

### O&M SUPERVISORS

# MANAGE TIME APPROVALS: ADD TIME ENTRIES FOR OTHERS

Provides guidance for Supervisors to add time entries on behalf of others 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 **Manage Time Approvals: View Submitted Time Entries** job aid.

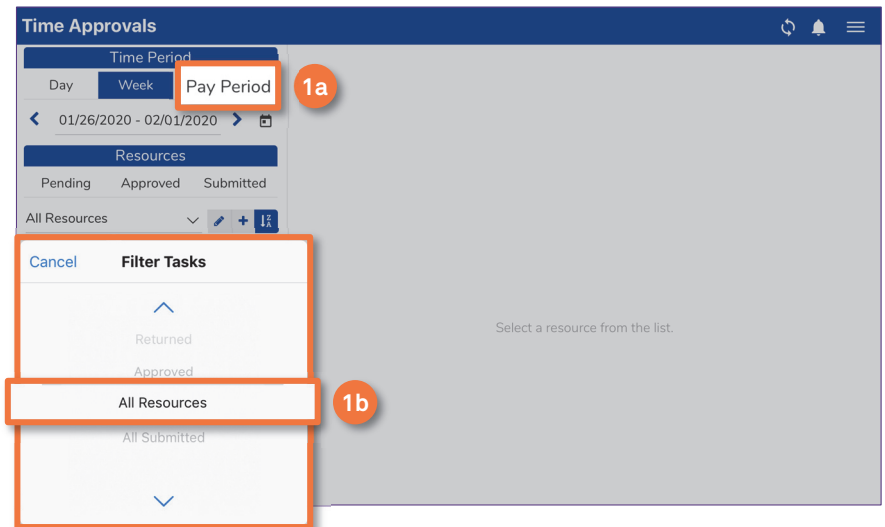
#### ▼ INFORMATION

In the **Time Approvals** menu after tapping on a **Resource**, you will be able to view their **Time Entries**. If you are not assigned to the **Work Task** the **Work Task** link will be grey, but you will still be able to **Approve** and **Return Time Entries**. If you want view the **Work Task** associated with the **Time Entry** or enter time on behalf of a **Resource**, you will need to be added to the **Work Task**.

#### DIRECTIONS:

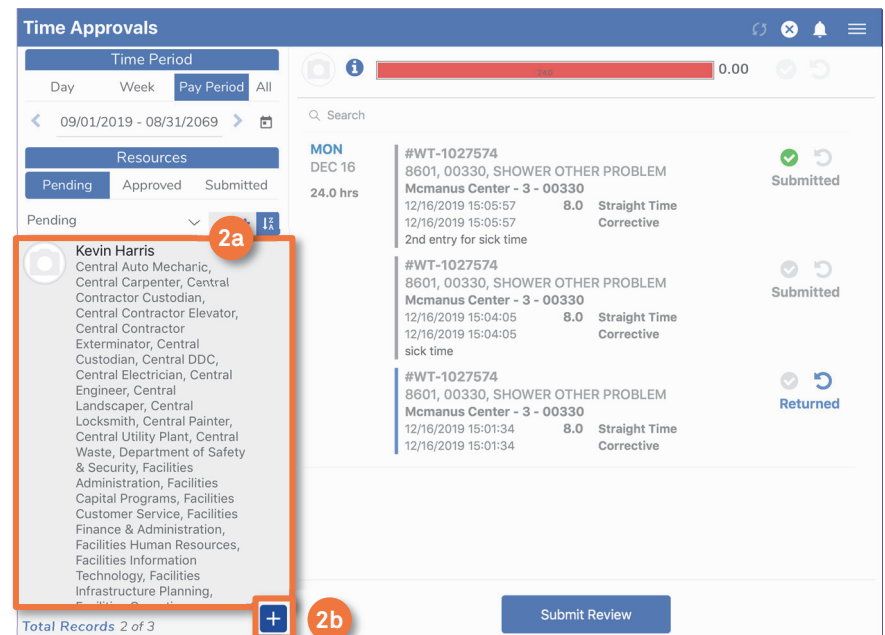
### 1 From Time Approvals:

- 1a Tap on the **Time Period** you wish to view.
- 1b Tap on the **Resource** filter dropdown list and select **All Resources** to view all **Resources** in your **Workgroup**.



### 2 In the Resource Queue:

- 2a Scroll and tap on the **Resource** you wish to enter time for.
- 2b Tap on the **Add** button.



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#### DIRECTIONS:

**3** Upon tapping, the **Add Time Entry** pop-up will appear:

**3** Tap on the **Find** button on the Task line.

#### INFORMATION

You can either search for a **Work Task** by typing search criteria in the task field or use the **Find** button to locate assigned **Work Tasks**.

**4** Upon tapping, the **\*Task** pop-up will appear:

**4a** Tap on the **Work Task** for which you wish to create a new time entry.

#### INFORMATION

The **\*Task** list will only populate with all **Work Tasks** assigned to the selected Resource. If the Resource has not yet been assigned to the Work Task in question, assign him / her / they first, then proceed with the new time entry.

Upon tapping, you will be returned to the **Add Time Entry** pop-up:

**4b** Select **Duration** of the time entry and tap on the **Set** button.

**4c** Select **Start Date/Time** and tap on **Set**.

#### INFORMATION

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

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#### DIRECTIONS:

4

From the **Add Time Entry** pop-up:

4d

Enter a **Comment**.

4e

Tap **Add Time Entry**.

5

Upon tapping, you will be returned to the **Time Approvals** menu:

5

View the newly added **Time Entry**.

#### INFORMATION

Since you are a Supervisor adding a Time Entry on behalf of a Resource once the Time Entry has been submitted it will be automatically Approved.