



SUPERVISORS

WORK TASKS: ENTERING OLD "TIME AWAY"

Provides guidance for supervisors to enter Time Away on old time on behalf of staff members 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.

The screenshot shows the 'Work Task: WT-1535180- EDDC- Tech NG64 Fume Hood Alarm - School - Microsoft Edge' window. The 'Resources' tab is highlighted with a red circle and the number 1. The 'General' section shows the task ID, name, description, and status. The 'Details' section shows the 'Requests' table with one item.

Request ID	Created Date/Time	Description	Request Class	Full Name	Work Phone
CC-1264714	06/26/2026 13:59:11	Good afternoon, The chemi...	Fume Hood Alarm	Birkett, Robert E	312/503-3293

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

2a Click on the **Checkbox** beside the Resource's name to select.

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

The screenshot shows the 'Resources' section of the 'Work Task: WT-1535180- EDDC- Tech NG64 Fume Hood Alarm' window. A table lists resources with checkboxes for selection. The 'Time Entry' button is highlighted with a red circle and the number 2b.

Name	Assigned Date/Time	Percent Allocated	Mobile Status	Mobile Complete Date/Time
Jeffrey, Matthew Warren	07/30/2026 09:47:58	100 percent	Completed	08/12/2026 14:00:01
Perez, Michael P	06/26/2026 15:30:30	100 percent	Completed	06/30/2026 16:04:34
Sepkowski, Edward Rich...	06/29/2026 07:14:53	100 percent		
Xayacharla, Phetmaniso...	06/26/2026 15:30:00	100 percent	Completed	06/27/2026 19:06:44



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DIRECTIONS:

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

3a Update the **Time Category** to **Time Away** by clicking **Find**

3b Select the **Time Away** radio button

3c Click **OK**

Time Entry Details

Date: 08/26/2026

Hours: 7.5

Labor Class: FY26 May Evanston DDC and Engineer

Base Rate: \$90.60 US Dollars

Loaded Rate: \$90.60 US Dollars

Total: \$679.50 US Dollars

Mileage: 0

Pay Period

Pay Period #: Northwestern Pay Period

Pay Period Year: 2020

Start Date: 09/01/2019

End Date: 08/31/2069

Time Category

Category: Find

Time Type: Straight

Multiplier: 1

Items Selected: 1

Category	Time Type
Contains	Contains

Time Type

Holiday

Overtime

Straight Time

Time Away

OK



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DIRECTIONS:

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In the **Time Entry** window, update:4a Enter a **Comment**4b Remove the **Task ID**4c The **Date**4d The **Hours**4e Click **Create**4f Click **Save & Close**

The screenshot shows the 'Time Entry' window with the following fields and annotations:

- 4a** points to the **Comment** field, which contains the text 'TIME AWAY COMMENT ENTERED'.
- 4b** points to the **Task ID** field, which is currently empty.
- 4c** points to the **Date** field, which is set to '09/02/2026'.
- 4d** points to the **Hours** field, which is set to '7.5'.
- 4e** points to the **Create** button in the top right corner.

Other visible fields include: Resource Type (Person), Currency (US Dollars), Name (Rybak, Joseph), Project ID, Linked Record (Rybak, Joseph), Employee Name (Rybak, Joseph), Work Phone (847/491-5201), User Name (jwr4476@ads.northwestern.edu), Pay Period # (Northwestern Pay Period), Pay Period Year (2020), Start Date (09/01/2019), End Date (08/31/2069), Time Category (Time Away), Time Type (Straight), and Multiplier (1).

The screenshot shows the 'Time Entry' window with the following fields and annotation:

- 4f** points to the **Save & Close** button in the top right corner.

Other visible fields include: Linked Record (Rybak, Joseph), Linked Business Object (Resource), Employee Name (Rybak, Joseph), Work Phone (847/491-5201), User Name (jwr4476@ads.northwestern.edu), Time Entry Details (Date: 09/02/2026, Hours: 0), Pay Period # (Northwestern Pay Period), Pay Period Year (2020), Time Category (Time Away), Time Type (Straight), and Multiplier (1).