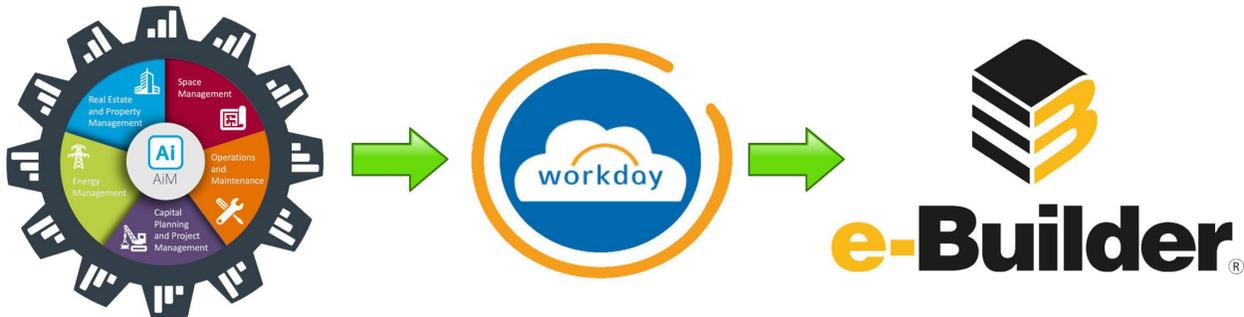




PROJECT WORK ORDER APPROVAL GUIDE



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

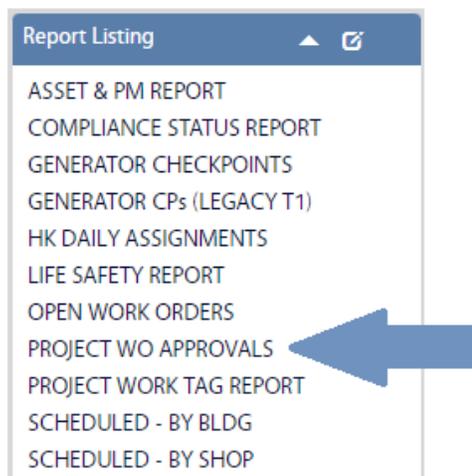
- Review the phase for completeness.

- 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.



- 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.

PDC PROJECT MANAGER WORK ORDER APPROVAL REPORT

Showing page 1 of 3

UCF Facilities and Business Operations		PDC APPROVAL REPORT						
UNIVERSITY OF CENTRAL FLORIDA		FACILITIES SUPPORT WORK ORDERS						
PLEASE REVIEW THE WORK ORDER CHARGES ON THE PHASES SHOWN BELOW YOUR NAME. IF YOU APPROVE, PLEASE CHANGE THE STATUS OF THE PHASE FROM AWAITING APPROVAL TO READY FOR BILLING. IF YOU HAVE QUESTIONS OR DISAGREE WITH THE CHARGES, PLEASE EMAIL AIMADMIN@UCF.EDU WITH THE WORK ORDER AND PHASE NUMBERS WITH YOUR COMMENTS AND THE BILLING TEAM WILL WORK WITH YOU TO RESOLVE THE DISCREPANCY PRIOR TO SUBMISSION TO WORKDAY.								
17054005 - 00051 - REPLACE HVAC CONTROL SYSTEM								
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
10856646-024	B0054 R0102, ELECTRICAL	FO MAI
	REPLACE THE ELECTRICAL	MT
	SHUTDOWN FOR B54 RM. 102	

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

Status	AWAITING APPROVAL
Work Order	10856646
Budget	
Location (Room Number)	

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

AiM ☰ Work Order

← Back
Edit
New
Search

Action

[ViewFinder](#)

[Copy](#)

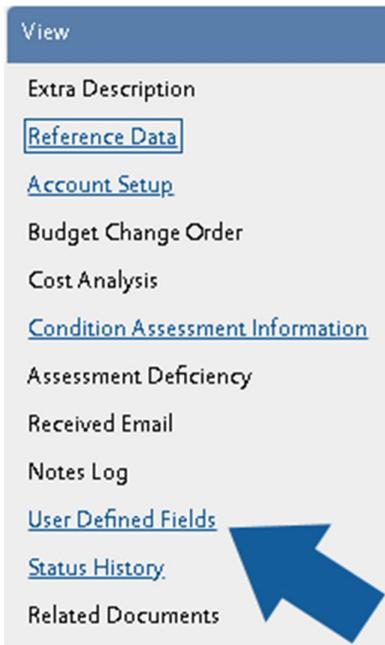
[Email](#)

[Print](#)

10856646

B0054 - REPLACE HVAC CONTROL SYSTEM

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



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

A screenshot of a form with the following fields: PM Work Order, PO Number, PDC Project Number (containing '17054003'), PDC Project Manager, and SFM/LS Inspection Date (with a calendar icon). A magnifying glass icon is located at the end of the PDC Project Manager field. A large blue arrow points to this magnifying glass icon.

