

UNIVERSITY OF CENTRAL FLORIDA

PROJECT WORK ORDER APPROVAL GUIDE



Introduction

The implementation of Workday at the University of Central Florida modified how internal transactions are processed, including those originating in AiM. Transactions are uploaded directly to the Workday servers by the fund receiving department each billing period and are billed via a batch Internal Service Delivery (ISD) Process. The batch ISD does not allow for attachments of back up documentation and does not allow for approvals by any unit before posting to the approved funding source. Given the available framework and the fact that costs for AiM work orders is only known at billing, it was decided that an intermediary step is required for work orders that are of the type **Construction** with a category of **Project**. This step provides Planning, Design and Construction (PDC) project managers (PM) the opportunity to review charges that are applied to their projects, ask questions of the trade shop when necessary, and then eventually approve the charges for billing purposes.

Project Work Order Review and Approval Steps

Facilities Shop Responsibilities

Shop Personnel

- Provide the necessary labor, equipment, materials, and/or contractor services in a timely manner in accordance with current shop-scheduling methodologies.
- After work has been completed, update the work order phase status to **WORK COMPLETED.**
- If requested work has been canceled, the deadline for required assistance has passed, or some other situation has arisen the will preclude work completion, update the work order status to **FOLLOW UP REQUIRED** with applicable notes.

Shop Supervisor or Area Manager

• Review the phase for completeness.

- Add any missing notes or charges. Evaluate the charges for correctness.
- Set the phase status to AWAITING APPROVAL.
- Regularly review shop queue for PDC project phases in **FOLLOW UP REQUIRED** status and resolve any open issues with the phase. Repeat the three steps above for the phase in question.
- When disputes on costs result in the need for a billing adjustment, communicate the billing adjustment information to the AiM Database team.

Planning, Design and Construction (PDC) Responsibilities

Project Administrator -

• Each Tuesday, the project administrator will access the **PROJECT WO APPROVALS** report in AiM.

Report Listing 🔺 🗹
ASSET & PM REPORT
COMPLIANCE STATUS REPORT
GENERATOR CHECKPOINTS
GENERATOR CPs (LEGACY T1)
HK DAILY ASSIGNMENTS
LIFE SAFETY REPORT
OPEN WORK ORDERS
PROJECT WO APPROVALS
PROJECT WORK TAG REPORT
SCHEDULED - BY BLDG
SCHEDULED - BY SHOP

• The project administrator will review the report to ensure each phase listed on the report is assigned a project manager (PM). If the phase is not linked to a PM, the project administrator will identify the PM through e-Builder research and then follow the steps below to edit the Project Manager user defined field (UDF) for the work order.

		WORK	00000	10000000	DEDODT
PDC PROJECT	MANAGER	WORK	ORDER	APPROVAL	REPORT

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Showing page	1 of 3							
UCF Facilities and UCF Business Operations			FACIL	PDC A ITIES S	PPROV UPPOR	al Repo	ort K orders	
PLEASE REVIEW APPROVAL TO NUMBERS WIT	Y THE WORK ORDER CHARGES ON TH READY FOR BILLING. IF YOU HAVE Q IH YOUR COMMENTS AND THE BILLIN	IE PHASES SHOWN BELOW UESTIONS OR DISAGREE W IG TEAM WILL WORK WITH	YOUR NAME. /ITH THE CHARG H YOU TO RESO	F YOU APPROVE ES, PLEASE EMA VE THE DISCREP	E, PLEASE CHANG IL AIMADMIN@ ANCY PRIOR TO	E THE STATUS OF I UCF.EDU WITH THI SUBMISSION TO W	THE PHASE FROM AWAI E WORK ORDER AND PH VORKDAY.	FING IASE
WORK ORDER	PHASE DESCRIPTION	SHOP	LABOR HOURS	LABOR	MATERIAL	EQUIPMENT	CONTRACTORS	TOTAL
10856646-024	B0054 R0102, ELECTRICAL SUPPORT- THE ELECTRICAL SHUTDOWN FOR B54 RM. 102 ERP IS SCHEDULED FOR 10/8/22 AT 5:30AM-7:30AM	FO MAIN ELECTRICAL MT	2.5	\$143.85	\$0.00	\$0.00	\$0.00	\$143.85

• If a PM name is missing from the report, click the **WORK ORDER PHASE** number on the report to enter the phase.

