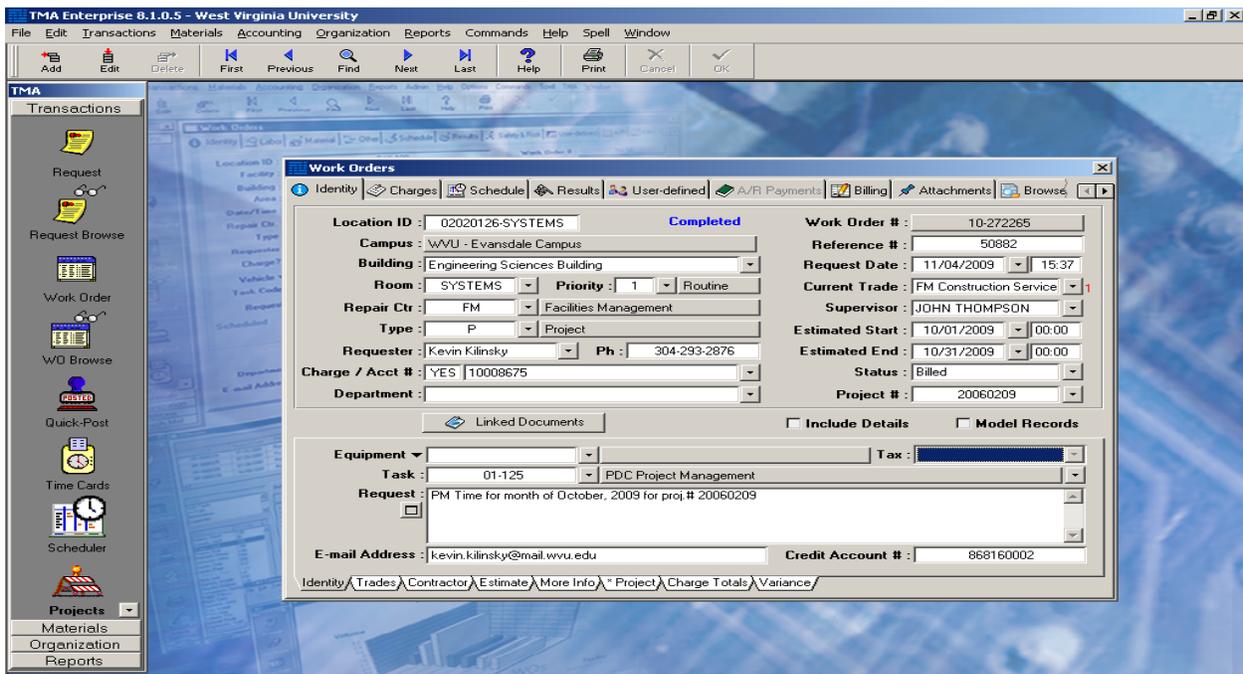
Procedure

- 1) Timesheets: Project Managers and Inspectors should record their time on the Standard Timesheet in Microsoft Excel. See Exhibit A
 - a) Daily totals should be 7.5 hours minimum and 37.5 hours per week minimum
 - b) Place time in appropriate category such as; "Billable Project" (name and TMA number), "Administrative", "Sick Time", "Vacation Time", or Other.
 - c) Each employee should make sure the project numbers are correct and that the project is and open project. The employee should not enter a number in the field for Work Order.
 - d) The Administrative category is for time spent working that is not related to a billable project
 - e) The departmental budget is based on a goal of 6.5 billable hours per day
- 2) Time sheets should be completed monthly and saved in the appropriate network drive by the first working day of the month.
- 3) Timesheets are saved on the network drive (I: Projects/Timesheets) sorted in folders by year and month
- 4) Design and Construction Administrative support staff will use the information contained in the timesheets to enter time into TMA.

