

O&M TECHNICIANS & SUPERVISORS

# TIMESHEETS: CREATE A TIME ENTRY FOR A WORK TASK

Provides guidance for creating a time entry for a Work Task 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.

▼ IMPORTANT

**Time Entries** can also be entered from a **Work Task**. It is recommended to enter time directly into the **Work Task** because the details will be pre-populated in the **Time Entry**. For more information on adding a **Time Entry** from a **Work Task**, refer to the **Work Tasks: Add a Time Entry** job aid.

**Time Entries** are also used for entering **Time Away** from work (e.g. Vacation, Sick Time, Personal Time, etc.). For more information on adding a **Time Entry** for **Time Off**, refer to the **Timesheets: Create a Time Entry for Time Off** job aid.

DIRECTIONS:

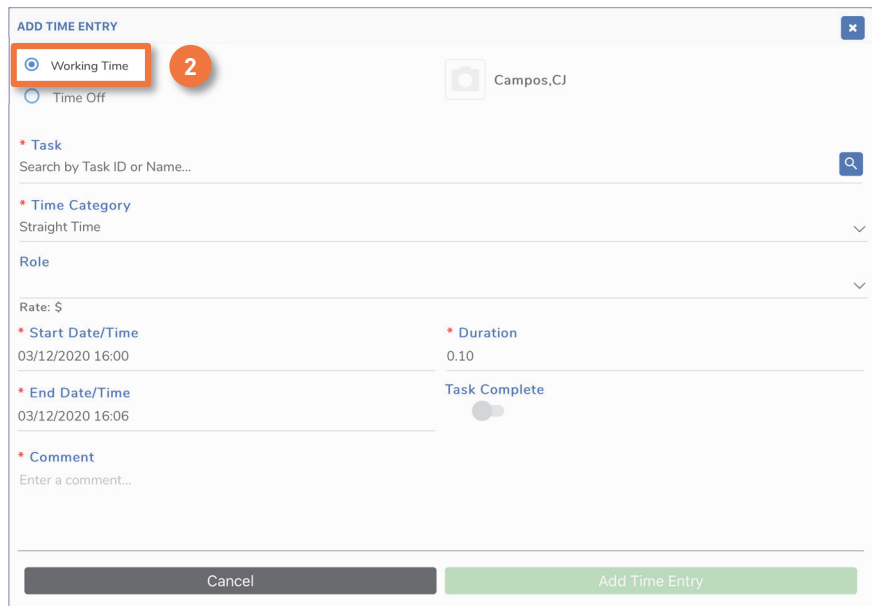
**1** From **My Dashboard**, in the **Timesheets** section:

**1** Tap on the **Create Time Entry** button.



**2** Upon tapping, the **Add Time Entry** pop-up window will appear.

**2** Ensure **Working Time** is selected as the **Time Type**.



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#### DIRECTIONS:

**3** In the **Task** section:

**3a** Tap on the **Magnifying Glass** button.

Upon tapping the **\*Task** pop-up window will appear.

**3b** Select the **Work Task** you wish to use.

#### ▼ IMPORTANT

When using **\*Task** to search for a **Work Task**, only **Work Tasks** for which you are assigned will appear.

#### ▼ TIP & TRICKS

Utilize the search function to narrow your search. You can search by: Work Task ID, building number, building name, request category, etc.

**4** In the **Time Category** section:

**4a** Tap on the **Time Category** drop-down menu.

**4b** Select the **Time Category** you wish to use.

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#### DIRECTIONS:

**5** In the **Duration** section:

- 5a** Tap on the **Duration** drop-down menu.
- 5b** Adjust the scroll bar to enter how long you spent working on the **Work Task**.
- 5c** Tap on the **Set** button.

\* Duration  
0.10

Task Complete

Cancel **5c** Set

0	.70
1	.80
2	.90
3	.00
4	.10
5	.20
-	.30

**6** In the **Start Date/Time** section:

- 6a** Tap on the **Start Date/Time** drop-down menu.
- 6b** Adjust the scroll bar to enter the **Work Task's** start date and time.
- 6c** Tap on the **Set** button.

\* Start Date/Time  
03/12/2020 14:06

Cancel **6a** Date **6c** Set

Decemb...	8	2017	10	42
January	9	2018	11	48
February	10	2019	12	54
March	11	2020	13	00
April	12	2021	14	06
May	13	2022	15	12
June	14	2023	16	18

**▼ INFORMATION**

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

**7** In the **Comment** section:

- 7** Enter a comment that describes the work completed during the selected time frame.

\* Comment **7**

Replaced outlet.

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#### DIRECTIONS:

**8** **OPTIONAL:** If this is the final **Time Entry** you will have for this **Work Task**, you may also mark the **Work Task Complete** by doing the following:

**8** Toggle the **Slider Button** (to the right) to mark your work on this task as complete.

#### ▼ INFORMATION

By marking the **Work Task** complete, you are indicating that you will have no further labor to add to this **Work Task**.

The screenshot shows the 'ADD TIME ENTRY' form with the following details:

- Working Time** selected, **Time Off** unselected.
- Employee: Campos, CJ
- Task:** #WT-1028165 WT-1028165 - Routine, 2020 Ridge, Electrical Outlet
- Location: Evanston Campus - 2020 Ridge - 4 - 00404
- Time Category:** Straight Time
- Role:** (dropdown)
- Rate:** \$
- Start Date/Time:** 03/11/2020 13:00
- Duration:** 2.00
- End Date/Time:** 03/11/2020 15:00
- Comment:** Replaced outlet.
- The **Task Complete** slider button is highlighted with a red box and a circled '8'.
- Buttons: **Cancel** and **Add Time Entry**.

**9** Once you have entered the required information:

**9** Tap on the **Add Time Entry** button to save and complete your **Time Entry**.

#### ▼ IMPORTANT

If a **Resolution** does not exist on the Work Task, will be prompted to enter one after you save the Time Entry.

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- Employee: Campos, CJ
- Task:** #WT-1028165 WT-1028165 - Routine, 2020 Ridge, Electrical Outlet
- Location: Evanston Campus - 2020 Ridge - 4 - 00404
- Time Category:** Straight Time
- Role:** (dropdown)
- Rate:** \$
- Start Date/Time:** 03/11/2020 13:00
- Duration:** 2.00
- End Date/Time:** 03/11/2020 15:00
- Comment:** Replaced outlet.
- The **Add Time Entry** button is highlighted with a red box and a circled '9'.
- Buttons: **Cancel** and **Add Time Entry**.