O&M SUPERVISORS

MANAGE TIME APPROVALS: APPROVE A TIME ENTRY

Provides guidance for Supervisors on approving a time entry 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 the Time Approvals menu:
   1a. Tap the Time Period you wish to view.
   1b. Tap the Submitted filter button in the Resource Queue.

▼ INFORMATION

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

2. Upon tapping, the Resource Queue will populate:
   2a. Tap on the Resource you wish to view.
   2b. Tap on the Checkmark icon next to the individual Time Entry you wish to approve.

▼ INFORMATION

You can select multiple Time Entries to approve and / or return in a single transaction.
Upon tapping, the Check will appear green to indicate you have selected to Approve the Time Entry:

Tap Submit Review to finalize Approval.