

### O&M SUPERVISORS

# MANAGE TIME APPROVALS: VIEW APPROVED TIME ENTRIES

Provides guidance for Supervisors to locate and view approved time entries in FC Mobile (OTG)

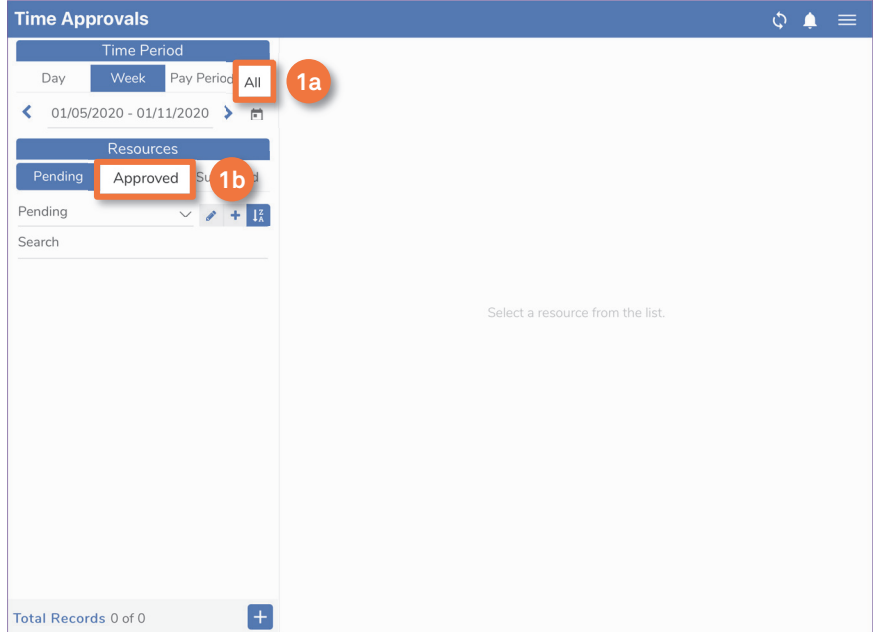
#### ▼ GETTING STARTED

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

#### DIRECTIONS:

### 1 From Time Approvals:

- 1a Tap on the **Time Period** you wish to view.
- 1b Tap the **Approved** filter in the **Time Entry Queue**.



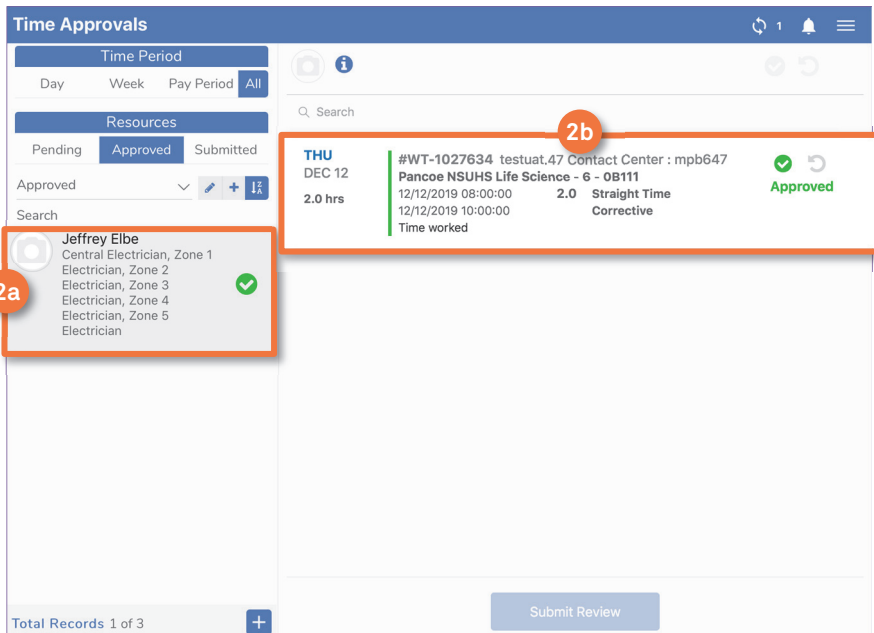
#### ▼ INFORMATION

Filter by **Time Period** to narrow **Time Approval** via a date range. You have the option of filtering by: **Day, Week, Pay Period, and All**.



### 2 Upon tapping, **Approved Time Entries** will appear for the selected **Time Period**:

- 2a Tap on the **Resource** in the **Resource Queue** to view **Approved Time Entries**.
- 2b All **Approved Time Entry** records for the selected **Time Period** will appear on the right side of the screen.



#### ▼ INFORMATION

Scroll through the **Resource Queue** to view Resources with **Approved Time Entries** within the **Time Period**.