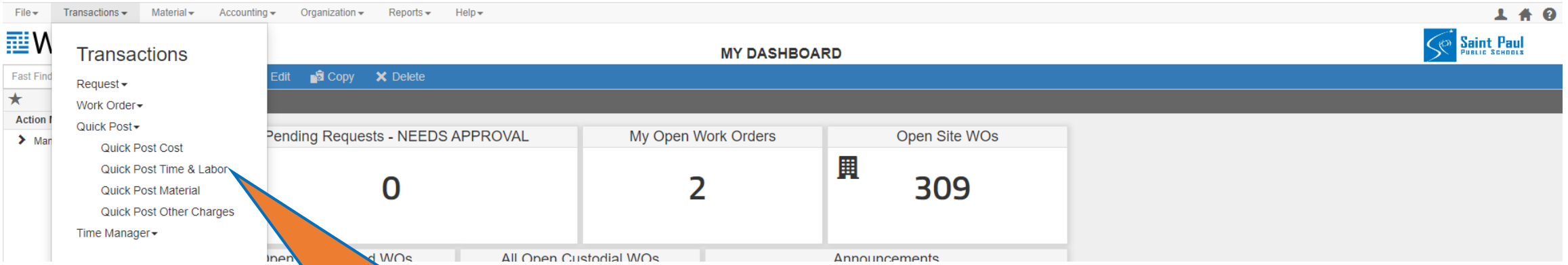
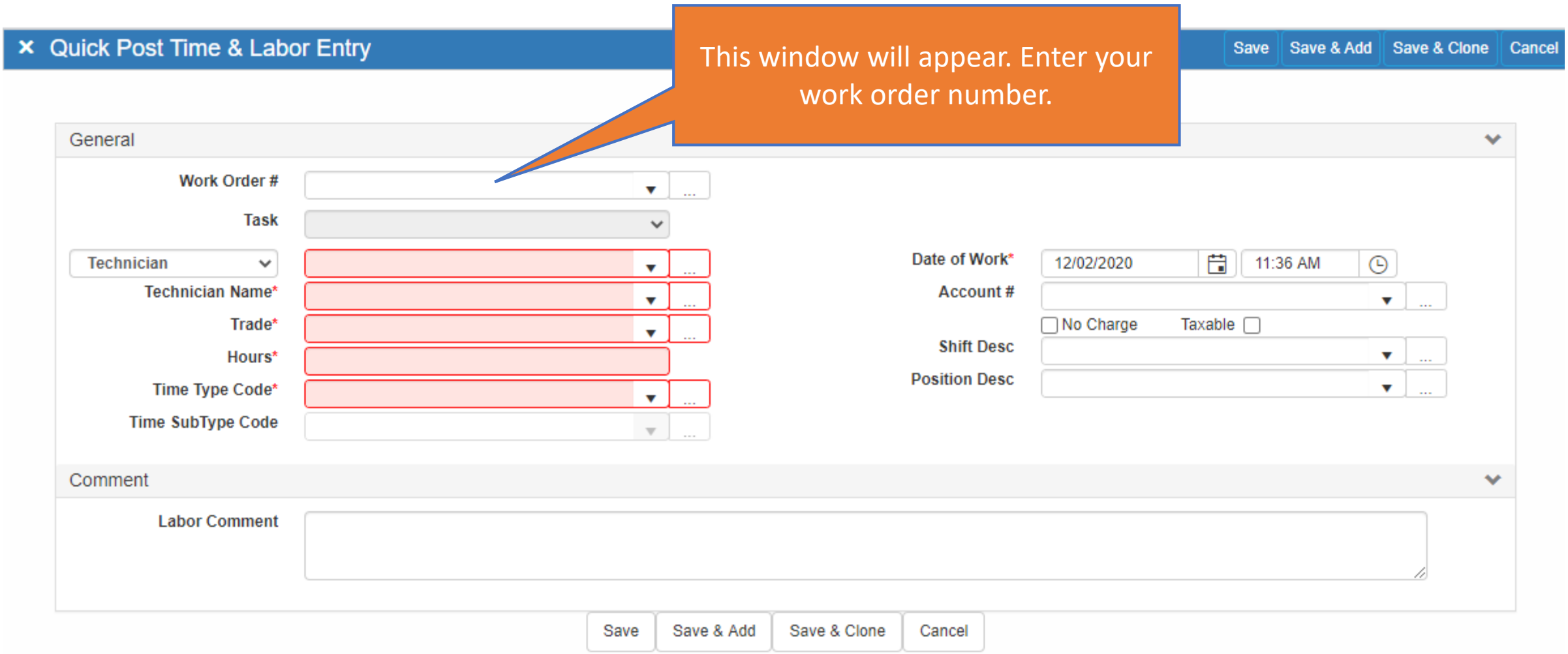