- 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.

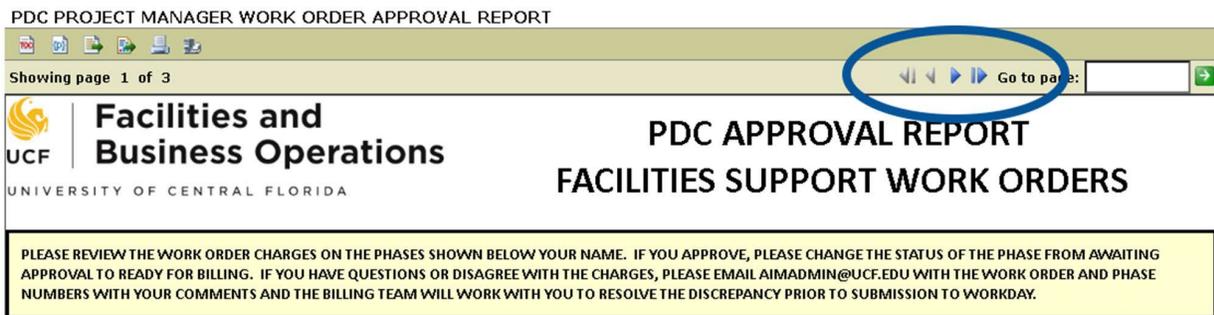
A screenshot of a validation screen titled 'Validation' with the AiM logo. It features buttons for 'Done', 'Search', 'Show All', and 'Cancel'. Below is a table with two columns: 'Code ↓' and 'Description'. The table lists several project managers, with 'CHRISTINA ROGERS' highlighted by a blue arrow.

Code ↓	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.

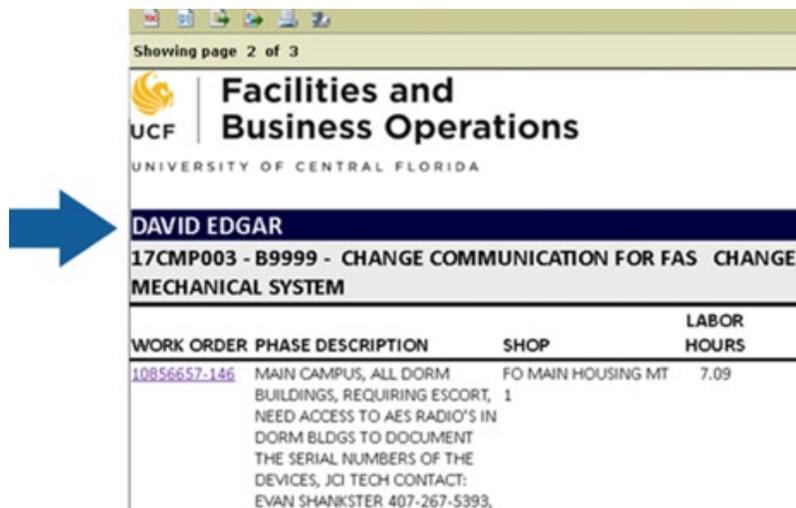
Project Managers –

- 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.



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.



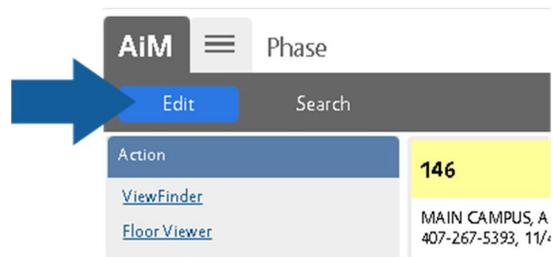
- Access the work order phase from the hyperlink on the report

17CMP003 - B9999 - CHANGE MECHANICAL SYSTEM

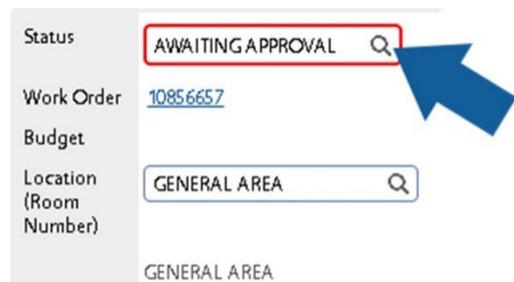
WORK ORDER PHASE DESCRIPTION

[10856657-146](#) MAIN CAMPUS, ALL DOR
 BUILDINGS, REQUIRING I
 ACCESS TO AES RA
 DGS TO DOCUF
 THE SERIAL NUMBERS O
 DEVICES, JCI TECH CONT
 EVAL SHANKSTER 407 26