WORK ORDER PHASE DESCRIPTION	SHOP
10856646-0244 R0102, ELECTRICAL	. FO MAI
THE ELECTRICA	L MT
SHUTDEWN FOR B54 RM.	102

• From the phase screen, click on the **WORK ORDER NUMBER** in the upper right-hand corner of the screen.



I.

• From the work order screen, select **EDIT** to open the work order for editing.



• Select **USER DEFINED FIELDS** link from the view menu on the left of the screen.

View
Extra Description
Reference Data
Account Setup
Budget Change Order
Cost Analysis
Condition Assessment Information
Assessment Deficiency
Received Email
Notes Log
User Defined Fields
Status History
Related Documents

• Select the magnifying glass in the right-hand side of the PDC Project Manager box.

PM Work Order	
PO Number	
PDC Project Number	17054003
PDC Project Manager	Q
SFM/LS Inspection Date	

• Add the PM to the PDC Project Manager UDF by selecting the correct PM name from the individual's hyperlinked name on the validation screen. If the PM is not listed, contact AIMAdmin@ucf.edu to provide an updated list of all PDC Project Managers.

AiM Validation	I
Done Search	Show All Cancel
<u>Code</u> ↓	Description
BEN FAUSER	BEN FAUSER
BILL MARTIN	BILL MARTIN
BRIAN HUSSEY	BRIAN HUSSEY
CHRISTINA ROGERS	CHRISTINA ROGERS
CHRISTOPHER HARRIS	CHRISTOPHER HARRIS
DAVID EDGAR	DAVID EDGAR
EVAN SHICK	EVAN SHICK
GEORGE HAYNER	GEORGE HAYNER

• Once the report is confirmed complete (each phase is assigned a PM), the project administrator will email the report link to each of the PMs listed on the report.

Project Managers –

- Project managers will act to approve or successfully dispute charges within three business days of receiving the notification of pending work order approval email from the project administrator.
- Using the page navigation buttons in the upper right-hand corner, move through the pages until correct name is located.

PDC PROJECT MANAGER WORK ORDER APPROVAL REPORT



Basic information regarding the description, cost and FO accountable shop supervisor is available on the report. If the PM is satisfied that the cost was in line with expectations, the PM will approve the work order by completion of the following steps.

 Verify the e-Builder budget line 01.04.65 F&S Support (Work Orders) contains enough remaining budget to accommodate the charge. If not, complete a budget change (BCA) process.

Facilities and UCF Business Operations							
UNIVERSITY	OF CENTRAL FLORIDA						
DAVID EDG	iAR						
		INUCATION FOR F					
MECHANICA	B9999 - CHANGE COMM AL SYSTEM	UNICATION FOR F	AS CH				
MECHANICA	B9999 - CHANGE COMM AL SYSTEM PHASE DESCRIPTION		LABOR HOUR				

• Access the work order phase from the hyperlink on the report

17CMP003 - B9999 - CHANGE (MECHANICAL SYSTEM



• Select the **EDIT** button at the top left of the work order phase.



• Change the phase status on the right-hand side of the screen from **AWAITING APPROVAL** to **READY FOR BILLING** by first selecting the magnifying glass in the status box.

Status	AWAITING APPROVAL	9
Work Order	10856657	
Budget		
Location (Room Number)	GENERAL AREA	Q
	GENERAL AREA	

• Select the status of **READY FOR BILLING.**

AiM 🔳	Phase State	JS		
Done	Search	Show All	Cancel	
<u>Status</u>				
AWAITING APPRO	VAL			
READY FOR BILLIN	G			
CANCELED				

• Select the green **SAVE** button in the upper left-hand corner of the screen.



• The approval process is now complete for this phase. Return to the **PROJECT WO APPROVALS** report for additional phases that require your review. Once all reviews are complete for a PM, their name will no longer appear on the report.