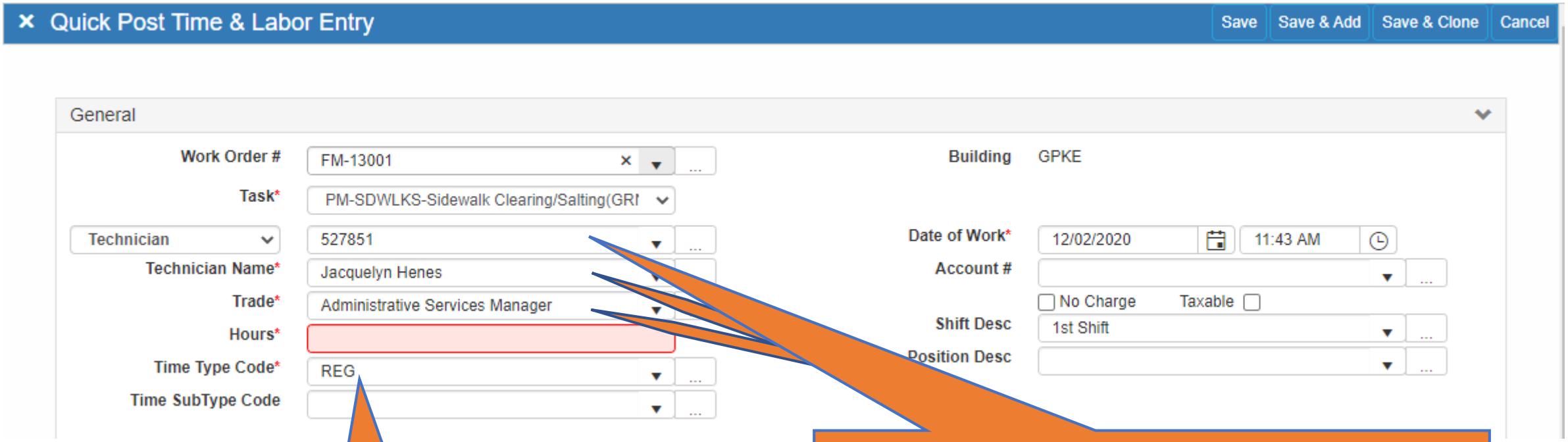
Entering Time & Labor on a TMA Work Order



