O&M SUPERVISORS

MANAGE TIME APPROVALS: VIEW APPROVED TIME ENTRIES

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

GETTING STARTED

This guide begins from the Time Approvals screen. For more information on accessing Time Approvals (as a Supervisor), refer to the My Workgroups: View Submitted Time Entries job aid.

DIRECTIONS:

1. From Time Approvals:
   1a. Tap on the Time Period you wish to view.
   1b. Tap the Approved filter in the Time Entry 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.

2. Upon tapping, Approved Time Entries will appear for the selected Time Period:
   2b. All Approved Time Entry records for the selected Time Period will appear on the right side of the screen.

INFORMATION

Scroll through the Resource Queue to view Resources with Approved Time Entries within the Time Period.