Project Managers – Research / Dispute

In some instances, a project manager may require additional information or understanding about the work order he/she is accountable to approve that is not available on the **PROJECT WO APPROVALS** report. In that case, the following steps can be taken to research the costs and notes within the AiM work order phase. If, after research is complete, the PM would like to approve the work order phase, the PM should follow the approval steps above. If the PM has questions, concerns or would like to dispute the charges, the project manager should contact the accountable shop supervisor. The shop supervisor's name is available on the **PROJECT WO APPROVALS** report.

• Click on the work order hyperlink to enter the phase to be reviewed.



• Under the View menu on the left, click on the **Cost Analysis** link to review the phase costs.



• On the phase cost screen, click on the individual subledger dollar totals to review individual transactions.

Subledger	Labor Hours	Labor Cost	Material Cost	Equipment Cost	Contract Cost
Estimate	0.00	\$0.00	\$0.00	\$0.00	\$0.00
Actual	3.00	<u>\$95.61</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$17,359.04</u>
Encumbered	-	<u>\$0.00</u>	\$0.00	\$0.00	\$0.00
Billed		\$0.00	\$0.00	\$0.00	\$0.00

• Click on the transaction number to view the transaction details.

Labor Co	sts										
Transaction Dat	e Dese	cription		1	fransaction		Line		Total C	Cost	
Nov 7, 2022	TIME	E CARD APP	ROVAL		14366		1		\$407	7.96	
	_										
Line Items											
Line Time Type	Labor Class	Description	Work Order	Phase	Action Taken	Leave Code	Start Time	Stop Time	Hours	Line Total	A dj L
1 REGULAR	MAINTENANCE	E	10856657	146			7:58 A M	3:03 PM	7.09	\$407.96	

- If, after review, the total phase costs <u>ARE NOT</u> in line with project expectations, work directly with the shop supervisor to reconcile the charges. The name of the shop supervisor responsible for the phase is listed on the report.
- If, after review, the total phase costs <u>ARE</u> in line with project expectations, check the phase notes to ensure that the shop employee and/or supervisor has accurately detailed the work performed and that there are no outstanding issues to be addressed.

• To check the notes, use the **NOTES LOG** hyperlink under the view menu on the left-hand side of the screen. The notes log will open for review.

View	003				Created by ROY DICKERSON On 11/1/22 6:11 AM
Extra Description	B0133, FIRE PANEL SYSTEM REPLACEMEN	IT - REQUEST TO SCHEDULE FO E	ELECTRICIAN TO MEET FIRE ALARI	M CONTRACTOR (ORR PROTEC	LAR EDITED BY BUTWIE KASS OF 12/14/22 83 1 AM TIVE SERVICES), THURSDAY, 11/3/22. SEE EXTRA DESCRIPTION
Shop Stock					
Budget Change Order	Notes Log				
Condition Assessment Information	From To	Q		٩	contains v
Assessment Activity	Entry Date	Created By	Name	Note Type	Notes
Checkpoint Measurements	Dec 13, 2022 1:36 PM	1881815	ROMEO SIBAYAN	LINE EMPLOYEE	FOUND THE LOCATION OF THE BREAKER.
	Dec 7, 2022 4:24 PM	0810934	TIANNA CAMPBELL		MEET CONTRACTOR AT 80133 AT 10 AM ON TUESDAY, DECEMBER 13
Cost Analysis	Dec 7, 2022 4:23 PM	0810934	TIANNA CAMPBELL	AUDIT	CHANGE LOG BY USER 0810934:
Dependencies					SHOP (SHOP) CHANGED FROM [FO WORK CONTROL] TO [FO CC TOWERS HOUSING MT].
Dependencies	Dec 6, 2022 8:21 AM	5280914	GABRIEL FERNANDEZ		SENT AN E-MAIL TO BONNIE & TIANNA EXPLAINING THAT THIS PHASE WAS SENT BACK AND MORE INFORMA
Purchase Requests	Dec 5, 2022 1:30 PM	3884085	CARL JACKSON	AUDIT	CHANGE LOG BY USER 3884085:
					SHOP (SHOP) CHANGED FROM [FO MAIN FIRE MT] TO [FO WORK CONTROL].
Unit Costs	Dec 5, 2022 1:30 PM	3884085	CARL JACKSON	SUPERVISOR	PLEASE REACH OUT TO BONNIE KASS OR TIANNA CAMPBELL FOR MORE INFORMATION.
Sent Email	Dec 5, 2022 11:14 AM	5217119	REINALDO MORALES CRUZ	AUDIT	CHANGE LOG BY USER 5217119:
					SHOP (SHOP) CHANGED FROM [FO CC TOWERS HOUSING MT] TO [FO MAIN FIRE MT].
Survey History	Nov 1, 2022 6:51 AM	0114900	FRANCISCO DIONISI	AUDIT	CHANGE LOG BY USER 0114900:
Notes Log					SHOP (SHOP) CHANGED FROM [FO MAIN ELECTRICAL MT] TO [FO CC TOWERS HOUSING MT].
User Defined Field					

