

O&M SUPERVISORS

MANAGE TIME APPROVALS: VIEW SUBMITTED TIME ENTRIES

Provides guidance for Supervisors to locate and view submitted time entries in FC Mobile (OTG)

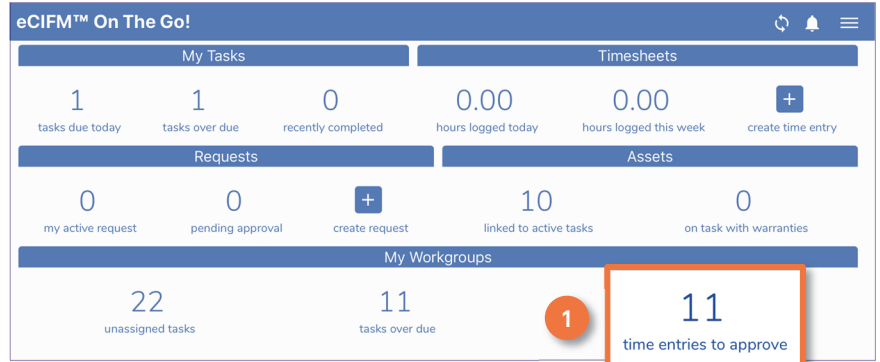
GETTING STARTED

This guide begins from the **My Dashboard** screen. For more information on logging into FC Mobile (OTG) as a Supervisor, refer to the **My Workgroups: Access & Navigation** job aid.

DIRECTIONS:

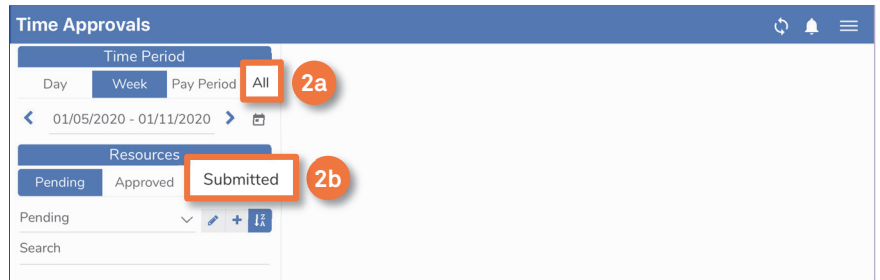
1 From the Main Dashboard:

- 1 Tap on the **Time Entries to Approve** button.



2 Upon tapping, the Time Approvals menu will appear:

- 2a Tap the **Time Period** you wish to view.
- 2b Tap the **Submitted** filter button in the **Resource Queue**.



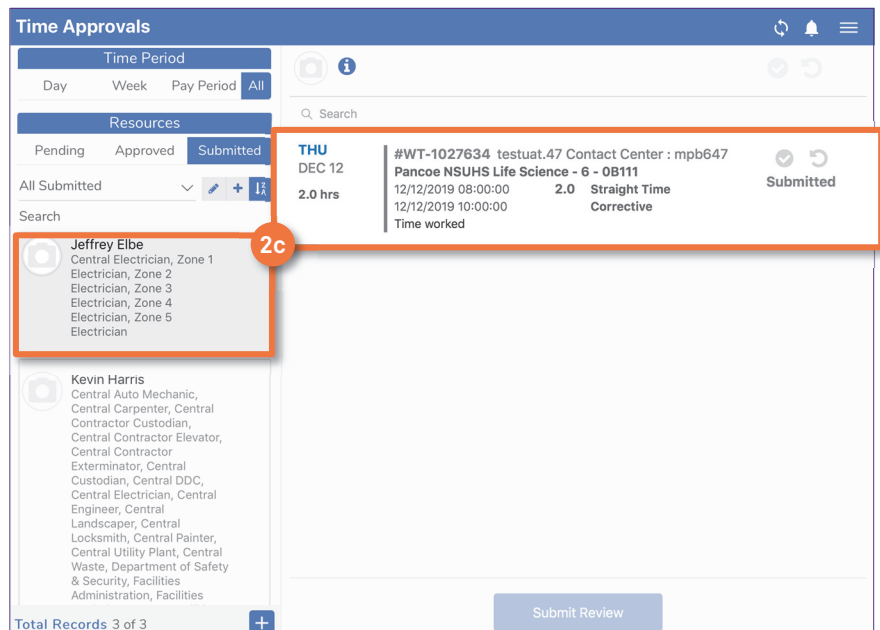
INFORMATION

Filter by **Time Period** to narrow **Time Approval** via a date range. You have the option of filtering by: **Day, Week, Pay Period, and All.**

Filter Options:

- ❖ Pending
- ❖ Returned
- ❖ Approved
- ❖ All Resources
- ❖ Submitted

- 2c Tap on the Resource to view his / her / their **Submitted Time Entries** for the selected time period.



TIP & TRICKS

Utilize the Filter and Search features to narrow your search for **Work Tasks** and/or **Resources.**