Data for ETALC

Work Instructions

* Display Time Statement (Section 2)
* CAT2 - Change time entered to a DOT1 Work Order (Section 3) Day 1 Change from 3 hours to 4 hours Day1 Monday AM
* Enter time to a Preventative Work Order (Section 3) PM of Day 1 Monday PM
* Enter time to a cost center (section 3) Day 2
* Enter overtime to Day 2 (Section 3) Day 2
* Enter On-call pay (section 3) (Saturday)
* Create a leave request for Jury duty (Section 4) Wednesday AM/PM
	+ Need to have the supervisor approve time
* Zero out an approved leave request. Wednesday PM
* Display timesheet Variable View (Section 5)

Change Approved working time (section 5) (do we need this one? If so can we use a change to the cost center from Tuesday training day)

Day 1

Scenario

In this example, you are going into your timesheet for the week. On Monday morning, you worked on a DOT1 work order. Because of a delay getting the materials to the site, you spent one hour longer to complete the work order and are making the change. On Monday Afternoon you worked on a preventive work order all day and are entering the time as well. On Tuesday you went to a training delivered by your supervisor, the all-day training took an hour longer and your supervisor approved the overtime. On Wednesday you entered your time as leave because you were selected for Jury Duty. On Saturday you were on-call for 4 hours.

Change of approved time will take two different Cost Centers.