O&M TECHNICIANS & SUPERVISORS

TIMESHEETS: CREATE A TIME ENTRY FOR TIME OFF

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

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 Time Off is selected as the Time Entry Type.

▲ INFORMATION

When selecting Time Off, a Work Task is no longer required. Time Off is entered without being associated with a Work Task.

3. In the Time Category section:
   3a. Tap on the Time Category drop-down menu.
   3b. Select the Time Category you wish to use.

▲ INFORMATION

Time Away is the catch-all for all Time Off. All Holiday, Personal, Sick, etc. days are captured under this category.
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DIRECTIONS:

4 In the Duration section:
   4a Tap on the Duration dropdown menu.
   4b Adjust the scroll bar to enter how much Time Off you are taking.
   4c Tap on the Set button.

5 In the Start Date/Time section:
   5a Tap on the Start Date/Time drop-down menu.
   5b Adjust the scroll bar to enter the Time Off start date and time.
   5c Tap on the Set button.

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

6 In the Comment section:
   Enter a comment that describes the time off during the selected time frame.
   * Comment
   Taking the day off.
Once you have entered the required information:

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