

O&M SUPERVISORS

MANAGE TIME APPROVALS: ADD TIME ENTRIES FOR OTHERS

Provides guidance for Supervisors to add time entries on behalf of others in FC Mobile (OTG)

▼ GETTING STARTED

This guide begins from the **Time Approvals** screen. For more information on accessing **Time Approvals** (as a Supervisor), refer to the **Manage Time Approvals: View Submitted Time Entries** job aid.

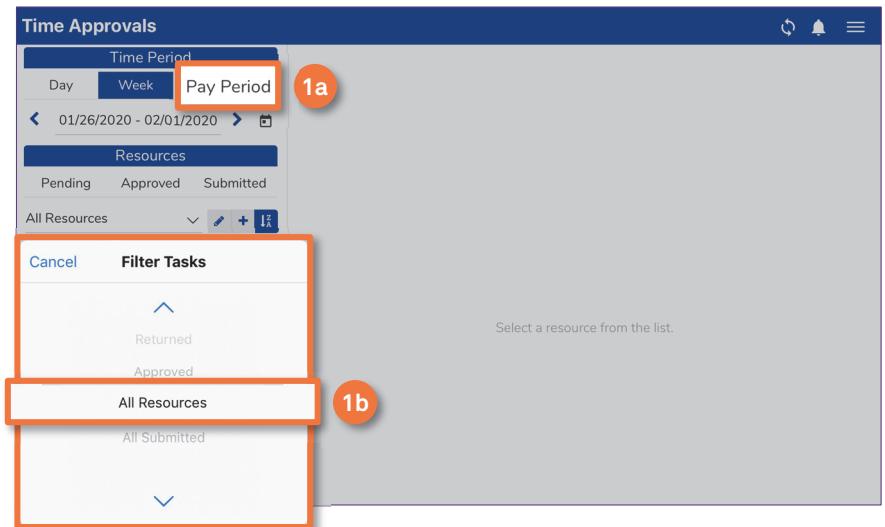
▼ INFORMATION

In the **Time Approvals** menu after tapping on a **Resource**, you will be able to view their **Time Entries**. If you are not assigned to the **Work Task** the **Work Task** link will be grey, but you will still be able to **Approve** and **Return Time Entries**. If you want view the **Work Task** associated with the **Time Entry** or enter time on behalf of a **Resource**, you will need to be added to the **Work Task**.

DIRECTIONS:

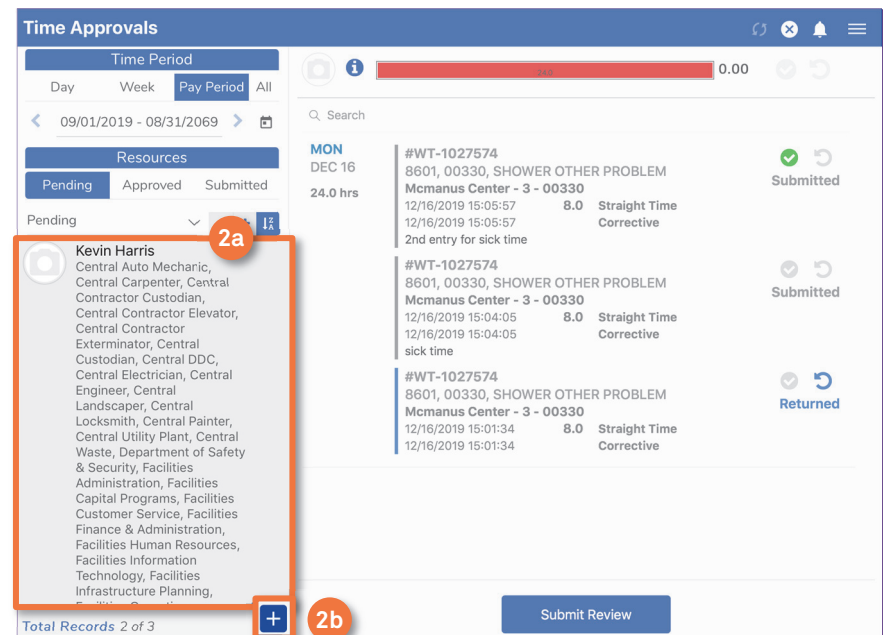
1 From Time Approvals:

- 1a Tap on the **Time Period** you wish to view.
- 1b Tap on the **Resource** filter dropdown list and select **All Resources** to view all **Resources** in your **Workgroup**.