- If the notes <u>ARE NOT</u> satisfactory, work directly with the shop supervisor to address any concerns. The name of the accountable shop supervisor is listed on the **PROJECT WO APPROVALS** report.
- If the costs and phase notes <u>ARE</u> satisfactory, go back to the phase and select the EDIT button at the top left and follow the instructions to approve the work order.

ISD Billing and Reconciliation

- AiM Database Team will run and distribute via email the **PROJECT WO BILLING** report <u>twice per</u> <u>month</u>. The report will be distributed to PDC Construction Support Team, the Construction Accounting Team and the FBO Operations Accounting Team to validate work tags.
 - The **PROJECT WO BILLING** report will be provided in Excel format, include the PDC project number, all ISD required info, and will only include billing information for work orders with type **CONSTRUCTION** with a category of **PROJECT** that will run on the subsequent batch ISD for projects.
- The FBO Construction Accounting Team will validate expense worktags and make corrections as necessary. The FBO Operations Team will validate revenue worktags and make corrections as needed.
- PDC Construction Support Team will enter the charges in e-Builder in the Internal Payment (IPMT) Process and once complete, will respond to FBO Construction Accounting Team and FBO Operations Accounting Team that all charges have been entered in e-Builder.
- FBO Operations Accounting Team will transact the batch ISD and notify the FBO Construction Accounting and PDC Construction Support upon successful processing.

- FBO Construction Accounting will validate the related ISD charges in Workday against the IPMT charges in e-Builder and take action on the IPMT process in e-Builder to close the loop.
- Any match exceptions will be reported to FBO Operations Accounting and PDC Construction Support teams.

System Maintenance Related to this Procedure

PDC Admin Team

- If projects transfer between project managers, update Project Manager User Defined Field (UDF) in AiM.
- Update AiM Database team of modifications to expense worktags for projects.
- Update AiM Database team of additions or deletions of Project Managers.
- Cancel work orders and all associated phases for canceled projects.

FBO Construction Accounting

- Communicate modifications to project worktags to PDC Admin Team and the AiM Database Team. Update must include UCF Company, all project worktags, PDC Project Number, and the AiM Work Order Number. AiM Work Order can be found on the e-Builder project details page.
- Use the **PROJECT WORK TAG REPORT** in AiM to reconcile project worktags against Workday at least once every six months.

AiM Database Team

- Make any necessary edits to the **PROJECT WO APPROVALS** and **PROJECT WORK TAG** reports using the BIRT report editor tool.
- Update worktags in AiM, when prompted.
- Alert all teams of any system changes, data requirement changes, or any other circumstance that would affect the project work order cost approval process.
- Correct billing disputes in AiM and alert the FBO Business Office if corresponding journals need to be entered into Workday.
- Use ae_p_pro_e_udf.custom005 to ensure the PDC Project Manager list is up to date for the work order user defined using the Work Order UDF Manager screen under System Administration.

AiM 😑 User Defined Fields Manager						
< Back	Edit					
Screen Name	WORK ORDER					
Column Name	custom005					
Label	PDC Project Manager					
Sequence	35					
Required	No					
Field Type	String					
Field Length	ര					
Decimal Precision						
Initial Value						
Validation						
Page 1 of 2 Go						
Code		Description				
BEN FAUSER		BEN FAUSER				
BRIAN HUSSEY		BRIAN HUSSEY				
CHRISTINA ROGERS		CHRISTINA ROGERS				
CHRISTOPHER HARRIS		CHRISTOPHER HARRIS				