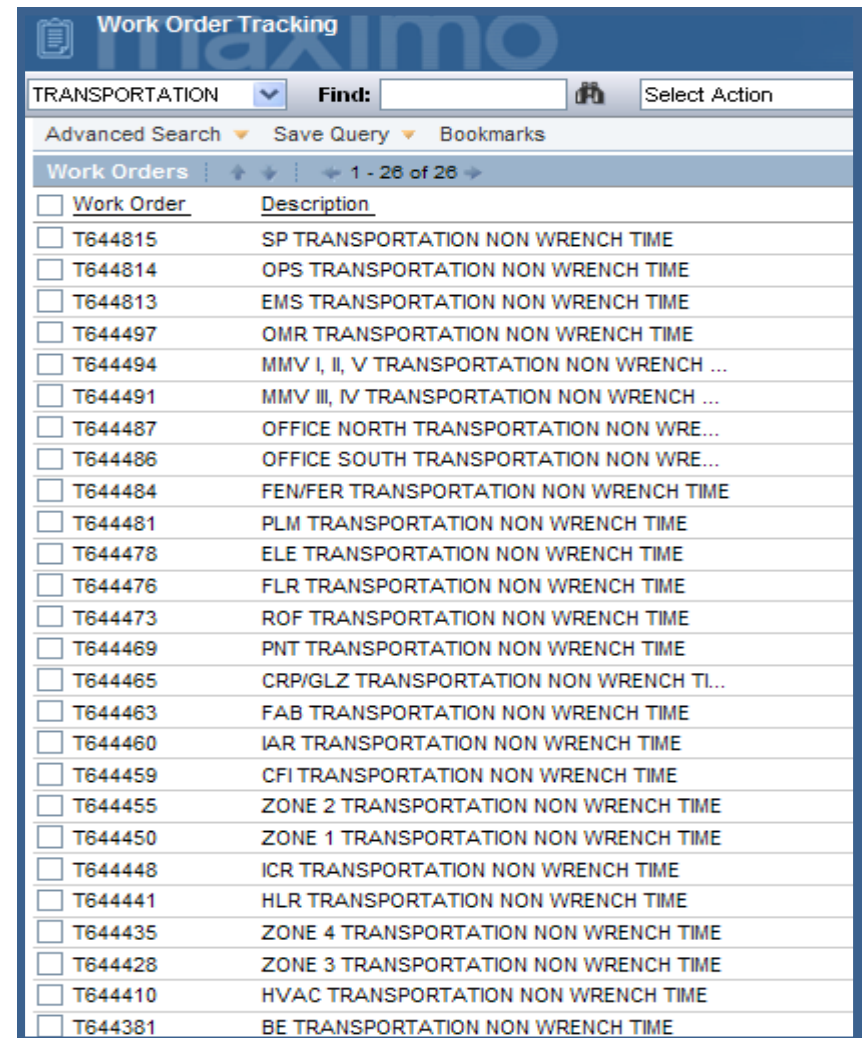# TRANSPORTATION (NON WRENCH TIME) LABOR TRACKING

The Maximo Work Orders to the right have been created to track the amount of (non wrench time) being utilized by CCSD Personnel in Facilities when one CCSD Vehicle has to follow another to a transportation yard to drop-off or pick-up vehicles for repair.

The box on the right is the actual list of Transportation Non Wrench Time Work Orders that have been input into Maximo for use by the different departments and crafts in Facilities. As you can see from the list, all these WOs begin with a (T) to avoid confusion with other WOs in the system.

These WOs will be used for an entire calendar year. Therefore, the WOs listed will be utilized to handle all Transportation Non Wrench Time Labor Entries for 2012 for each department or craft.

