

O&M SUPERVISORS

MANAGE TIME APPROVALS: RETURN A TIME ENTRY

Provides guidance for Supervisors on returning 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 **Return** icon next to the individual **Time Entry** you wish to return for follow-up / review

▼ INFORMATION

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



