

Background

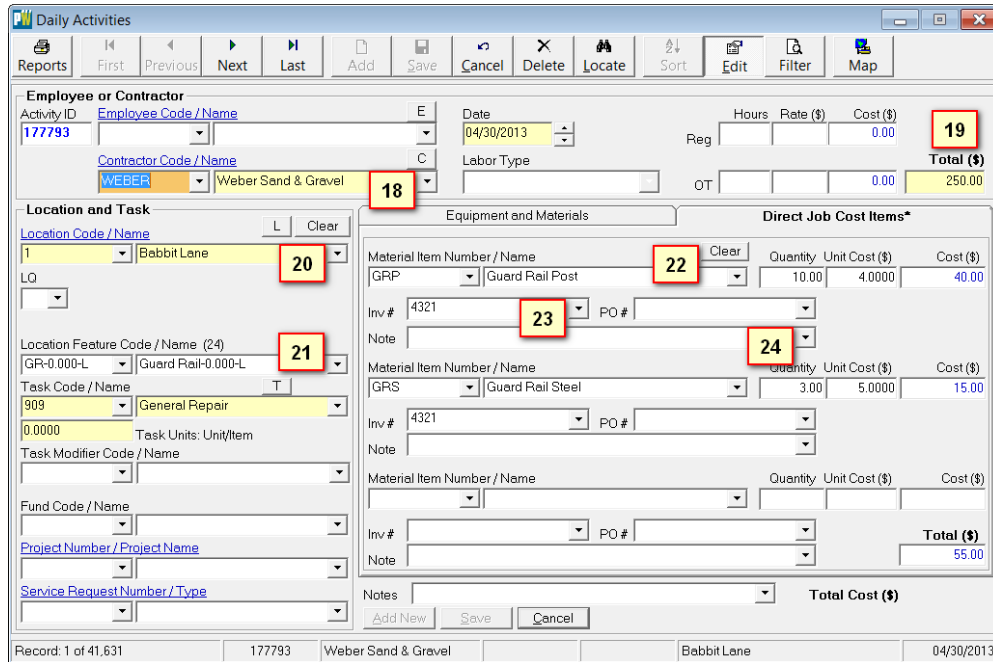
Documenting work is a key strength of the **PubWorks** system, and job costs are recorded in **PubWorks** as Activities. An Activity is the combination of an employee going to a location and performing a task.

Here is how to document work using Daily Activities:

1. Click the **PubWorks Data** menu and choose **Daily Activities** (not pictured).
2. You will be presented with the **Daily Activities** screen.

3. There are two **Add** buttons, one at the top and one at the bottom of the screen. Click either to add a new activity record, or use the keyboard by pressing **Enter**.
4. Key in or select the **Employee** by using the Employee Code or Name drop-down list.
5. Once an employee is selected, his/her hourly cost **Rate** will auto-fill.
6. Enter the **Date** the work was accomplished. Key in the date or use the special keys (T for today, Y for yesterday, M for tomorrow) or double click the date box to use a calendar.
7. The **Labor Type** will be auto-filled to **Regular** hours. Key in or select a different **Labor Type** as needed.
8. Key in employee **Hours** in the **Reg Hours** and/or the **OT Hours** fields.
9. Key in or select the **Location** at which the work occurred by using the Location Code or Name drop-down list.
10. Key in or select the **Task** by using the Task Code or Name drop-down list. If required, key in the **Task Units**.
11. (Optional) Key in or select the **Fund** by using the Fund Code or Name drop-down list.
12. (Optional) Key in or select the **Project** by using the Project Code or Name drop-down list.
13. (Optional if the Activity is associated with a Service Request.) Key in or select the **Service Request Number**.
14. (Optional) Key in or select the **Equipment Used** (its hourly rate will auto-fill) and key in hours or miles of use.
15. (Optional) Key in or select the **Materials Used** and key in quantity consumed.
16. Click either **Save** button (top or bottom of the screen) or use the keyboard by pressing **Enter**.
17. Repeat steps 4-16 until all activities are entered.

Use the instructions below for logging work that requires more resources and tracking than a basic activity.



The screenshot shows the 'Daily Activities' window with the following fields highlighted by numbered callouts:

- 18:** Contractor Code/Name (WEBER)
- 19:** Total (\$) (250.00)
- 20:** Location Code/Name (Babbit Lane)
- 21:** Location Feature Code/Name (GR-0.000-L)
- 22:** Material Item Number/Name (GRP)
- 23:** Inv # (4321)
- 24:** Note

Contractor Activities

Often times, contractors may provide services for your department. PubWorks allows you to record contractor work by selecting them in place of an employee in **Daily Activities**. See steps 18 & 19.

18. Key in or select the contractor by using the **Contractor Code/Name** drop-down list.
19. When a contractor is selected, only the **Total** amount is available for entry. It is assumed that a contractor supplies invoices and that these invoices include the cost of the contractor’s labor, equipment, and materials.

Location Features

Location Features in PubWorks are assets that exist at or are possessed by a location. For example, a sign is a location feature on a road, which is a location. See steps 20 & 21.

20. Key in or select the **Location** (often the road or street) on which the work occurred.
21. Key in or select the **Location Feature Code/Name** from the auto populated list.

Direct Job Cost Items

The difference between entries on this tab and entries on the “Equipment and Materials” tab is material entries can be attributed to a contractor or added on the fly. See steps 22-24.

22. Key in or select the **Material Item Number/Name** and key in the Quantity
23. (Optional) Key in or select the **Inv#** and/or **PO#**.
24. (Optional) Key in notes for the material acquisition as needed.

Questions? Comments?

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