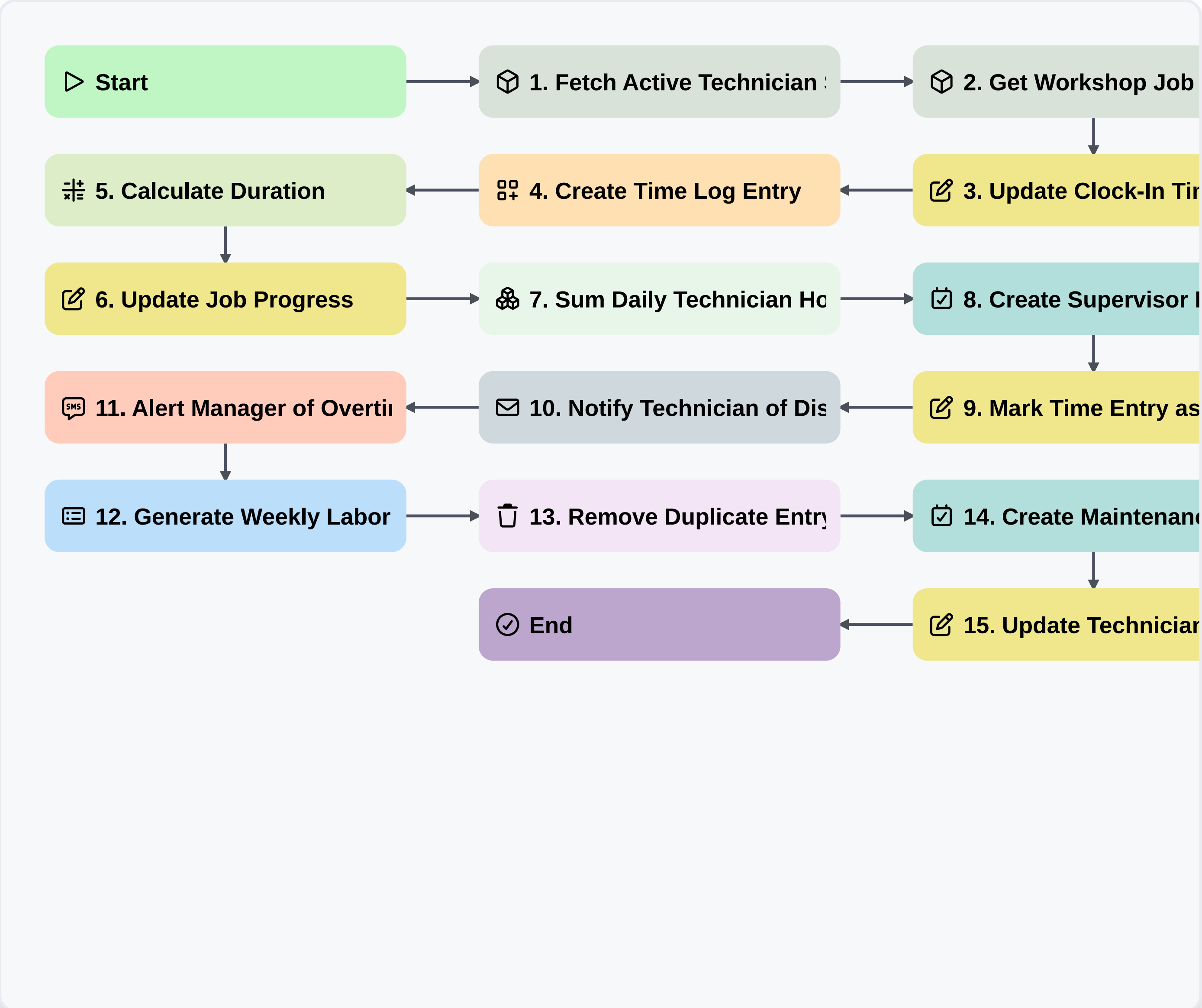
ChecklistGuro

Workshop Technician Time Tracking Workflow



Start
Start of the Workflow/Process.

1. Fetch Active Technician Shift
Retrieve the current active time entry for the logged-in technician.

2. Get Workshop Job Details
Retrieve the specific Job/Work Order entry linked to the technician's current task.

3. Update Clock-In Timestamp
Update the 'Start Time' field in the Technician Time Entry record.

4. Create Time Log Entry
Create a new record in the Time Tracking data model when a task starts.

5. Calculate Duration
Calculate the difference between the 'End Time' and 'Start Time' to determine total hours worked.

6. Update Job Progress
Update the 'Hours Spent' field in the associated Work Order data model.

7. Sum Daily Technician Hours
Sum all completed time entries for the technician for the current date to check against shift limits.

8. Create Supervisor Review Task
Create a task for the Workshop Manager to approve overtime entries.

9. Mark Time Entry as Verified
Update the status of the time entry to 'Verified' after supervisor approval.

10. Notify Technician of Discrepancy
Send an email to the technician if the logged hours exceed the scheduled shift duration.

11. Alert Manager of Overtime
Send an SMS to the Workshop Lead when a technician hits a threshold of 10+ hours in a single day.

12. Generate Weekly Labor Cost Report
Generate a report aggregating all time entries to calculate total labor costs for the week.

13. Remove Duplicate Entry
Delete a time entry if it is identified as a duplicate error during the validation step.

14. Create Maintenance Task
Create a task for tool maintenance if the time entry includes 'Tool Usage' logs that exceed usage limits.

15. Update Technician Payroll Status
Update the technician's payroll record to include the newly verified hours.

End
End of the Workflow/Process.