

DAILY STATUS FORM



REPAIRS DUE TO VANDALISM
<input type="checkbox"/>

THIS SECTION TO BE COMPLETED BY ADMINISTRATOR
JOB IS COMPLETE, CLOSE WORK ORDER HEADER? Note: All events must be closed YES <input type="checkbox"/> NO <input type="checkbox"/>

WORK ORDER NUMBER	EVENT	WORK DATE	SHOULD EVENT BE CLOSED?	OVERTIME
			YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/>

EMPLOYEE NUMBER	EMPLOYEE NAME	REG. TIME TRAVEL		REGULAR TIME		OVERTIME TRAVEL		OVER-TIME		TOTAL TIME	
		Hrs.	Tenths	Hrs.	Tenths	Hrs.	Tenths	Hrs.	Tenths	Hrs.	Tenths
SIGNATURE →											
SIGNATURE →											
SIGNATURE →											
SIGNATURE →											

BRIEF DESCRIPTION OF WORK PERFORMED THIS DAY

ARRIVAL AND DEPARTURE AT WORKSITE

SCHOOL NAME: _____

THIS SECTION TO BE COMPLETED AND SIGNED BY THE PRINCIPAL OR THEIR AUTHORIZED REPRESENTATIVE

MECH. ARRIVAL TIME: _____	Principal or Auth. Rep. Name: _____	EMP #: _____
	Signature: _____	DATE: _____
MECH. DEPARTURE TIME: _____	Principal or Auth. Rep. Name: _____	EMP #: _____
	Signature: _____	DATE: _____

Daily Status Form (FM-0405) Instructions

The following fields require entry:

WORK ORDER NUMBER	Enter the seven-digit alpha numeric number from the upper left hand portion of the work order.
EVENT	Enter the six-digit alpha numeric number that identifies the specific trade code from the work order.
WORK DATE	Enter the date the work that is being reported was worked on. Date format must follow the MM/DD/YY format.
EMPLOYEE NUMBER	Enter the six-digit numeric M-DCPS employee number of each individual reporting time.
EMPLOYEE NAME	Print the full name of each individual reporting time. The name format must follow the last name, first name, middle initial format.
REGULAR TIME	Enter the regular time hours worked on the work order indicated in the WORK ORDER NUMBER field. Time must be reported in full hours and tenths of an hour. Example: One hour and twenty minutes would be indicated as (1.3) hours. Note: You must round five-minute intervals up or down to the nearest tenth of an hour.
TOTAL TIME	Enter the total number of hours from the REGULAR TIME TRAVEL, OVERTIME TRAVEL, REGULAR TIME, and OVERTIME fields. Time must be reported in hours and tenths of an hour.
SIGNATURE	Every person reporting time on a DSF must sign the DSF below their printed name using their legal payroll signature. Those individual/s whose name, employee number and signature appear on the DSF have attested to the hours worked on that particular job. Other signatures that are required on the DSF do not remove the responsibility of those whose name, employee number and signature appear on the DSF for the accuracy of the amount of time reported on the DSF. Upon completion of an event, this signature attests that the job was completed as required. If you are closing events and are not completing work as requested, the reason must be stated in description section.
SCHOOL NAME	Enter the name of the school or work location at which the work being reported on the DSF is being performed.
ARRIVAL TIME	Enter the time you arrived at the school or work location in this field. The time entered should match the time stamp in the upper left hand portion on the back of the DSF. The arrival time must be entered before obtaining the SCHOOL (principals) SIGNATURE.
PRINCIPAL NAME, EMPLOYEE NUMBER AND SIGNATURE	This section must be completed by the principal or his/her specifically authorized representative. This signature is an acknowledgment of the arrival and departure time only. In cases when the work or particular project is performed in the shop or does not require travel to or from a school or administrative site, the immediate supervisor of those tradespersons reporting time must sign in these fields.
DEPARTURE TIME	Enter the time you departed from the school or work location in this field. The time entered in this field should match the time stamp in the upper right hand portion on the back of the DSF. The departure time must be entered before obtaining the SCHOOL (principals) SIGNATURES.
BRIEF DESCRIPTION	Regardless of the WORK ORDER description of work, a brief, conclusive description of the activities performed during the day must be provided in this field. Example of Improper Documentation is: Repaired Truck Example of Proper Documentation is: Replaced alternator belts and performed safety check

The following fields are conditional fields that may require entry based upon certain circumstances:

REPAIRS DUE TO VANDALISM	This box must be checked if the cause of the work being performed was vandalism.
JOB COMPLETE?	The backlog administrator should check this box if the entire job/project is complete and the work order can be closed.
SHOULD EVENT BE CLOSED?	This box should be checked if the work described in the event description has been completed and the event need no longer remain open. If the work is not complete, do not check this box.
OVERTIME	This box must be checked if any overtime hours are reported in the OVERTIME field on the DSF.
REG.TIME TRAVEL	Enter the time spent traveling to and from the shop and school site or other facility where the work reported has been performed. This field is for reporting travel time during regular working hours. Time must be reported in full hours and tenths of an hour.
OVERTIME TRAVEL	Enter the time spent traveling to and from the shop and school site or other facility where the work reported has been performed. This field is for reporting travel time during overtime working hours. Time must be reported in full hours and tenths of an hour.
OVERTIME	Enter the overtime hours worked on the work order indicated in the WORK ORDER fields of the DSF. Time must be reported in full hours and tenths of an hour.