SUPERVISORS
WORK TASKS: ENTER TIME ON BEHALF OF OTHERS

Provides guidance for creating a new work task time entry on behalf of other resources in FC Desktop.
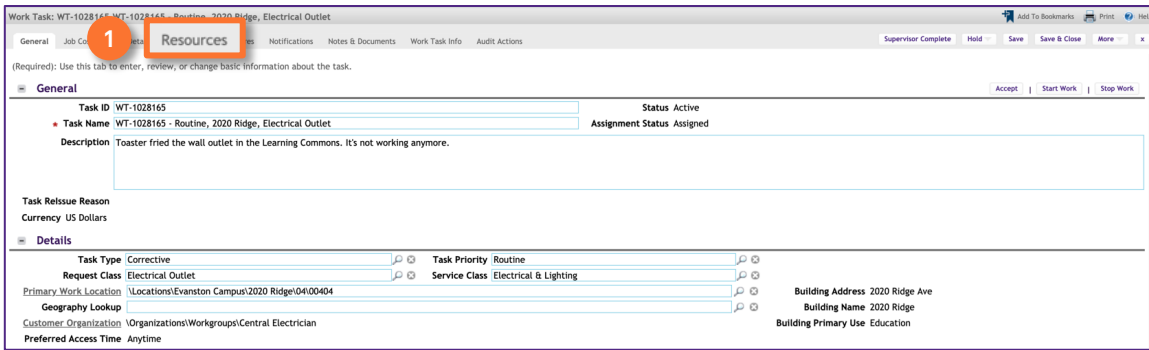
▼ **GETTING STARTED**

This guide begins in a **Work Task** in FC Desktop. For more information on navigating to the **Tasks** screen, please refer to the **Supervisor: Tasks Screen** job guide. For more information on searching for Work Tasks, please refer to the **Supervisor: Search All Work Tasks** job guide.

DIRECTIONS:

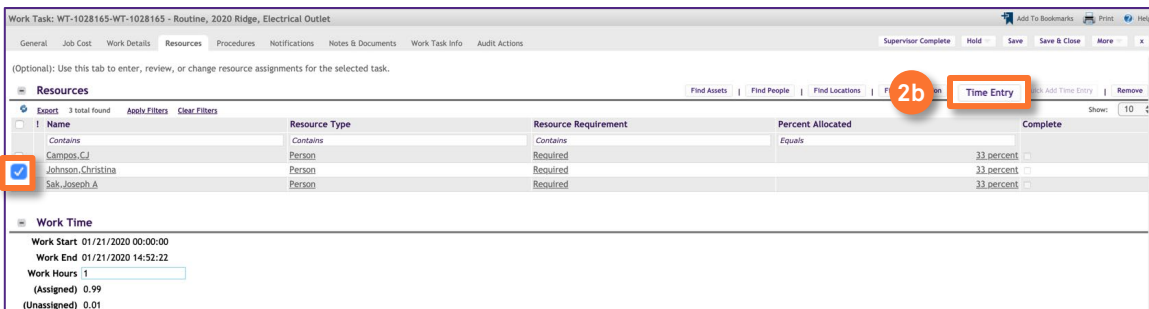**1** From within the selected **Work Task**:

1 Click on the **Resources** tab.

2 Upon clicking, you will be taken to the **Resources** tab. In the **Resources** section:

2a Locate the **Resource** for which you would like to add a **Time Entry**. Click on the **Checkbox** beside the **Resource's** name to select.

**2b** Click on the **Time Entry** button.

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DIRECTIONS:

3 Upon clicking, the **Time Entry** pop-up window will appear. In the **General** section:

3a Enter a **Comment** for the **Time Entry**.

3b Click on the **Actual Start Calendar** button.

3c Select the date you began working on the **Work Task**, then enter 08:00:00 for the **Time**, and click the **Ok** button.

3d Click on the **Actual End Calendar** button.

3e Enter 17:00:00 for the **Time** and click the **Ok** button.
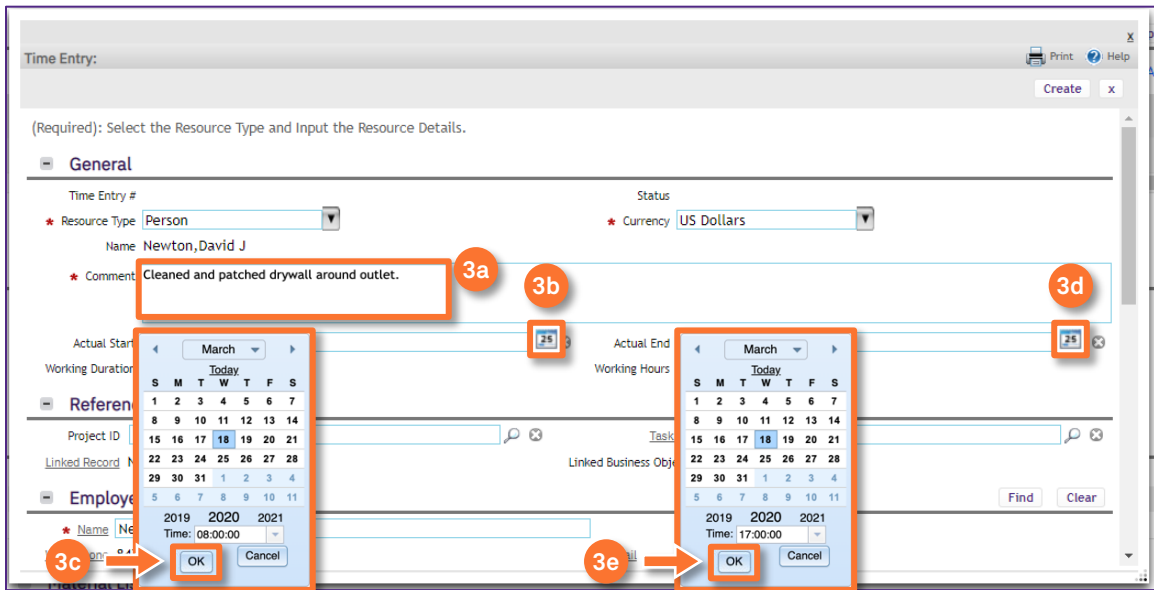
▼ INFORMATION

