

O&M TECHNICIANS & SUPERVISORS

TIMESHEETS: CREATE A TIME ENTRY FOR TIME OFF

Provides guidance for creating a time entry for time off in FC Mobile (OTG)

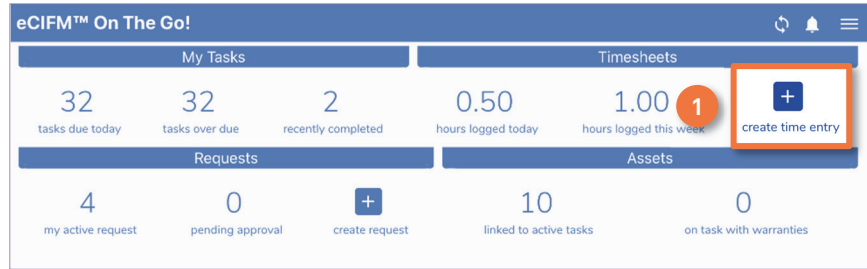
▼ GETTING STARTED

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:

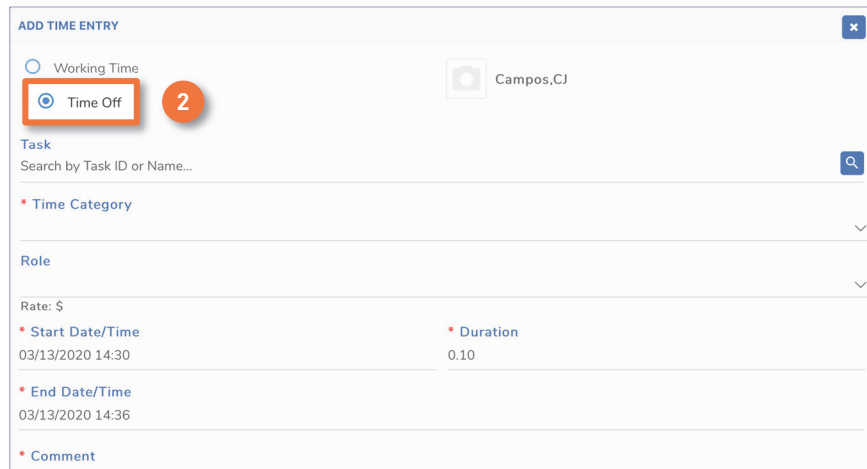
1 From **My Dashboard**, in the **Timesheets** section:

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



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

2 Ensure **Time Off** is selected as the **Time Entry Type**.



▼ INFORMATION

When selecting **Time Off**, a **Work Task** is no longer required. **Time Off** is entered without being associated with a **Work Task**.

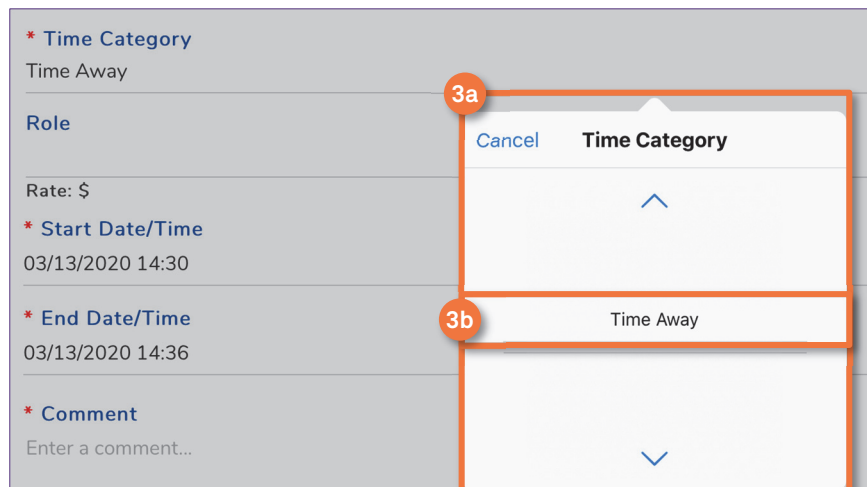
3 In the **Time Category** section:

3a Tap on the **Time Category** drop-down menu.

3b Select the **Time Category** you wish to use.

▼ INFORMATION

Time Away is the catch-all for all **Time Off**. All Holiday, Personal, Sick, etc. days are captured under this category.



