

# User Guide SM-01: Reporting Labor Hours and Costs for Maintenance and Construction

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## Background

Presidential Executive Order 13327 led to the requirement for FWS station managers to annually report, for every asset on their Real Property Inventory (RPI), the operating and maintenance costs of each asset. The following explains how that is done.

## Do we still use SAMMS?

Yes. Work orders for real property originate in SAMMS and are created at the regional level, generally within each region's facilities branch by the Asset Management Coordinator (AMC) or Regional Transportation Coordinator (RTC). SAMMS work orders are then imported to FBMS where they collect costs from purchase orders (POs), QuickTime labor hours, and charge transfers from credit cards. The regional office provides the work order number to the station once the work order has been created.

## What FBMS work orders does a station need?

1. Each station should have a standing O&M work order for each fund source from which costs will be paid. These work orders are created by the Regional Office at the beginning of the fiscal year and provided to the stations. (New ones can be requested at any time – just ask.)
2. If the station has a project that is anticipated to be funded this fiscal year, the regional office will also create and provide a work order for that project.
3. Work orders are also required for any work to a specific asset that will result in costs over \$5,000 (including construction of new assets). Stations must specifically request these work orders, as the regional office may not anticipate them.

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## What info is required for a work order to be created?

1. When stations require a work order they don't have, they should send an email (generally to the AMC, but regions differ) with:
  - a. the asset's RPI number or FBMS "building number",
  - b. purpose of and fund source for the work,
  - c. the "year type" of funding that will be used ("167" for instance, or "XXX"),

Supply the WBS, if one already exists, or make it clear that a WBS will need to be requested through Finance.

2. Work orders require a WBS (Work Breakdown Structure, a specific "fund label") before they can be released for use.
  - a. For O&M work orders, the WBS generally doesn't change from year to year.
  - b. Any project funded with DM, Transportation, VFE, or Construction funds will have a unique WBS. Project-specific WBSes (those for the repair, construction or demolition of a specific asset) must be requested by the regional office using a special form sent to Denver Finance. Denver assigns the WBS.
  - c. The station should receive work order number(s) from the regional office when funds are distributed. Stations cite this work order number, not the WBS, in Purchase Requests (PRs) and QuickTime. The WBS is imbedded in the work order, where FBMS can refer to it.

## How does a station document O&M costs?

1. In FBMS, each station has a work order for collecting annual maintenance and operating costs. Within the station's O&M work order is a list of all RPI assets at that station. Costs accumulated on the work order settle by an assigned percentage to each asset. (Station managers can request changes to the percentages assigned.)
2. Anyone who performs maintenance on assets should assign the time he or she works to their station's current O&M work order, which should appear in QuickTime. They should not charge to the WBS. Labor hours for preventive maintenance includes time spent on regular visual inspections, whether or not the inspection results in the need for further corrective measures.
  - a. Note: Unless otherwise requested, the regional office generally will create only an O&M work order for 1262.
  - b. Employees paid from cost codes other than 1262 should have work orders that reflect those cost codes, if they will be performing maintenance.
  - c. Any additional work orders needed should be requested from the regional facilities office.
3. All costs that can be related to real property assets should be reported in a work order... whether it's annual maintenance, deferred maintenance, or new construction. The only exception is utility costs. (For utilities, bills are sent to Denver Finance for payment...unless paid by credit card, which is messy to report appropriately and should be avoided).

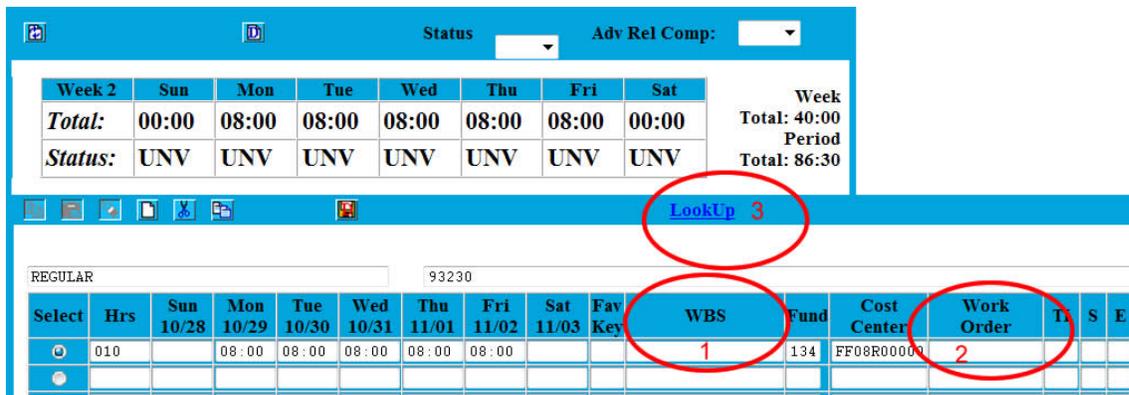
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## Why can't employees from different cost structures charge to the same work order?

