SUPERVISORS

WORK TASKS: ENTER TIME ON BEHAVIOR 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:

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

2. Upon clicking, you will be taken to the Resources tab. In the Resources section:
   2a. Locate the Resource for which you would like to add a Time Entry. Click on the Checkbox beside the Resource’s name to select.
   2b. Click on the Time Entry button.
SUPERVISORS
WORK TASKS: ENTER TIME ON BEHALF OF OTHERS

DIRECTIONS:

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

3

3a Enter a Comment for the Time Entry.

3b Click on the Actual Start Calendar button.

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.

3e 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).
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 duration you spent working on the Work Task.

**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.

4c. Scroll down the Employee Rates section, and select the Labor Class rate.

4d. When you have entered all the information, click on the Create button.
SUPERVISORS
WORK TASKS: ENTER TIME ON BEHALF OF OTHERS

DIRECTIONS:

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

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

6a. Scroll to the Time Log section and locate the Time Entry.

6b. Click on the Save & Close button.