Work Order Tracking

TRANSPORTATION   Find: Select Action

Advanced Search ▾   Save Query ▾   Bookmarks

Work Orders   ← 1 - 26 of 26 →

Work Order	Description
T644815	SP TRANSPORTATION NON WRENCH TIME
T644814	OPS TRANSPORTATION NON WRENCH TIME
T644813	EMS TRANSPORTATION NON WRENCH TIME
T644497	OMR TRANSPORTATION NON WRENCH TIME
T644494	MMV I, II, V TRANSPORTATION NON WRENCH ...
T644491	MMV III, IV TRANSPORTATION NON WRENCH ...
T644487	OFFICE NORTH TRANSPORTATION NON WRE...
T644486	OFFICE SOUTH TRANSPORTATION NON WRE...
T644484	FEN/FER TRANSPORTATION NON WRENCH TIME
T644481	PLM TRANSPORTATION NON WRENCH TIME
T644478	ELE TRANSPORTATION NON WRENCH TIME
T644476	FLR TRANSPORTATION NON WRENCH TIME
T644473	ROF TRANSPORTATION NON WRENCH TIME
T644469	PNT TRANSPORTATION NON WRENCH TIME
T644465	CRP/GLZ TRANSPORTATION NON WRENCH TI...
T644463	FAB TRANSPORTATION NON WRENCH TIME
T644460	IAR TRANSPORTATION NON WRENCH TIME
T644459	CFI TRANSPORTATION NON WRENCH TIME
T644455	ZONE 2 TRANSPORTATION NON WRENCH TIME
T644450	ZONE 1 TRANSPORTATION NON WRENCH TIME
T644448	ICR TRANSPORTATION NON WRENCH TIME
T644441	HLR TRANSPORTATION NON WRENCH TIME
T644435	ZONE 4 TRANSPORTATION NON WRENCH TIME
T644428	ZONE 3 TRANSPORTATION NON WRENCH TIME
T644410	HVAC TRANSPORTATION NON WRENCH TIME
T644381	BE TRANSPORTATION NON WRENCH TIME

Why these entries?

The purpose of these labor entries is to track the (non wrench time) of Facilities employees due to repair issues relating to department vehicles. Hourly labor rate of the responding employee (X) times the amount of wrench time lost, will calculate the cost of (non wrench time) to the department.

ENTERING TRANSPORTATION (NON WRENCH TIME) LABOR
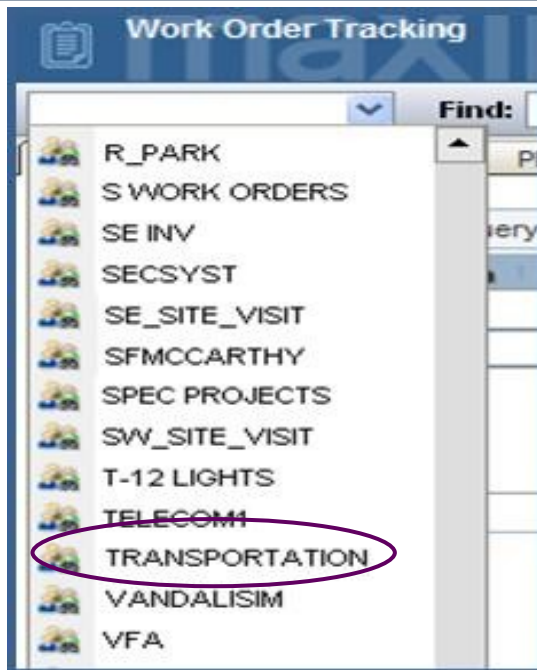
Log in to Maximo

Click on the Work Order Tracking Icon

Go to the Transportation Query to locate the (T) Work Orders (See below)

The Query Selection Field is located under the Maximo Tool Bar, all the way to the left.	*The TRANSPORTATION Query will open a list which contains all (T) work orders in the system.*
Select the blue arrow to view the drop down menu and select TRANSPORTATION from the Query list.	*To open, select the correct WO by clicking on the underlined number in the WO Column*

**Note: If you already know the WO number, type it into the FIND field and select enter to go directly to the work order.**

When the WO selected opens, go to the ACTUALS tab and click. This will open the Labor Entry Tabs at the lower left portion of the screen for viewing.

