

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:

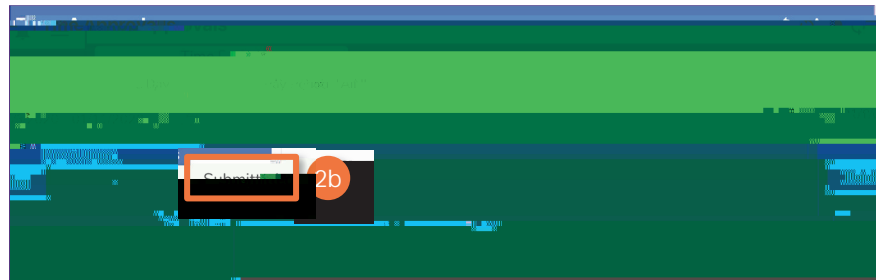
1 From the Main Dashboard:

- 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.



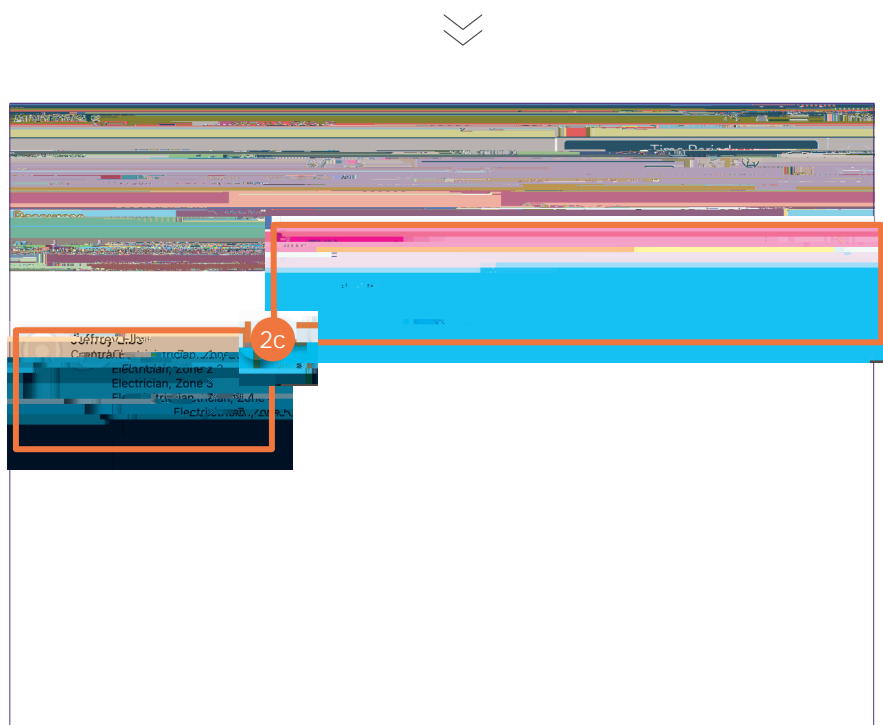
INFORMATION

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.