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TIMESHEETS: CREATE A TIME ENTRY FOR A WORK TASK

Provides guidance for creating a time entry for a Work Task in FC Mobile (OTG)

▼ GETTING STARTED

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

▼ IMPORTANT

Time Entries can also be entered from a Work Task. It is recommended to enter time directly into the Work Task because the details will be pre-populated in the Time Entry. For more information on adding a Time Entry from a Work Task, refer to the Work Tasks: Add a Time Entry job aid.

Time Entries are also used for entering Time Away from work (e.g. Vacation, Sick Time, Personal Time, etc.). For more information on adding a Time Entry for Time Off, refer to the Timesheets: Create a Time Entry for Time Off job aid.

DIRECTIONS:

1. From My Dashboard, in the Timesheets section:
   1. Tap on the Create Time Entry button.

2. Upon tapping, the Add Time Entry pop-up window will appear.
   2. Ensure Working Time is selected as the Time Type.
DIRECTIONS:

3 In the Task section:

3a Tap on the Magnifying Glass button.

Upon tapping the *Task pop-up window will appear.

3b Select the Work Task you wish to use.

▼ IMPORTANT

When using *Task to search for a Work Task, only Work Tasks for which you are assigned will appear.

▼ TIP & TRICKS

Utilize the search function to narrow your search. You can search by: Work Task ID, building number, building name, request category, etc.

4 In the Time Category section:

4a Tap on the Time Category drop-down menu.

4b Select the Time Category you wish to use.
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DIRECTIONS:

5. In the Duration section:
   - Tap on the Duration drop-down menu.
   - Adjust the scroll bar to enter how long you spent working on the Work Task.
   - Tap on the Set button.

6. In the Start Date/Time section:
   - Tap on the Start Date/Time drop-down menu.
   - Adjust the scroll bar to enter the Work Task's start date and time.
   - Tap on the Set button.

INFORMATION
The End Time/Date will auto-populate based on the Start Time/Date and Duration information.

7. In the Comment section:
   - Enter a comment that describes the work completed during the selected time frame.

   * Comment
   Replaced outlet.
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DIRECTIONS:

8 OPTIONAL: If this is the final Time Entry you will have for this Work Task, you may also mark the Work Task Complete by doing the following:

Toggle the Slider Button (to the right) to mark your work on this task as complete.

INFORMATION

By marking the Work Task complete, you are indicating that you will have no further labor to add to this Work Task.

9 Once you have entered the required information:

9 Tap on the Add Time Entry button to save and complete your Time Entry.

IMPORTANT

If a Resolution does not exist on the Work Task, will be prompted to enter one after you save the Time Entry.