

### **OPERATIONS & MAINTENANCE**

# SUPERVISORS APPROVE OR RETURN TIME ENTRIES

Provides guidance for approving time entries in FC Desktop.

### ▼ GETTING STARTED

This job aid begins on the FC Desktop Home Screen. For more information on logging in to FC Desktop refer to the **Supervisor: FC Access** and Home Screen job aid.

# **DIRECTIONS:**

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- From the FC Desktop Main Menu:
  - Locate the O&M Reports section.
  - Click on Time Entries Pending Approval link.

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У Ю Ц	97 - Notifications € ✓ My Team's Tasks 137 - Unassigned Tasks € 370 - Overdue Tasks € 0 - Tasks Due This Week €	My Organizat     Tasks On Hold     Tasks on Hold	ion's Active Tasks	Request					Work Order Audit Report S Job Cost User Reports Job Cost Summary and Detail Rep			
	370 - All Open Tasks 🖻 344 - Over-Budget Tasks 🗟 17 - Emergency Tasks 🗟	! Task ID WT- 1047607	Task Name CDDC - Lurie - Replace ISO belimo	ID SR- 1008581	DDC - Other/Exception	Medium	Requested By Bochenek,Michael Jason	1a e Re	O&M Reports     All Tasks by Resource			
	0 - Caliback Tasks 🗃 0 - Poor Satisfaction Tasks 🖻 350 - Active Requests For My	WI- 1056767	W I-1056767 - Routine, Tarry Building, Contract Custodial Aramark 2020- 2021		General Cleaning	Koutine		Tarry BL	Daily Work Orders Report EVCUST and CHCUST Open Wo	rk Ord	)rders Report -	
	<ul> <li>My Tasks</li> <li>Create Unavailable Time </li> <li>All Tasks </li> </ul>	WT- 1076171 WT-	WT-1076171 - 1201 DAVIS LEAK IN ROOM 1202 (KITCHEN) WT-1080247 - Routine.	CC- 1033811 SR-	Leak Water	Routine	Weyant, Jonathan Calvin Morelan, Jack L	1201 Da Henry C	Time Entries Pending Approval ( Campus Mapping 🗃			
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	Key Work Task 🗈 Material Order Task 🖻	1082975 WT- 1087119	WT-1087119 - TECH EB65 MOLD ON CEILING	CC- 1039552	Other/Exception Carpenter - Other/Exception	Routine	Christian Svenningsen,Glen Steve	Technol Instit				







# SUPERVISORS APPROVE OR RETURN TIME ENTRIES

## **DIRECTIONS:**



Upon clicking, you will be taken to the **Time Entries Pending Approval** page.



Utilize the sorting and searching feature to locate the Time Entry you wish to review.

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		Tsuhara, Jeffrey K	WT-1094468	WT-1094468 - Routine, Millar Chap	el/Par Hicks,Anthony R	Active		12/07/2021		
		Alexandrakis,Gus	WT-1102328	WT-1102328 - WARD B100 FREEZE	R HIS Anderson,Scott M	Active		12/08/2021		
		Ferguson,Randall J	WT-1101853	WT-1101853 - Routine, 2016 Sherio	dan, B Stevenson III, Walter Char	Active		12/06/2021		
		Rodriguez, Marco A	WT-1102705	WT-1102705 - Urgent, 2251 Sherida	an, Br Hicks,Anthony R	Active		12/08/2021		
		Milovancevic, Alexander Lee	WT-1102705	WT-1102705 - Urgent, 2251 Sherid	an, Br Hicks,Anthony R	Active		12/09/2021		
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	Items no	er page: 50 🗸 1 - 50 of 1871 it	ems				1	of 38 pages		

#### IMPORTANT

If you are looking for more detail you can click the links in the rows to view **Time Entry** details. To view **Work Task** detail, you will have to search the **Work Task** separately. For more information on locating **Work Task** details please refer to page XX.

### ▼ INFORMATION

The list's default sort settings are by **Work Task** in ascending order (i.e. oldest first). Clicking on the **column header** changes sorting to descending order (i.e. newest first). Clicking the **column header** a second time returns to the default setting. Click any column header to change the sort order by column.



Once you have narrowed your search and located the Time Entry:

Click on the checkbox for the Time Entry you wish to Approve or Return.

# Click on the Approve or Return buttons.

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ð		O'Leary,Cory John	WT-1066032	WT-1066032 - Hot Wat	Active	09/01/2021	Overtime	-
>		O'Leary,Cory John	WT-1066027	WT-1066027 - Chilled	Active	09/01/2021	Straight Time	8
		O'Leary,Cory John	WT-1066032	WT-1066032 - Hot Wat	Active	09/02/2021	Overtime	-
		O'Leary,Cory John	WT-1066027	WT-1066027 - Chilled	Active	09/02/2021	Straight Time	8
		O'Leary,Cory John	WT-1066027	WT-1066027 - Chilled	Active	09/03/2021	Straight Time	,