**Administrative**

**Time Confirmations**

**IW41**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Charge time not attributed to a vehicle

Not Applicable

**Website Application:**

**Note(s):**

1. Open Transaction **IW41**
2. *Enter PM Order Confirmation: Initial Screen* window opens
   1. Order Field – Input 11-digit work order number (i.e., 68000064346)  
      (See next page)
   2. Activity Field – Input four-digit code (See next page)
   3. <*Enter*>
3. *Enter PM Order Confirmation: Actual Data* window opens
   1. Personnel Number Field – Input seven-digit employee identification number
   2. Actual Work Field - Input time to complete transaction
   3. <*Uncheck*> Final Confirmation Field
   4. <*Uncheck*> No Remaining Work
   5. <*Click*> **Save icon** 
4. *Enter PM Order Confirmation: Initial Screen* window opens

Confirmation appears in the status bar.

* 1. <*Click*> **Continue icon ** (More confirmations to be input); or
  2. <*Click*> **Exit icon** 

Updated

01-03-2020

**Administrative**

**Time Confirmations**

**IW41**

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Transportation

**Administrative Work Order(s)**

**Plant Work Order Plant Work Order Plant Work Order Plant Work Order**

6001 68000064291 6026 68000064316 6051 68000064341 6076 68000064682

6002 68000064292 6027 68000064317 6052 68000064342 6077 68000064683

6003 68000064293 6028 68000064318 6053 68000064343 6078 68000064684

6004 68000064294 6029 68000064319 6054 68000064344 6079 68000064685

6005 68000064295 6030 68000064320 6055 68000064345 6080 68000064686

6006 68000064296 6031 68000064321 6056 68000064346 6081 68000064687

6007 68000064297 6032 68000064322 6057 68000064347 6082 68000064688

6008 68000064298 6033 68000064323 6058 68000064349 6083 68000064689

6009 68000064299 6034 68000064324 6059 68000064350 6084 68000064690

6010 68000064300 6035 68000064325 6060 68000064351 6085 68000064691

6011 68000064301 6036 68000064326 6061 68000064666 6086 68000064692

6012 68000064302 6037 68000064327 6062 68000064667 6087 68000064693

6013 68000064303 6038 68000064328 6063 68000064669 6088 68000064694

6014 68000064304 6039 68000064329 6064 68000064670 6089 68000064695

6015 68000064305 6040 68000064330 6065 68000064671 6090 68000064696

6016 68000064306 6041 68000064331 6066 68000064672 6091 68000064697

6017 68000064307 6042 68000064332 6067 68000064673 6092 68000064698

6018 68000064308 6043 68000064333 6068 68000064674 6093 68000064699

6019 68000064309 6044 68000064334 6069 68000064675 6094 68000064700

6020 68000064310 6045 68000064335 6070 68000064676 6095 68000064701

6021 68000064311 6046 68000064336 6071 68000064677 6096 68000064702

6022 68000064312 6047 68000064337 6072 68000064678 6097 68000064703

6023 68000064313 6048 68000064338 6073 68000064679 6098 68000064704

6024 68000064314 6049 68000064339 6074 68000064680 6099 68000064705

6025 68000064315 6050 68000064340 6075 68000064681 6100 68000064706

**Activity Field (Code & Description)**

0010 Vacation/Sick Leave

0020 Workshops/Training

0030 BSIP Work

0040 Fuel Route

0050 Shop

0060 Stock Room Work

0070 Travel not for repair/inspection

0080 Charter Bus Examination

Updated

01-03-2020