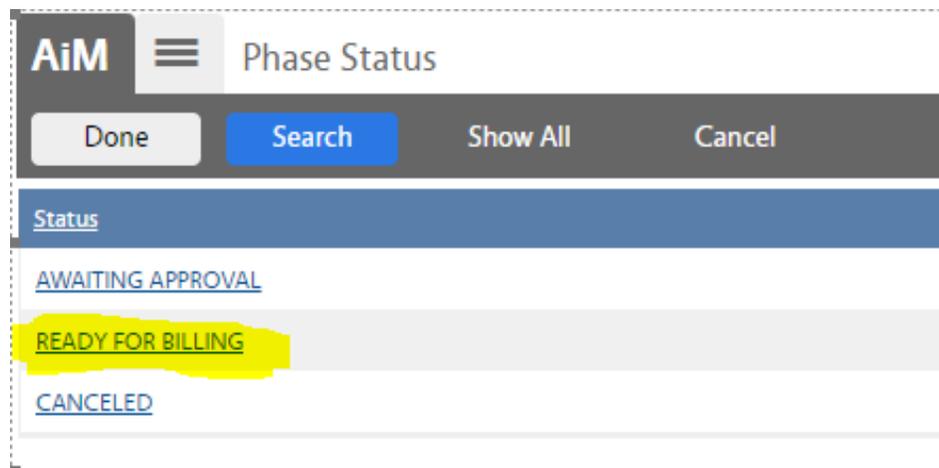
- Select the **EDIT** button at the top left of the work order phase.



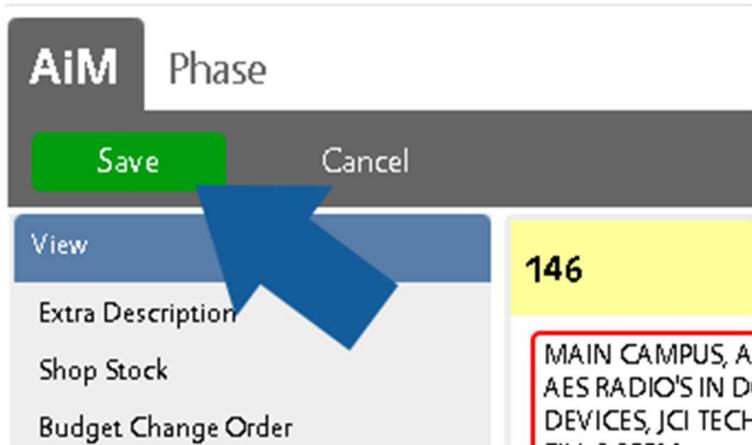
- Change the phase status on the right-hand side of the screen from **AWAITING APPROVAL** to **READY FOR BILLING** by first selecting the magnifying glass in the status box.



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



- 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.

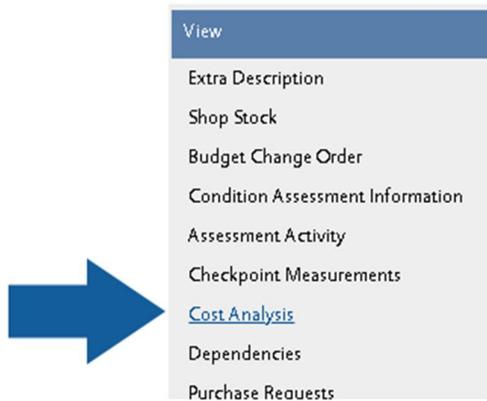
Project Managers – Research / Dispute

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	<u>3.00</u>	<u>\$95.61</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$17,359.04</u>
Encumbered		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Billed		\$0.00	\$0.00	\$0.00	\$0.00

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

Labor Costs											
Transaction Date	Description	Transaction	Line	Total Cost							
Nov 7, 2022	TIME CARD APPROVAL	<u>14366</u>	1	\$407.96							

Line Items												
Line	Time Type	Labor Class	Description	Work Order	Phase	Action Taken	Leave Code	Start Time	Stop Time	Hours	Line Total	Adj Line
1	REGULAR	MAINTENANCE		<u>10856657</u>	<u>146</u>			7:58 AM	3:03 PM	7.09	\$407.96	

- If, after review, the total phase costs **ARE NOT** 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 **ARE** 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.

- 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.

[← Back](#)[Edit](#)

Screen Name WORK ORDER

Column Name custom005

Label PDC Project Manager

Sequence 35

Required No

Field Type String

Field Length 60

Decimal Precision

Initial Value

Validation

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Code	Description
BEN FA USER	BEN FA USER
BRIAN HUSSEY	BRIAN HUSSEY
CHRISTINA ROGERS	CHRISTINA ROGERS
CHRISTOPHER HARRIS	CHRISTOPHER HARRIS