



SUPERVISORS

APPROVE OR RETURN TIME ENTRIES

Provides guidance for approving time entries in FC Desktop.

▼ GETTING STARTED

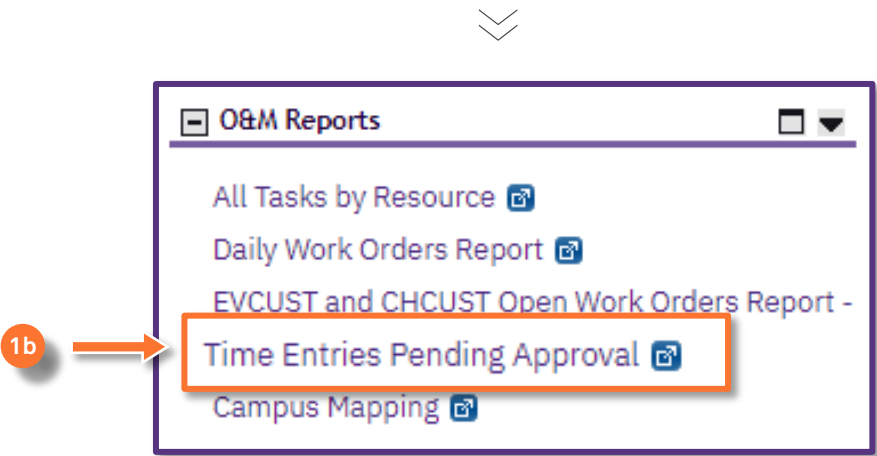
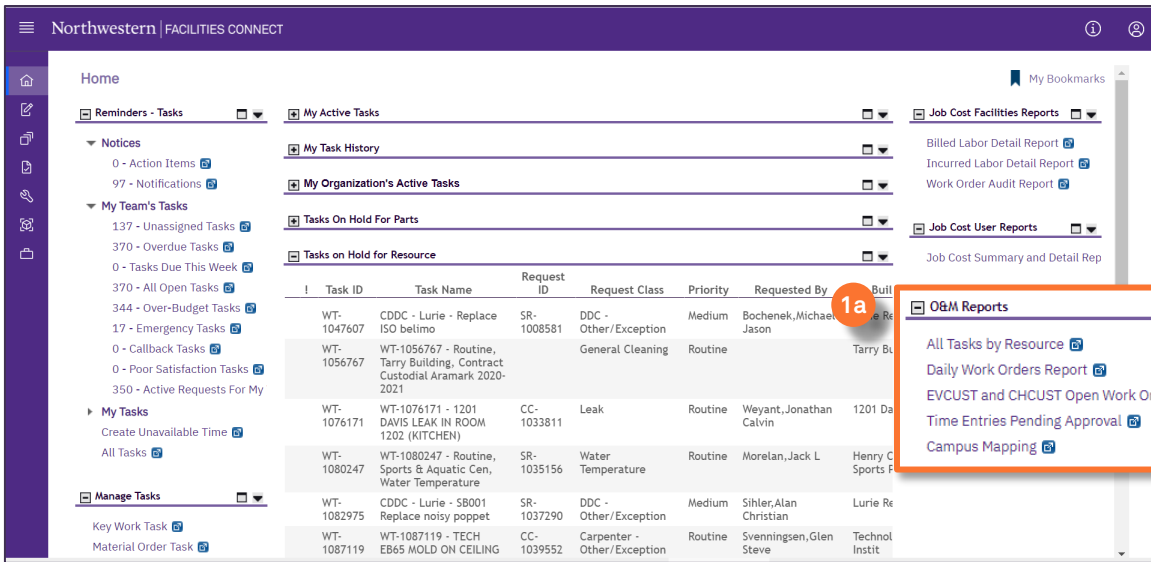
This job aid begins on the FC Desktop Home Screen. For more information on logging in to FC Desktop refer to the **Supervisor: FC Access and Home Screen** job aid.

DIRECTIONS:

1 From the **FC Desktop Main Menu:**

1a Locate the O&M Reports section.

1b Click on **Time Entries Pending Approval** link.





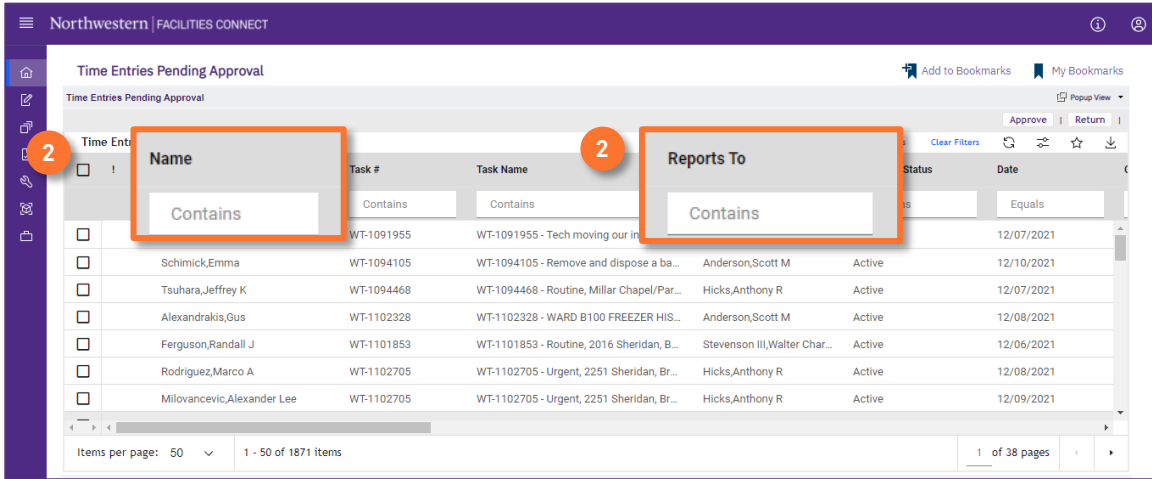
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DIRECTIONS:

2 Upon clicking, you will be taken to the **Time Entries Pending Approval** page.

2 Utilize the sorting and searching feature to locate the **Time Entry** you wish to review.



▼ IMPORTANT

If you are looking for more detail you can click the links in the rows to view **Time Entry** details. To view **Work Task** detail, you will have to search the **Work Task** separately. For more information on locating **Work Task** details please refer to page **XX**.

▼ INFORMATION

The list's default sort settings are by **Work Task** in ascending order (i.e. oldest first). Clicking on the **column header** changes sorting to descending order (i.e. newest first). Clicking the **column header** a second time returns to the default setting. Click any column header to change the sort order by column.

3 Once you have narrowed your search and located the **Time Entry**:

3a Click on the **checkbox** for the **Time Entry** you wish to **Approve** or **Return**.

3b Click on the **Approve** or **Return** buttons.