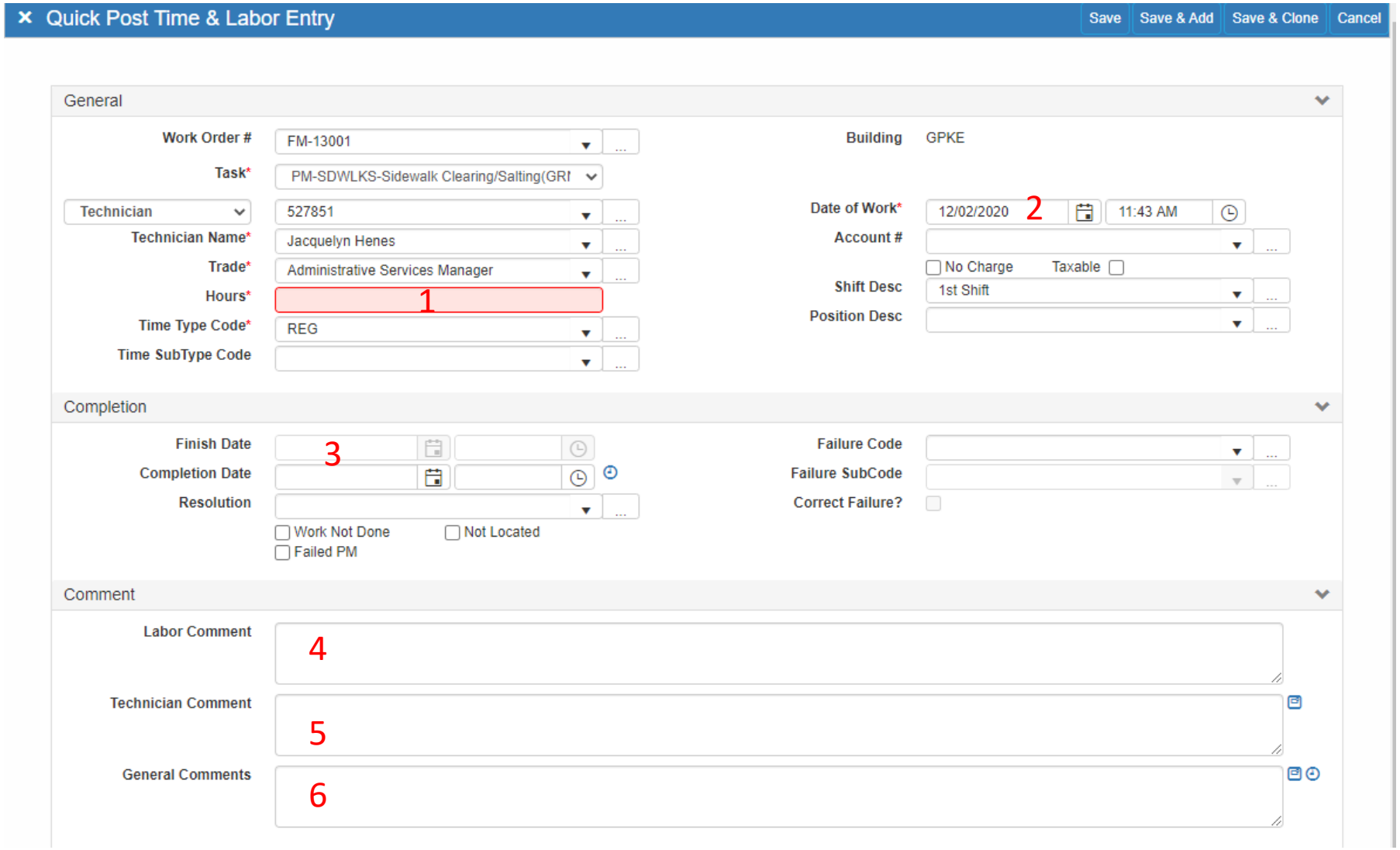
Upon logging in, click on Transactions > Quick Post > Quick Post Time and Labor


