

O&M TECHNICIANS & SUPERVISORS

TIMESHEETS: HOURS LOGGED THIS WEEK

Provides an overview of Timesheets and hours logged this week in FC Mobile (OTG)

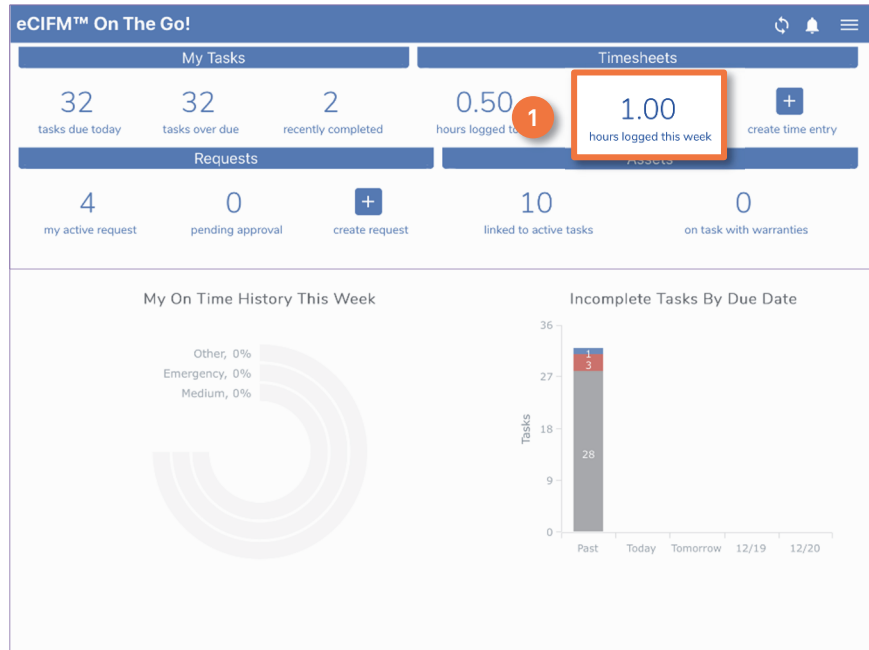
GETTING STARTED

This guide begins from the **My Dashboard** screen. For more information on logging into FC Mobile (OTG) refer to the **Access + Navigation: FC Mobile (OTG)** job aid.

DIRECTIONS:

1 From **My Dashboard**, in the **Timesheets** section:

1 Tap on the **Hours Logged This Week** button.



INFORMATION

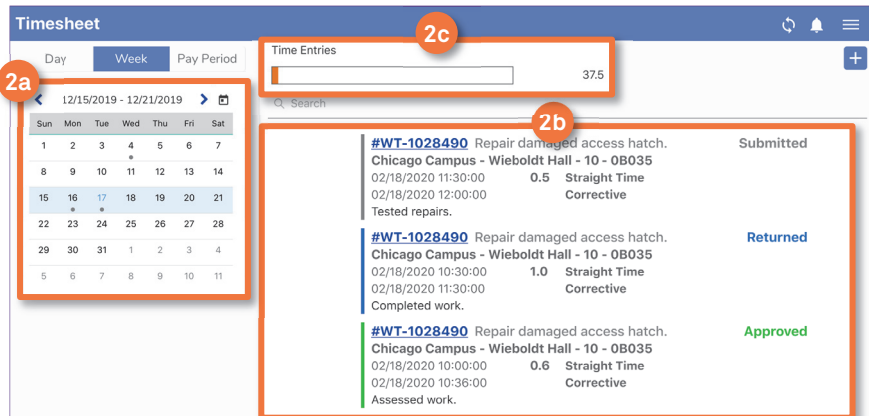
When selecting **Hours Logged This Week** from **My Dashboard**, the **Timesheet** screen will open on the **Week** view.

2 Upon tapping, you will be taken to the **Timesheets** screen. From the **Day** view:

2a View **Calendar**.

2b View individual **Time Entry** details.

2c View the **Time Entry Progress Bar**.



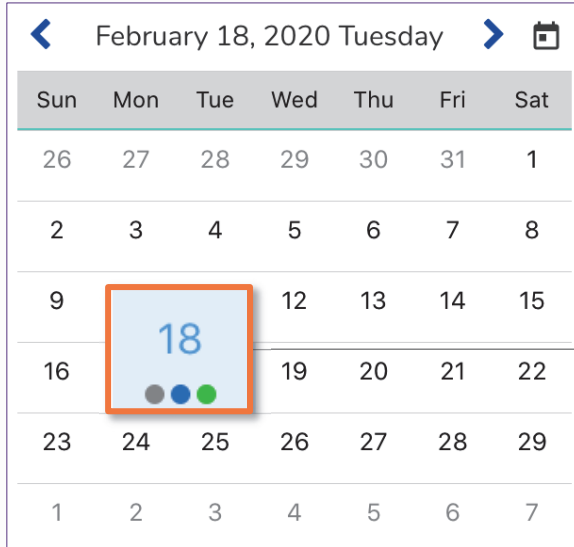


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▼ INFORMATION

Calendar View by Week: allows the user to view **Time Entries** for a selected week. The dots under individual days indicates the current status of the **Time Entries** entered on that day.



TIME ENTRY STATUS KEY

- Submitted; pending approval
- Returned; follow-up required
- Approved; no further action

Time Entry details by Week: shows each of the user's **Time Entries** for the selected week. All **Time Entries** include: the start date/time, end date/time, and amount of time spent on a **Work Task**. Each entry also includes a link to the **Work Task**, a description of the **Work Task**, a comment describing what was done, and the current status of the **Time Entry**.

#WT-1028490 Repair damaged access hatch. Chicago Campus - Wieboldt Hall - 10 - OB035 02/18/2020 11:30:00 0.5 Straight Time 02/18/2020 12:00:00 Corrective Tested repairs.	Submitted
#WT-1028490 Repair damaged access hatch. Chicago Campus - Wieboldt Hall - 10 - OB035 02/18/2020 10:30:00 1.0 Straight Time 02/18/2020 11:30:00 Corrective Completed work.	Returned
#WT-1028490 Repair damaged access hatch. Chicago Campus - Wieboldt Hall - 10 - OB035 02/18/2020 10:00:00 0.6 Straight Time 02/18/2020 10:36:00 Corrective Assessed work.	Approved

Time Entry Progress Bar by Day: Provides a total of all time logged for the selected week against a target weekly total of 40 hrs. The number of remaining hours will appear to the right of the **Progress Bar**. Once 40+ hours have been entered for the day the **Progress Bar** will turn green and the remaining hours will show 0.0.

