



O&M SUPERVISORS

MANAGE TIME APPROVALS: VIEW APPROVED TIME ENTRIES

Provide guidance, select, calculate, and record time entries for FCM bile(OTG)

GETTING APPROVED

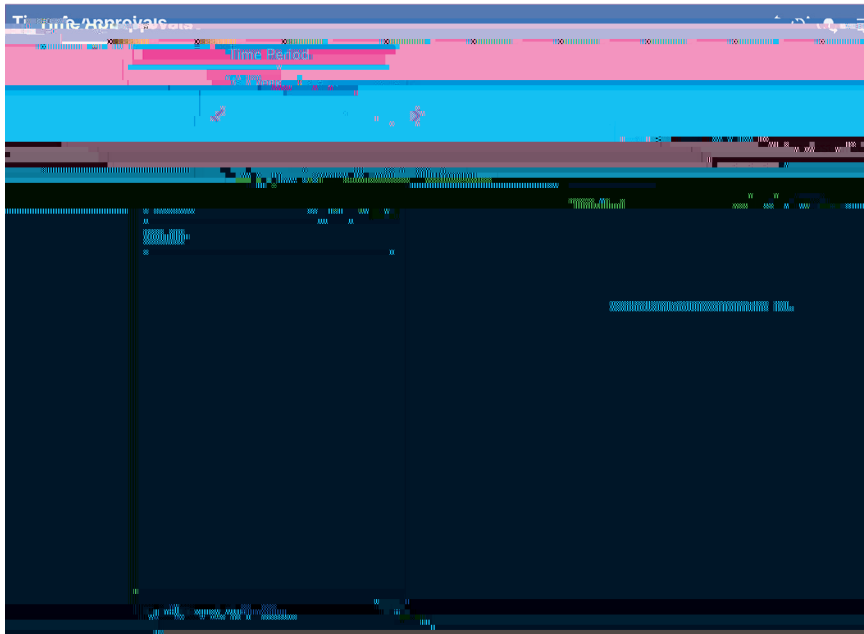
Time entries are submitted to the Approvals section. For each entry, an approval is required (a signature), either from the Manager or the Approver. Entries are not approved until they are signed.

DIRECTION :

1. Fill in Approvals:

1. Take time entries from the calendar view.

Take time entries from the calendar view and enter them into the system.



2. Use the calendar, Approvals, and Entries sections:

Take time entries from the calendar view and enter them into the system.