Click on the NEW ROW icon below the Labor Tab to open a new labor entry record
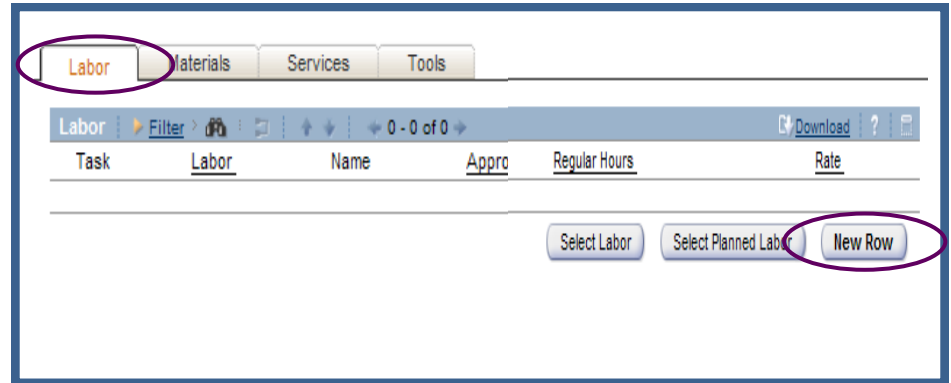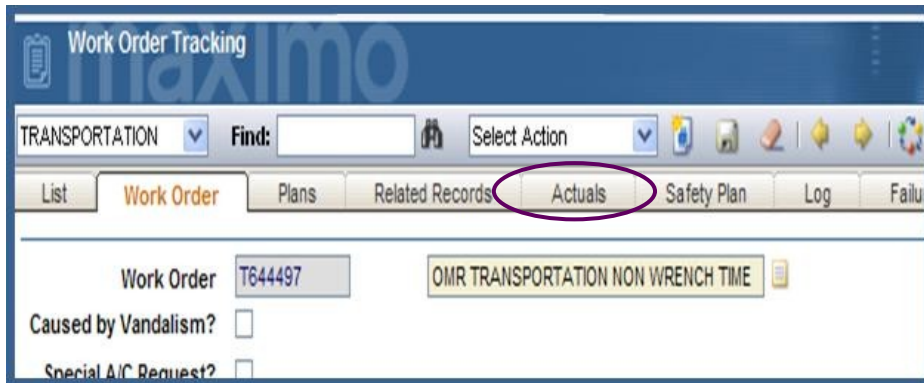
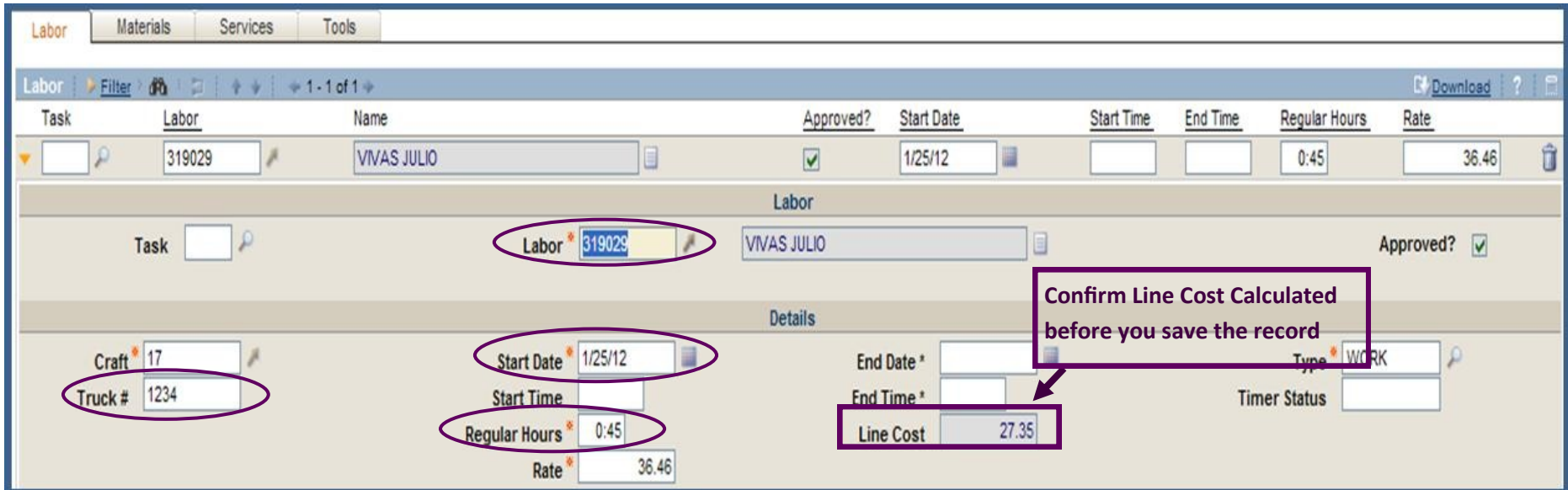*A new labor row will open to enter the labor record (example below)*
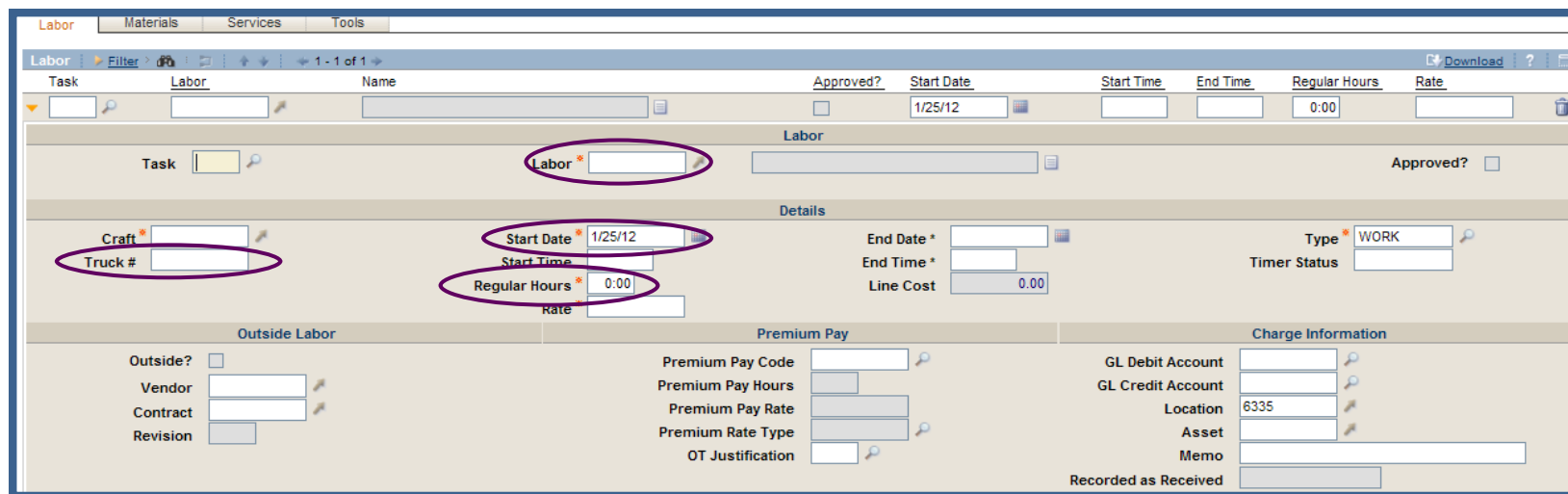
Use the (Tab) or (Enter) key after each entry in each field to ensure accurate input