2 In the Resource Queue:

- 2a Scroll and tap on the **Resource** you wish to enter time for.
- 2b Tap on the **Add** button.



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DIRECTIONS:

3

Upon tapping, the **Add Time Entry** pop-up will appear:

3

Tap on the **Find** button on the Task line.

▼ INFORMATION

You can either search for a **Work Task** by typing search criteria in the task field or use the **Find** button to locate assigned **Work Tasks**.

4

Upon tapping, the ***Task** pop-up will appear:

4a

Tap on the **Work Task** for which you wish to create a new time entry.

▼ INFORMATION

The ***Task** list will only populate with all **Work Tasks** assigned to the selected Resource. If the Resource has not yet been assigned to the Work Task in question, assign him / her / they first, then proceed with the new time entry.

Upon tapping, you will be returned to the **Add Time Entry** pop-up:

4b

Select **Duration** of the time entry and tap on the **Set** button.

4c

Select **Start Date/Time** and tap on **Set**.

▼ INFORMATION

The **End Time/Date** will auto-populate based on **Duration** and **Start Time/Date**.



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DIRECTIONS:

4

From the **Add Time Entry** pop-up:

4d

Enter a **Comment**.

4e

Tap **Add Time Entry**.

ADD TIME ENTRY

☒ Working Time
☐ Time Off

Harris, Kevin Eugene

* Task
#WT-1027963 WT-1027963 - Capital Project, , Landscape
Evanston Campus - 2020 Ridge - 1 - 00100

* Time Category
Straight Time

Role
FY20 Central Carpenter
Rate: \$66.6

* Start Date/Time
01/08/2020 11:00

* Duration
0.50

* End Date/Time
01/08/2020 11:30

Task Complete

* Comment
Assessed work.

Cancel Add Time Entry

5

Upon tapping, you will be returned to the **Time Approvals** menu:

5

View the newly added **Time Entry**.

Time Approvals

Time Period: Day Week Pay Period All

09/01/2019 - 08/31/2069

Resources: Pending Approved Submitted

Pending

Search

Kevin Harris
Central Auto Mechanic,
Central Carpenter, Central
Contractor Custodian,
Central Contractor Elevator,
Central Contractor
Exterminator, Central
Custodian, Central DDC,
Central Electrician, Central
Engineer, Central
Landscape, Central
Locksmith, Central Painter,
Central Utility Plant, Central
Waste, Department of Safety
& Security, Facilities
Administration, Facilities
Capital Programs, Facilities
Customer Service, Facilities
Finance & Administration,
Facilities Human Resources,
Facilities Information
Technology, Facilities
Infrastructure Planning,
Facilities Operations,
Facilities Planning, Facilities

Total Records 2 of 3

24.0 hrs

Search

Locations\Evanston Campus\Mcmanus
Center\03\00330
12/16/2019 15:05:57 8.0 Straight Time
12/16/2019 15:05:57 Corrective
2nd entry for sick time

#WT-1027574
8601, 00330, SHOWER OTHER PROBLEM
Locations\Evanston Campus\Mcmanus
Center\03\00330
12/16/2019 15:04:05 8.0 Straight Time
12/16/2019 15:04:05 Corrective
sick time

#WT-1027574
8601, 00330, SHOWER OTHER PROBLEM
Locations\Evanston Campus\Mcmanus
Center\03\00330
12/16/2019 15:01:34 8.0 Straight Time
12/16/2019 15:01:34 Corrective

Submitted

Returned

WED JAN 08
0.5 hrs

#WT-1027963
WT-1027963 - Capital Project, , Landscape
Evanston Campus - 2020 Ridge - 1 - 00100
01/08/2020 11:00:00 0.5 Straight Time
01/08/2020 11:30:00 Corrective
Assessed work.

Approved

Submit Review

INFORMATION

Since you are a Supervisor adding a Time Entry on behalf of a Resource once the Time Entry has been submitted it will be automatically Approved.