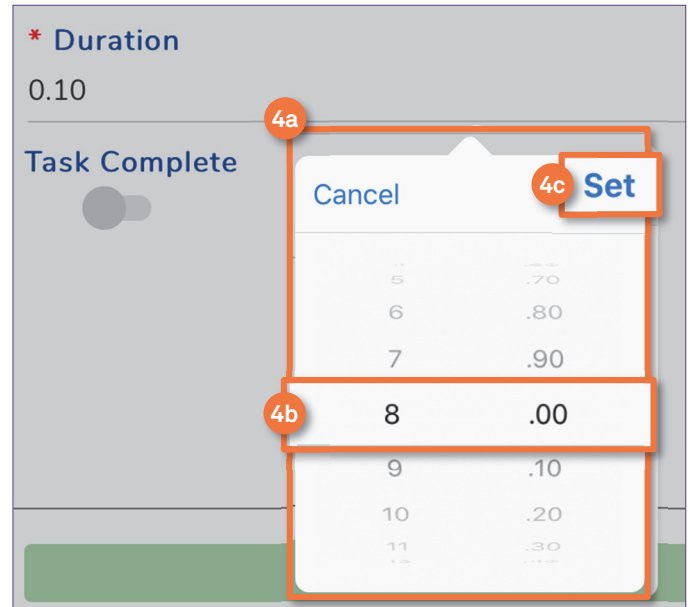
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DIRECTIONS:

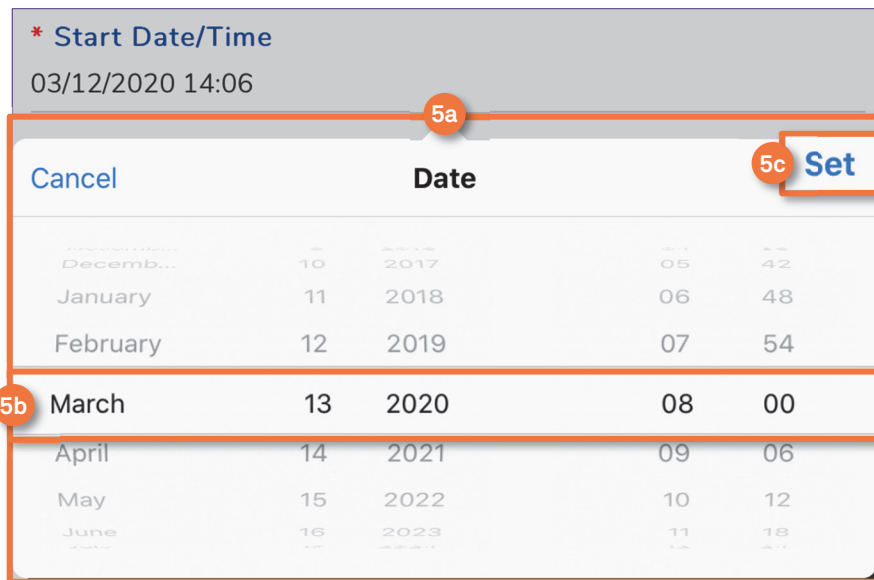
4 In the **Duration** section:

- 4a** Tap on the **Duration** dropdown menu.
- 4b** Adjust the scroll bar to enter how much **Time Off** you are taking.
- 4c** Tap on the **Set** button.



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

- 5a** Tap on the **Start Date/Time** drop-down menu.
- 5b** Adjust the scroll bar to enter the **Time Off** start date and time.
- 5c** Tap on the **Set** button.

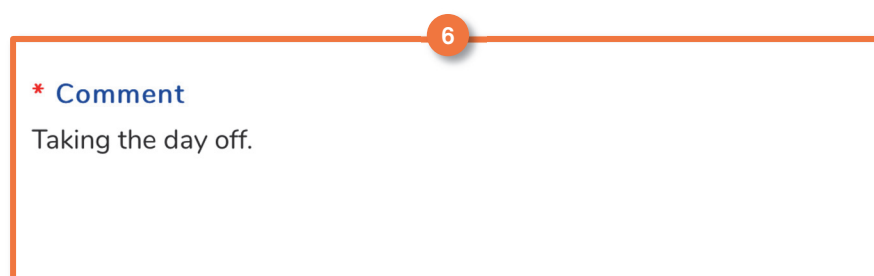


▼ INFORMATION

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

6 In the **Comment** section:

- 6** Enter a comment that describes the time off during the selected time frame.





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DIRECTIONS:

- 7** Once you have entered the required information:
- 7** Tap on the **Add Time Entry** button to save and complete your **Time Entry**.

ADD TIME ENTRY
✕

Working Time

Time Off

Campos, CJ

Task

Search by Task ID or Name... 🔍

*** Time Category**

Time Away ⌵

Role

⌵

Rate: \$

* Start Date/Time	* Duration
03/13/2020 06:36	8.00

*** End Date/Time**

03/13/2020 14:36

*** Comment**

Taking the day off.

Cancel

Add Time Entry