- *Enter the generic or individual labor code in the LABOR field with the orange asterisk (highlighted below)*

- *Enter the truck number in TRUCK # field (1 truck per labor row) Remember, we are tracking non wrench labor time of employees going to and from the transportation yards. Therefore, whoever responded to help transport AND the person leaving their vehicle should include their truck # in their labor entry.*

  **NO TRIP CHARGES ON THIS TYPE OF LABOR ENTRY!

- *Date vehicle was delivered and/or picked up*

- *Enter amount of time utilized in the REGULAR HOURS field (Quarter hours are sufficient, round up or down in minutes)*
  Example: 15, 30, 45 or 1 hour. Each entry must include all wrench time lost (going to, waiting and returning to their work location for each employee who responded).

  Double check your entry for accuracy and confirm line cost calculation!

  Save the record by selecting the SAVE ICON 🖫 on the Maximo Toolbar!

Labor	Materials	Services	Tools

Labor ▶ Filter 🔍 🔁 ⬆ ⬇ ⬅ 1-1 of 1 ➡   ⬀ Download ? 🖫

Task	Labor	Name		Approved?	Start Date		Start Time	End Time	Regular Hours	Rate	
▼ 🔍	319029 ✎	VIVAS JULIO	📄	☑	1/25/12 🗓				0:45	36.46	🗑

Labor

Task [ ] 🔍   Labor * 319029 ✎   VIVAS JULIO 📄   Approved? ☑

Confirm Line Cost Calculated before you save the record

Details

Craft * 17 ✎   Start Date * 1/25/12 🗓   End Date * 🗓   Type * WORK 🔍

Truck # 1234   Start Time [ ]   End Time * [ ]   Timer Status [ ]

Regular Hours * 0:45   Line Cost 27.35

Rate * 36.46

WE ARE NOT TRACKING THE TIME THE VEHICLE IS AT THE SHOP BEING REPAIRED!

Note: The non wrench labor cost of the employee for Facilities is what we are endeavoring to determine.

The truck number of responding employees is for reference purposes only, but is to be included in the labor entry.