

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:

- From within the selected **Work Task**:
 - Click on the **Resources** tab.

Vork Task: WT-1028145.	T-1028145 - Poutino - 2020 Bidge, Electrical Outlet									Add 🖈	To Bookmarks	🔒 Prin	nt 🕐	Н
General Job Co. 1	eta Resources es Notifications Notes & Docum	ents Wo	rk Task Info Aud	it Actions				Supervisor Complete	Hold	Save	Save & Close	Mor	e 🖂	
(Required): Use this tab to	enter, review, or change basic information about the task.													
	renter, review, or change basic information about the task.													
 General 										Accept	Start Work	Sto	op Work	
Task ID	WT-1028165				Status Active									
🔹 Task Name 🔤	WT-1028165 - Routine, 2020 Ridge, Electrical Outlet				Assignment Status Assigned									
Description	Toaster fried the wall outlet in the Learning Commons. It's not w	orking an	ymore.											
Task Relssue Reason														
Currency US Dollars														
 Details 														
Task Typ	e Corrective	P 🛛	Task Priority	Routine		PO								
Request Clas	s Electrical Outlet	PO	Service Class	Electrical & Lighting		PO								
Primary Work Location	\Locations\Evanston Campus\2020 Ridge\04\00404					PO	Building Address 2	020 Ridge Ave						
Geography Looku	P					PO	Building Name 2	020 Ridge						
Customer Organizatio	Norganizations\Workgroups\Central Electrician						Building Primary Use E	ducation						
Preferred Access Tim	e Anytime													

- 2 Upon clicking, you will be taken to the **Resources** tab. In the **Resources** section:
 - Locate the Resource for which you would like to add a Time Entry. Click on the Checkbox beside the Resource's name to select.

Click on the Time Entry button.

	Work Task: WT-1028165-WT-1028165 - Routine,	2020 Ridge, Electrical Outlet Procedures Notifications Notes & Documents Work Task		Supervisor Com	🙀 Add To Bookmarks 🚔 Print 🕐 Help
	(Optional): Use this tab to enter, review, or chan	ge resource assignments for the selected task.			Time Entry utck Add Time Entry Remove
	Export 3 total found Apply Filters Clear Filt I Name	Resource Type	Resource Requirement	Percent Allocated	Show: 10 4 Complete
	Contains	Contains	Contains	Equals	
	Campos,CJ	Person	Required		33 percent
2a —>	Johnson, Christina	Person	Required		33 percent
2u -	Sak, Joseph A	Person	Required		33 percent
	Work Time Work Start 01/21/2020 00:00:00 Work Hoars 1 (Assigned) 0.99 (Unassigned) 0.09				

2b

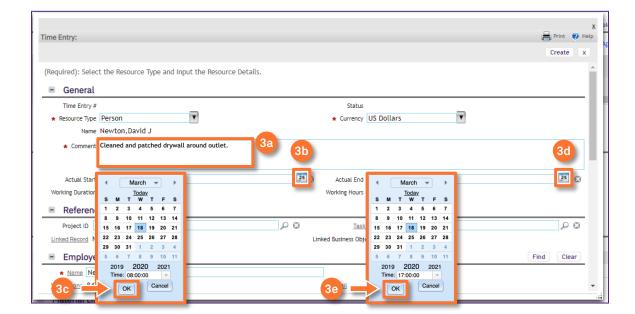


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DIRECTIONS:

3e

- 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. Enter the full date and time as if this were a normal Time Entry.
 - 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.
 - 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:



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 **NEGATIVE** duration you spent working on the **Work Task**.

Time Entry:						Y Print @ Help Create x
4a_Time Entry D	etails		 Pay Period 	Find Clear	 Time Category 	Find Clear
* Date 03/	18/2020	25	* Pay Period # Northwestern	Pay Period	* Category Straight Time	
Hours			Pay Period Year 2020		Time Type Straight	
4b at Hours		-4	Start Date 09/01/2019		Multiplier 1	
Base Rate	\$.00	US Dollars	End Date 08/31/2069			
Loaded Rate	\$.00	US Dollars				
Total	\$.00	US Dollars				
Mileage 0						
4		•				
Employee Rates Co	ontract Service Rates	Employee Work	Schedule Calendar Details			

▼ 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.

Scroll down the Employee Rates section and select the Labor Class rate.

When you have entered all the information, click on the **Create** button.

Time Entry:				Hint @
Employ	vee Rates			
				Apply Filters Clear Filters 🛱 🕁 🛓
1	Labor Class		Rate	Straight Time Multiplier Overtime Multiplie
۲	FY22 E	vanston Science Building Mechanics		1
Items per pa	age: 10 🗸	1 - 1 of 1 items		1 of 1 pages
Create X				



WORK TASKS: ENTER TIME ON BEHALF OF OTHERS

DIRECTIONS:

6a

6b

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



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

			X
Time Entry: 1001036			Print 🕐 Help
			5 Save & Close
(Required): Select the	Resource Type and Input the Resource Details.		
- General			
Time Entry #	1001036	Status Active	
* Resource Type	Person	 Currency US Dollars 	V
Name	Johnson, Christina		_
* Comment	Cleaned and patched drywall around outlet.		
Actual Start	03/18/2020 13:00:00	23 C Actual End 03/18/2020 15:00:00	25 😒
Working Duration	2 Hours	Working Hours	2

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

Scroll to the Time Log section and locate the Time Entry.

Click on the Save & Close button.

ouneren	l Job Cost Work Details	Resources Procedu	ires Notifications Notes & D	Documents Work Task Info Audit Actions				Supervisor Comple 6	Save & Clos	e
Optional	il): Use this tab to enter, rev	iew, or change resour	ce assignments for the selecte	ed task.						
* Re	esources						Find Assets	Find People Find Locations F	Find Organization Time Entry	Remove
• Wo	ork Time									
* Re	esource Allocations									
⊛ Ma	aterial List								Add Quick Add Find	Remove
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Se Time Lo Time Time	og Related Contracts Cor	Time Log								
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Se Time Lo Time Lo Time Lo Exc Exc Exc	revice Provider Costs og Related Contracts Cor imme Log ports -Select- Resource Type Contains Person Person	Viters Clear Filters Net ID	• Active Name Contains Campos.C.1	Contains delivered parts	Contains Straight Time	Equals 01/22/2020		Equals 1 hours	-	