



## O&M SUPERVISORS

# FC DESKTOP: APPROVE OR RETURN TIME ENTRIES

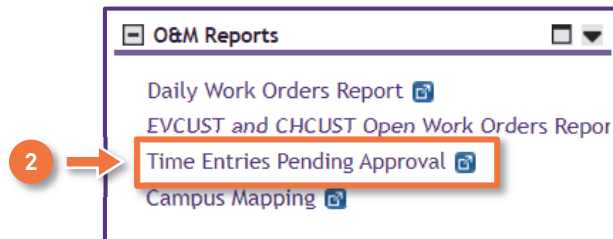
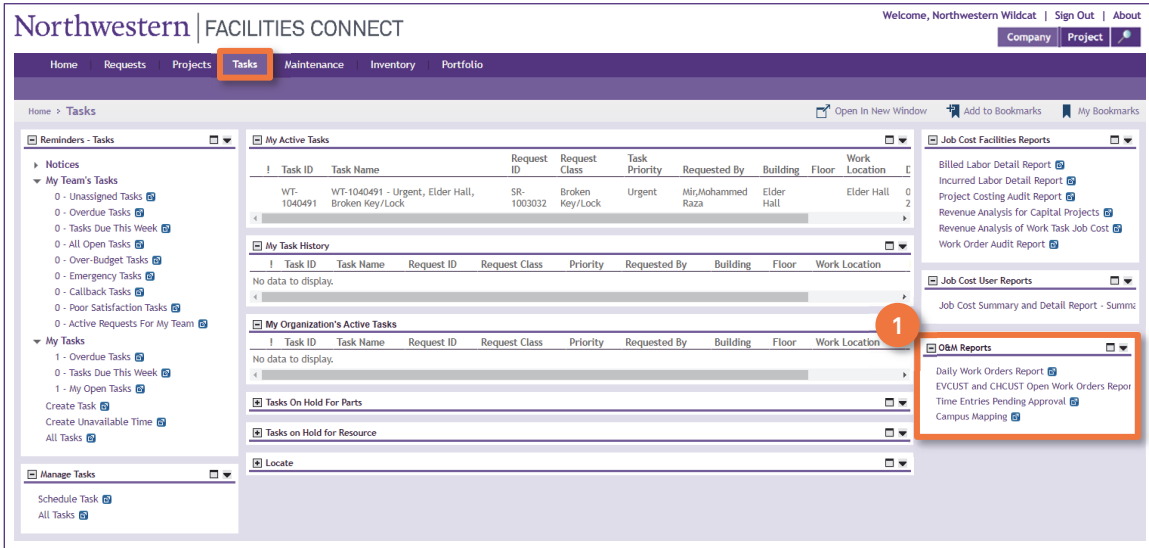
Provides guidance for approving and returning time entries in FC Desktop.

### ▼ GETTING STARTED

This job aid begins on the **Facilities Connect Desktop > Tasks** tab. For more information, please see the **Facilities Connect – Task Tab** job aid.

### DIRECTIONS:

- 1 From the **FC Desktop Tasks** tab:
  - 1 Locate the **O&M Reports** section
  - 2 Click on **Time Entries Pending Approval** report link





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#### DIRECTIONS:

- 2 Upon clicking, you will be taken to the **Time Entries Pending Approval** page.
- 2 Utilize the sorting and searching feature to locate the **Time Entry** you wish to review.

Task #	Name	Pay Period	Date	Category	Type	Multiplier	Hours	Rate	Loaded Rate	Total Cost	Labor Class	Status
WT-1027596	St Aubin, David B	Northwestern Pay Period	04/06/2020	Straight Time		1	3 hours	\$68.61	\$68.61	\$205.83	FY20 Zone 6 Engineer	Active
WT-1027596	St Aubin, David B	Northwestern Pay Period	04/07/2020	Straight Time		1	2 hours	\$68.61	\$68.61	\$137.22	FY20 Zone 6 Engineer	Active
WT-1027596	Lukasik, Timothy C	Northwestern Pay Period	04/23/2020	Straight Time		1	2 hours	\$68.61	\$68.61	\$137.22	FY20 Zone 6 Engineer	Active
WT-1027596	Anderson, Scott M	Northwestern Pay Period	04/24/2020	Straight Time		1	2 hours	\$68.61	\$68.61	\$137.22	FY20 Zone 6 Engineer	Active
WT-1030076	Longhi, Jr, Ronald R	Northwestern Pay Period	03/10/2020	Straight Time		1	5 hours	\$70.72	\$70.72	\$353.60	FY20 Central Locksmith	Active
WT-1030296	Hall, James W	Northwestern Pay Period	03/17/2020	Straight Time		1	1 hours	\$67.47	\$67.47	\$67.47	FY20 Central DDC	Active

#### ▼ IMPORTANT

To review a **Time Entry**, click anywhere on a desired **Time Entry Record**, and details will open as a pop-up window.

#### ▼ 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.

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

- 3a Click on the **Checkbox** beside the **Time Entry** you wish to **Approve** or **Return**.
- 3b Click on either the **Approve** or **Return** button to complete the desired action.

Task #	Name	Pay Period	Date	Category	Type	Multiplier	Hours	Rate	Loaded Rate	Total Cost	Labor Class	Status	
WT-1030292	Tucker, Jack N	Northwestern Pay Period	03/17/2020	Straight Time		1	3.5 hours	\$67.47	\$67.47	\$67.47	FY20 Central Engineer	Active	
<input checked="" type="checkbox"/>	WT-1031013	Tucker, Jack N	Northwestern Pay Period	03/30/2020	Straight Time		1	0.5 hours	\$67.47	\$67.47	\$33.73	FY20 Central Engineer	Active
<input type="checkbox"/>	WT-1031013	Tucker, Jack N	Northwestern Pay Period	04/04/2020	Straight Time		1	0.5 hours	\$67.47	\$67.47	\$33.73	FY20 Central Engineer	Active
<input type="checkbox"/>	WT-1031097	Tucker, Jack N	Northwestern Pay Period	03/24/2020	Straight Time		1	0.5 hours	\$67.47	\$67.47	\$33.73	FY20 Central Engineer	Active
<input type="checkbox"/>	WT-1037349	Tucker, Jack N	Northwestern Pay Period	03/20/2020	Straight Time		1	2 hours	\$67.47	\$67.47	\$134.94	FY20 Central Engineer	Active

3b → **Approve** | **Return**