O&M TECHNICIANS & SUPERVISORS
TIMESHEETS: HOURS LOGGED THIS WEEK

Provides an overview of Timesheets and hours logged this week in FC Mobile (OTG)

▼ GETTING STARTED

This guide begins from the My Dashboard screen. For more information on logging into FC Mobile (OTG) refer to the Access + Navigation: FC Mobile (OTG) job aid.

DIRECTIONS:

1. From My Dashboard, in the Timesheets section:
   - Tap on the Hours Logged This Week button.

2. Upon tapping, you will be taken to the Timesheets screen. From the Day view:
   - View Calendar.
   - View individual Time Entry details.
   - View the Time Entry Progress Bar.

▼ INFORMATION

When selecting Hours Logged This Week from My Dashboard, the Timesheet screen will open on the Week view.
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Calendar View by Week: allows the user to view Time Entries for a selected week. The dots under individual days indicates the current status of the Time Entries entered on that day.

Time Entry details by Week: shows each of the user’s Time Entries for the selected week. All Time Entries include: the start date/time, end date/time, and amount of time spent on a Work Task. Each entry also includes a link to the Work Task, a description of the Work Task, a comment describing what was done, and the current status of the Time Entry.

Time Entry Progress Bar by Day: Provides a total of all time logged for the selected week against a target weekly total of 40 hrs. The number of remaining hours will appear to the right of the Progress Bar. Once 40+ hours have been entered for the day the Progress Bar will turn green and the remaining hours will show 0.0.