When selecting **Actual Start** and **Actual End** times the **Time** drop-down menu is a 24-hour clock starting with 00:00 (midnight).

The default **Actual Start** time to enter is 08:00:00. The default **Actual End** time is 17:00:00. These times need to be entered in order to properly sync with **FC Mobile (OTG)**. This is **NOT** the actual hours worked and will **NOT** auto-calculate the number of hours you spend working on the **Work Task**. The amount of time you spent working on the **Work Task** will be entered in the **Hours** section (shown in Step 4).
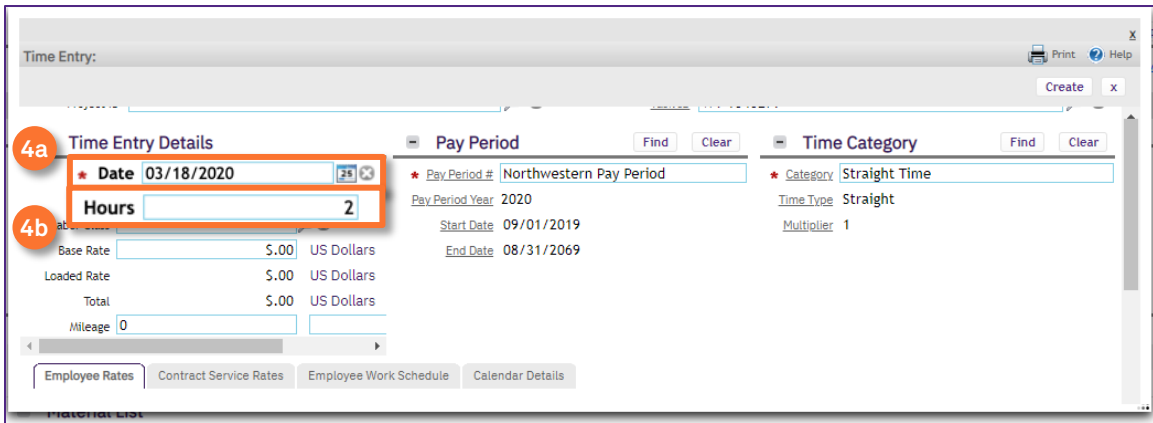
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DIRECTIONS:

**4** In the **Time Entry Details** section, on the **Hours** line:

4a Ensure the **Date** matches the **Date** listed in **Actual Start** and **Actual End**.

4b Enter the duration you spent working on the **Work Task**.

> **▼ IMPORTANT**
>
> The **Hours** line in the **Time Entry Detail** section defaults to 0. When entering your **Working Hours** be sure to erase the 0 when entering the new number.

4c Scroll down the **Employee Rates** section, and select the **Labor Class** rate.

4d When you have entered all the information, click on the **Create** button.
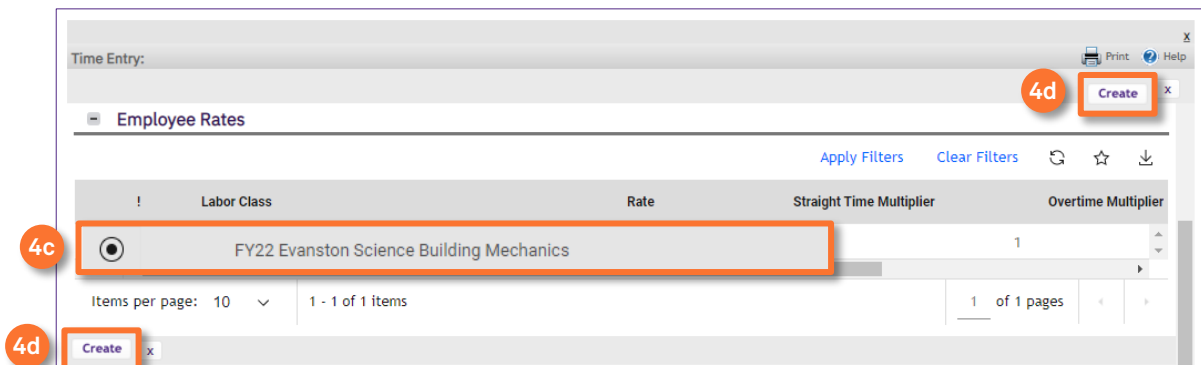
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DIRECTIONS:

5 Upon clicking on the **Create** button, the **Time Entry** will be added to the **Work Task**.

5 Click on **Save & Close** button to returned to the **Work Task**.

6 Upon clicking, you will be returned to the **Work Task**. To verify the **Time Entry** has been added:

6a Scroll to the **Time Log** section and locate the **Time Entry**.

6b Click on the **Save & Close** button.