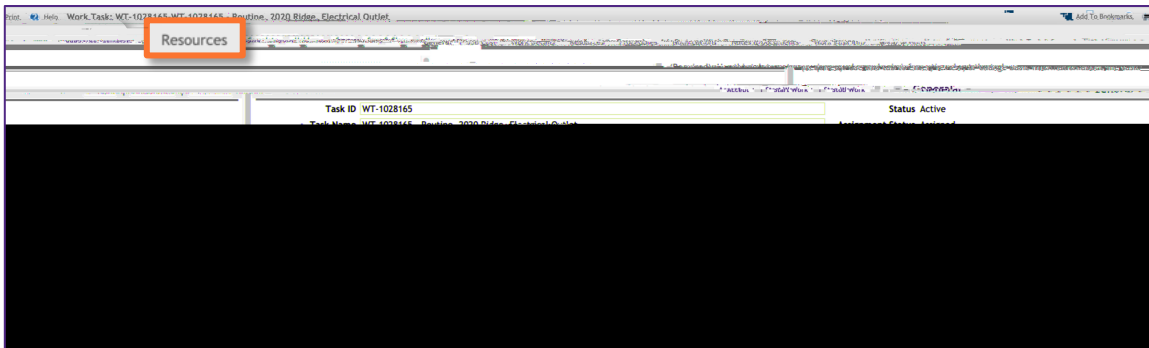Provides guidance for creating a new work task time entry on behalf of other resources in FC Desktop.

DIRECTIONS:

1 From within the selected Work Task:

① Click on the Resources tab.

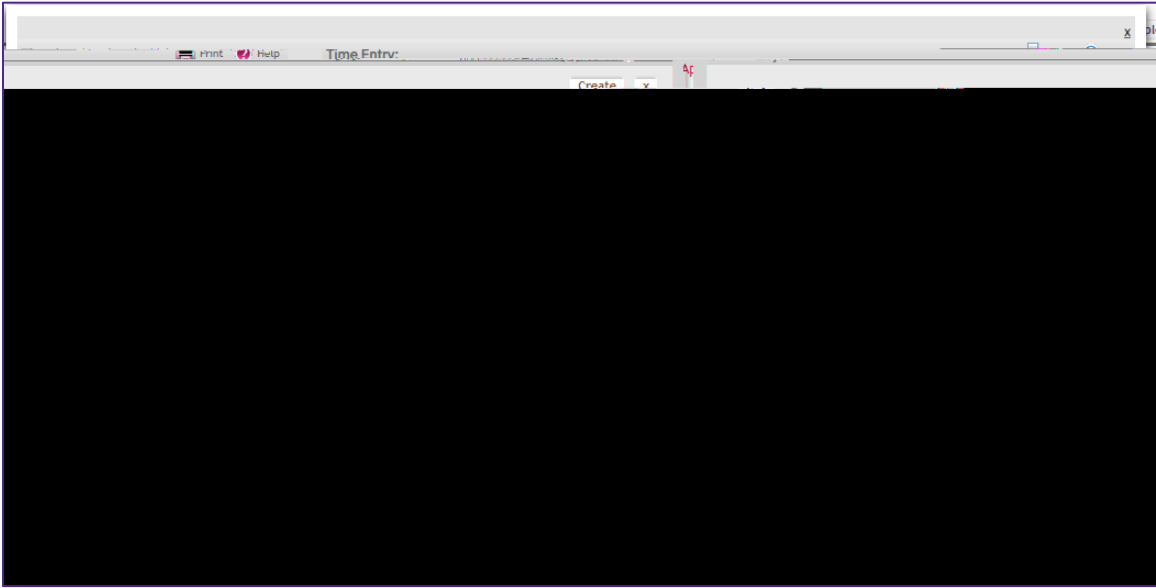**2** Upon clicking, you will be taken to the Resources tab. In the Resources section:

Locate the Resource for which you would like to add a Time Entry. Click on the Checkbox beside the Resource's name to select.

Click on the Time Entry button.

DIRECTIONS:

3

When selecting Actual Start and   Actual End times the Time drop‑down menu is a 24‑hour clock starting with 00:00 (midnight). The default   Actual End time is 17:00:00. These times need to be …
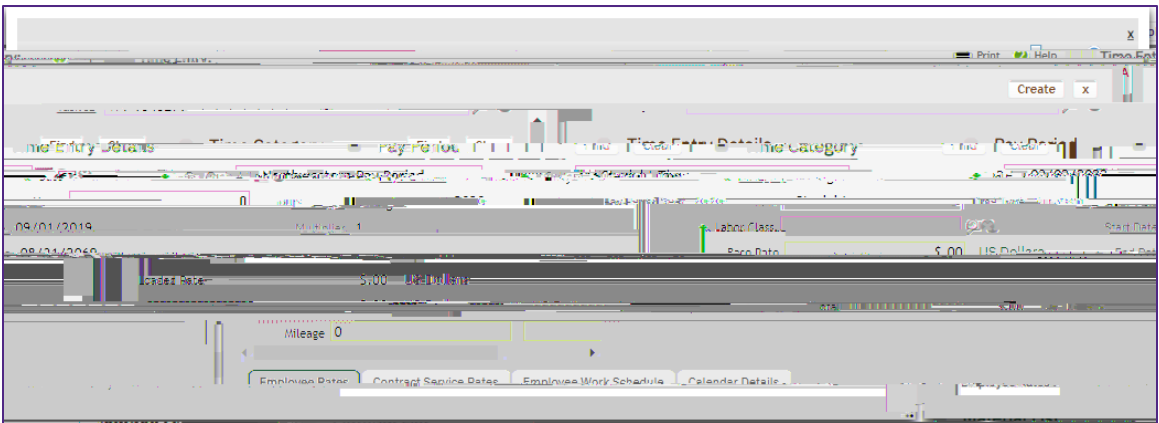
DIRECTIONS:

4 In the Time Entry Details section, on the Hours line:

4a Ensure the Date matches the Date listed in Actual Start and Actual End .

Enter the duration you spent working on the Work Task .

The Hours line in the Time Entry Detail section defaults to 0. When entering your Working Hours be W4

Scroll down the Employee Rates section, and select the Labor Class rate.

When you have entered all the information, click on the Create button.