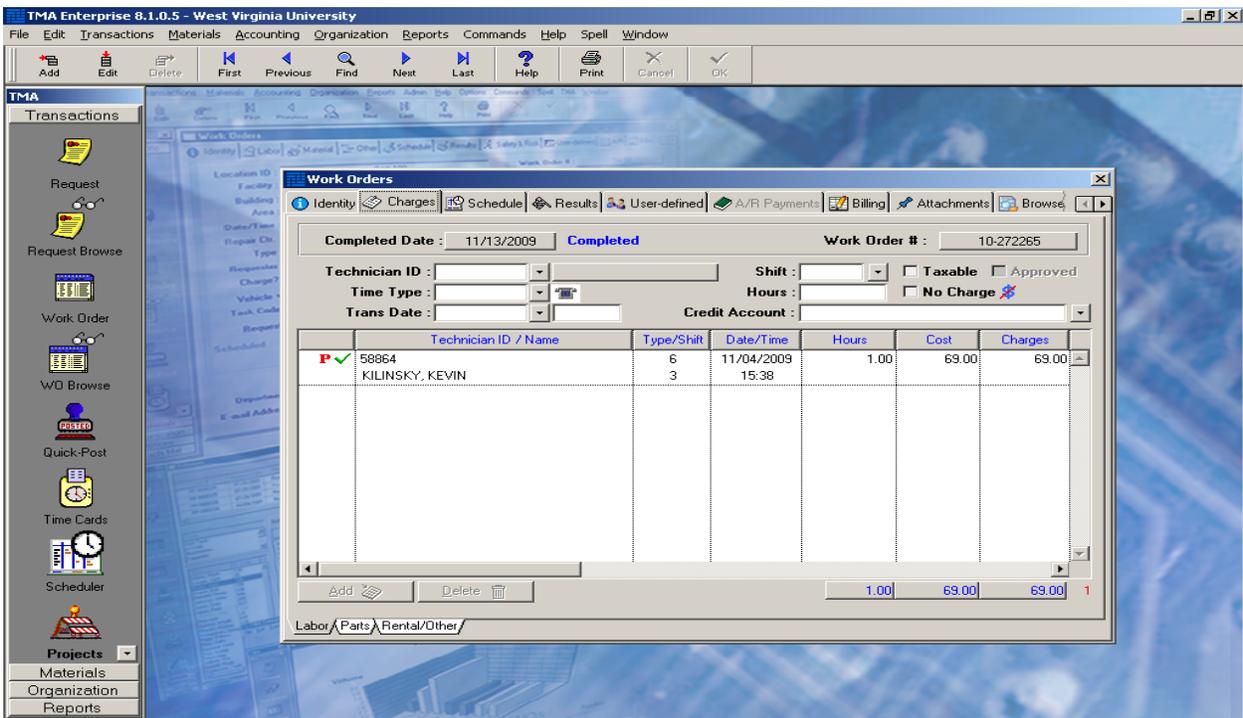
- 5) Design and Construction Administrative support will populate the spreadsheet entitled “Summary Timesheet”
- 6) Entering time into TMA:
 - a) A Work Order must be created in TMA each month for every project to which labor hours are being charged. Project Manager and Inspector time should be entered under separate work order for each month. Each work order should then be completed each month by entering a “Finished Date”
 - b) The number of hours to be charged against a project in TMA is equal to the total hours a PM /or Inspector shows on their monthly time sheet for that project.
 - c) For a new project, either the PM or Construction Services Admin Support should submit a work request in TMA to create the initial work order for PM time. The work request must have the same building name as the project to which it is linked. The work request should include the following description in the “Request field; “ Please create a WO for PM time for <INSERT MONTH, YEAR> for <INSERT Employee Name> for <INSERT PROJECT NUMBER>. Once an initial work order is created, future work orders should be generated using the “Model Record” process which is described below.
 - d) Go to desired project in TMA and view Cost and Budgeting tab. Scroll down and click on the last work order used for PM time (pay attention to Task number once the work order is opened; it should be 01-125)



- e) Click in Model Records box, then click “Add”, then change the description in the Request box to note the **appropriate month** and **employee’s name**. The Estimated Start and End dates should also be changed in the designated fields and represent the first and last day of the month for which the charges apply.



f) Click Charges, enter Technician ID and Hours, and click ok



g) Record the work order number in the timesheet

h) If more than one person charges time to the same project, an additional work order should be created using the model record instructions above.

i) After time is entered, a finished date should be entered for every Work Order. In order to do this, click the "Results" tab, click Edit and from the drop-down menu double click on today's date.

