SUPERVISORS

APPROVE OR RETURN TIME ENTRIES

Provides guidance for approving time entries in FC Desktop.

▼ GETTING STARTED

This job aid begins on the FC Desktop Home Screen. For more information on logging in to FC Desktop refer to the Supervisor: FC Access and Home Screen job aid.

DIRECTIONS:

1

From the FC Desktop Main Menu:

1a  Locate the O&M Reports section.

1b  Click on Time Entries Pending Approval 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.

![Image of Time Entries Pending Approval page]

**IMPORTANT**

If you are looking for more detail you can click the links in the rows to view Time Entry details. To view Work Task detail, you will have to search the Work Task separately. For more information on locating Work Task details please refer to page XX.

**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 for the Time Entry you wish to Approve or Return.

3b Click on the Approve or Return buttons.

![Image of Approve and Return buttons]