FBMS work orders are cost-structure specific. In SAMMS, labor hours of individuals paid from different fund sources were reported on the same work order because the SAMMS database wasn't linked to payroll. In FBMS, each fund source requires a separate work order. So in FBMS, a station may have a number of O&M work orders. Employees report their maintenance hours in QuickTime to the work order that represents the fund from which they are paid. (To use San Luis NWR as an example, it has five standing work orders for O&M, for employees paid from five different cost codes: 1261, 1262, 1262-A812, 1263 and 1264.)

## How do individuals use works orders in QuickTime?

1. Labor hours spent on real property assets should be reported on the appropriate work order in QuickTime by each individual performing maintenance, repair, or construction or demolition work.
2. The work order itself *already* contains the WBS, the fund, and the cost center, so you don't need to enter these.
  - a. Leave blank or delete the WBS (circle 1 below), the fund, and the cost center.
  - b. Enter only the work order number under the column labeled "Work Order." (See circled item labeled "2" in the image below.)
3. To verify that you have entered the correct work order number, place your cursor in the "Work Order" field, then click "Lookup" (circled number 3).



Unfortunately, the "Search Value" field in Quicktime (at the date of this writing) only searches on the work order number field. This will not help you in searching for a work order if you don't already know at least part of its number.

## Helpful info when looking for work orders in QuickTime:

- All real property work orders in FBMS begin with an "F", followed by the four digits of the fiscal year the work order was created.
- Some regions start the name of the work order with the 3-letter "station literal" or abbreviation that identifies the station (i.e., Humboldt NWR's 1262 O&M work order begins **HMB O&M 1262**. If you were looking for Humboldt's FY16 work order for 1262 but

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didn't know the number, you could enter **F2016** in the search field, and then scroll through the alphabet to find the HMB work orders and select the appropriate work order by title.)

- Names of work orders as they appear in QuickTime are truncated to 31 characters. If the title is too long, and the station literal is at the end, you won't be able to see it.

### When does an asset get its own work order?

1. Only when work on an individual asset is expected to exceed \$5,000 is a separate work order, for just that specific asset, required to be set up.
  - a. For projects that are DM or Transportation funded, the regional office (RO) should supply work orders when the funds come to the station.
  - b. The station needs to request a work order for any other projects that the RO may not be aware of.
2. Construction of new assets valued over \$5,000 should be reported to a work order created for that asset. Stations must notify their RO when such work orders are needed.

### When is an asset number assigned to an asset?

In FBMS, a new asset number must be assigned *before* the construction begins...because the work order created to collect construction costs needs to contain an asset number. (Prior to FBMS, in SAMMS new construction work orders were assigned to the station's org code until construction was complete, at which point the station requested that the new asset be added to their RPI.)

When funding for construction or replacement of an asset comes through the regional office, the region should provide the station with the new asset number, along with the FBMS work order number. When construction is complete, documentation from the station will be required to complete the asset's record in the RPI. Only when records for both Facilities and Finance are complete can the asset be placed in operating status and recognized as operational in FBMS.

Notify your regional office if you will be constructing new assets. The facilities office will need to request a new asset number from Finance. Once the facilities office receives the new asset number, they will use it to create a work order with which station personnel can collect construction costs. When construction is finished, and the asset's RPI record completed by both Facilities and Finance, the AMC will need to add the new asset number to the station's standing O&M work order(s), assign the new asset some percentage, and adjust the percentages previously assigned to the existing assets.