



# 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:

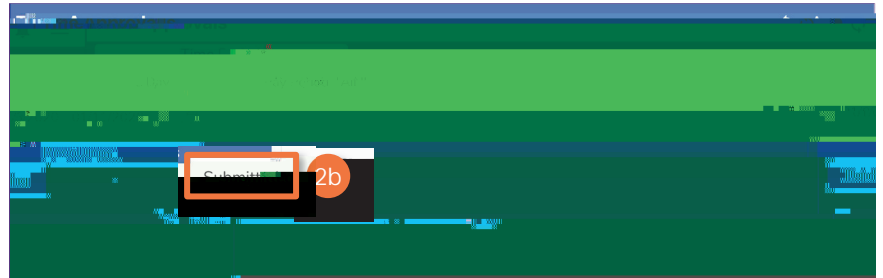
**1** Tap on the Time Entries to Approve button.



**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.