

### O&M TECHNICIANS & SUPERVISORS

# TIMESHEETS: OVERVIEW AND HOURS LOGGED TODAY

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

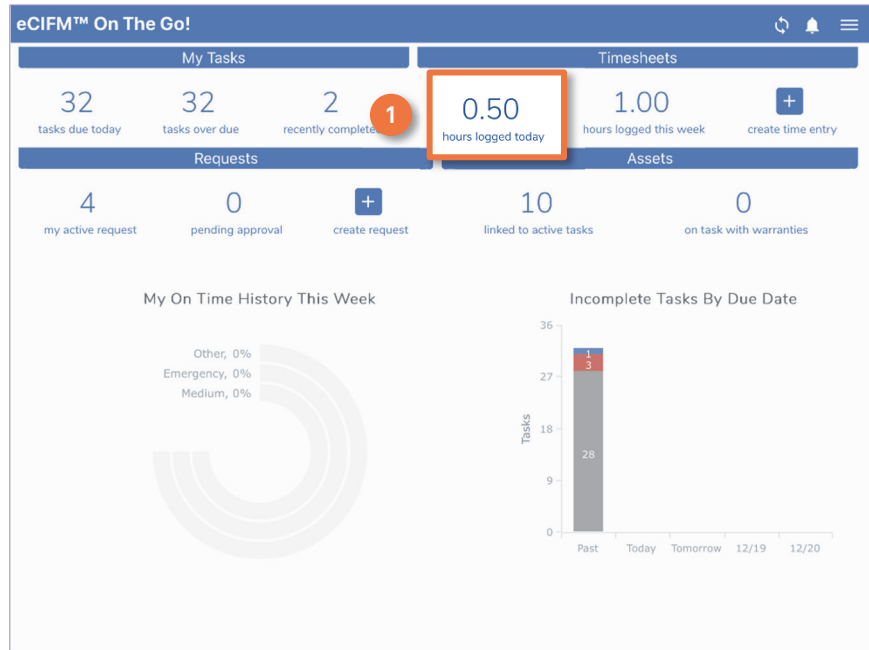
#### ▼ GETTING STARTED

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 Today** button.



#### ▼ INFORMATION

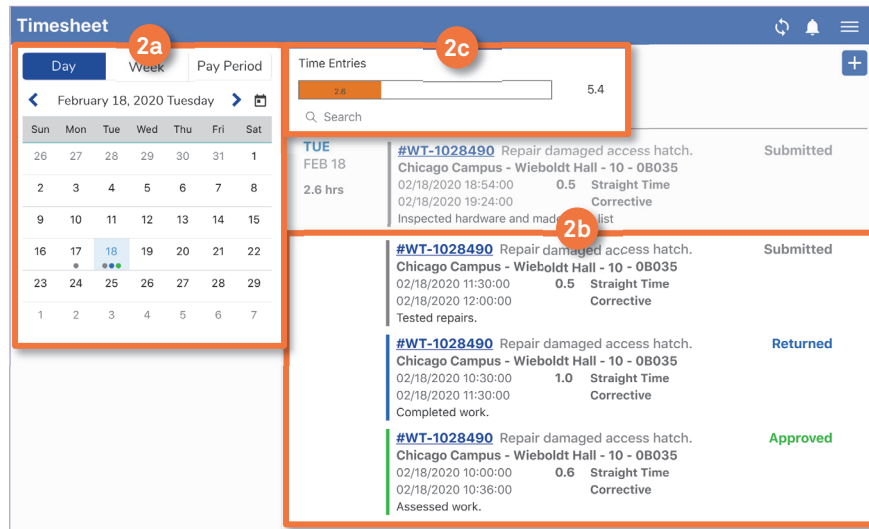
When selecting **Hours Logged Today** from **My Dashboard**, the **Timesheet** screen will open on the **Day** view.

**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**.

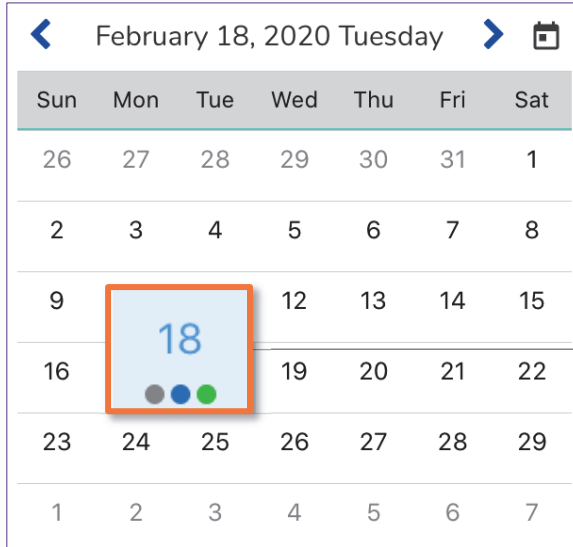


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#### ▼ INFORMATION

**Calendar View by Day:** allows the user to view **Time Entries** for a selected day. 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 Day:** shows each of the user's **Time Entries** for the selected day. 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 the user has logged for the selected day against a target daily total of 8 hrs. The number of remaining hours will appear to the right of the **Progress Bar**. Once 8+ hours have been entered for the day the **Progress Bar** will turn green and the remaining hours will show 0.0.

#### Time Entries