Quick Post Time & Labor Entry
Save
Save & Add
Save & Clone
Cancel
This window will appear. Enter your work order number.
General
Work Order #
Task
Technician
Technician Name*
Trade*
Hours*
Time Type Code*
Time SubType Code
Date of Work*
12/02/2020
11:36 AM
Account #
No Charge
Taxable
Shift Desc
Position Desc
Comment
Labor Comment
Save
Save & Add
Save & Clone
Cancel



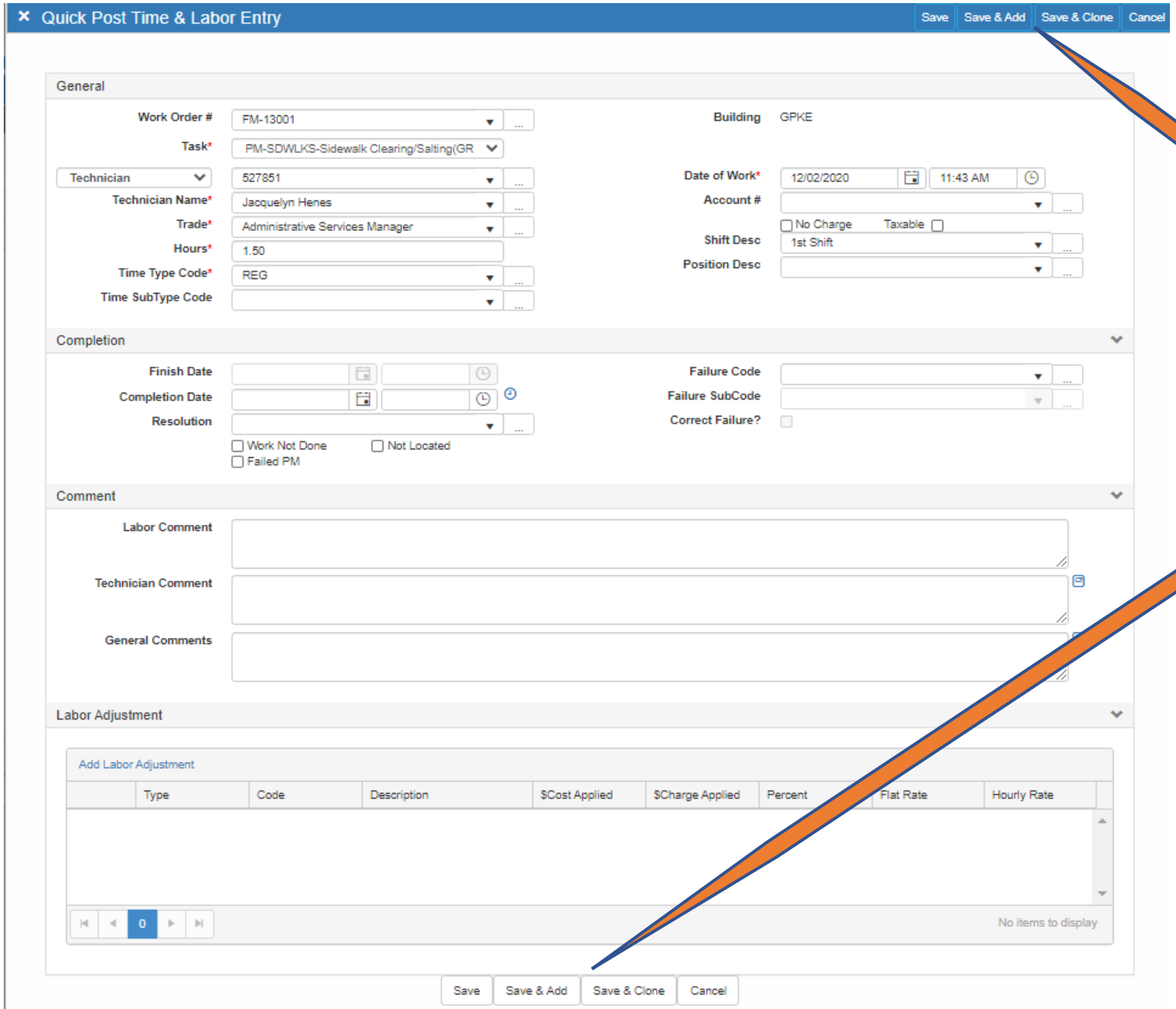
If you were scheduled to this work order, your technician code, name, and trade will auto populate. If someone else's name appears, please verify the work order number. If you're sure it's correct, click the "x" next to the name to remove it and then enter your name.

The Time Type will default to REG (regular.) Change as needed. Click the three dots to see the time options.



Enter the following information:

1. Hours you spent on this job.
2. Confirm or update the date of work.
3. Enter a finish date ONLY IF you are finished and no other staff need to enter time or complete tasks.
4. Enter a labor comment for what you did.
5. Enter a technician comment as needed. This is visible only within TMA and does not print on work orders.
6. General comments will print on work orders and are visible to all users. Enter any appropriate comments here that are applicable to all.



Save your time by clicking Save, Save & Add, or Save & Clone at the top or bottom.

Save = saves the time entry.

Save & Add = saves the time entry and opens a new, clean form to continue entering time on a different work order.

Save & Clone = saves the time entry and opens a new form with the same work order and information. You can then edit the information as needed.