

O&M SUPERVISORS

MANAGE TIME APPROVALS: APPROVE A TIME ENTRY

Provides guidance for Supervisors on approving a time entry 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 the **Time Approvals** menu:

- 1a** Tap the **Time Period** you wish to view.
- 1b** Tap the **Submitted** filter button in the **Resource Queue**.

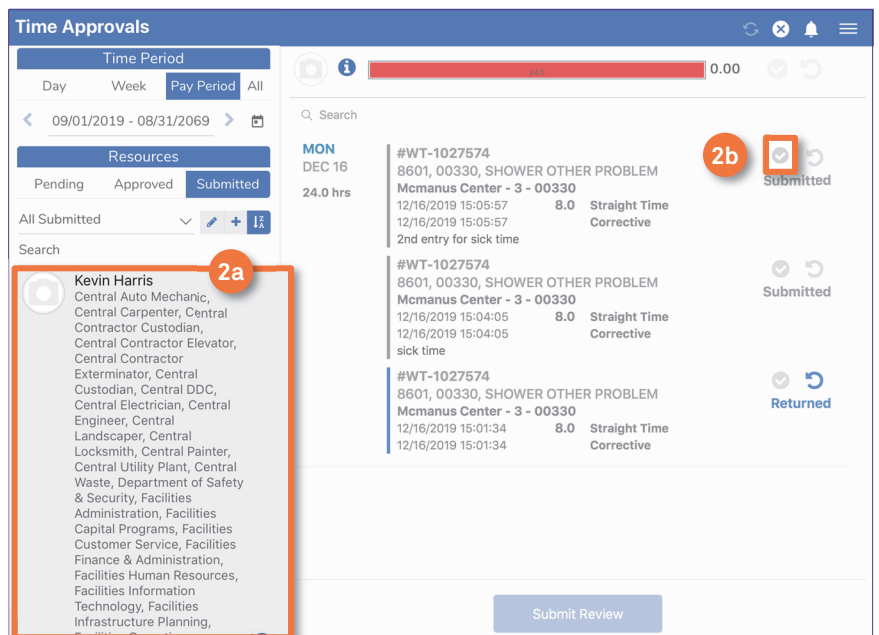


▼ INFORMATION

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

2 Upon tapping, the **Resource Queue** will populate:

- 2a** Tap on the **Resource** you wish to view.
- 2b** Tap on the **Checkmark** icon next to the **individual Time Entry** you wish to approve.



▼ INFORMATION

You can select multiple **Time Entries** to approve and / or return in a single transaction.

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DIRECTIONS:

3 Upon tapping, the **Check** will appear green to indicate you have selected to Approve the **Time Entry**:

3 Tap **Submit Review** to finalize Approval.

Time Approvals

Time Period: Day Week **Pay Period** All

09/01/2019 - 08/31/2019

Resources: Pending Approved Submitted

Pending

Search: Kevin Harris

- Central Auto Mechanic,
- Central Carpenter, Central Contractor Custodian,
- Central Contractor Elevator,
- Central Contractor Exterminator, Central Custodian, Central DDC,
- Central Electrician, Central Engineer, Central Landscaper, Central Locksmith, Central Painter,
- Central Utility Plant, Central Waste, Department of Safety & Security, Facilities Administration, Facilities Capital Programs, Facilities Customer Service, Facilities Finance & Administration,
- Facilities Human Resources, Facilities Information Technology, Facilities Infrastructure Planning,

Total Records 2 of 3

MON DEC 16 24.0 hrs

Q Search

- #WT-102754
8601, 00330, SHOWER OTHER PROBLEM
Mcmanus Center - 3 - 00330
12/16/2019 15:05:57 8.0 Straight Time
12/16/2019 15:05:57 Corrective
2nd entry for sick time **Approved**
- #WT-102754
8601, 00330, SHOWER OTHER PROBLEM
Mcmanus Center - 3 - 00330
12/16/2019 15:04:05 8.0 Straight Time
12/16/2019 15:04:05 Corrective
sick time **Submitted**
- #WT-102754
8601, 00330, SHOWER OTHER PROBLEM
Mcmanus Center - 3 - 00330
12/16/2019 15:01:34 8.0 Straight Time
12/16/2019 15:01:34 Corrective **Returned**

Submit Review **3**