

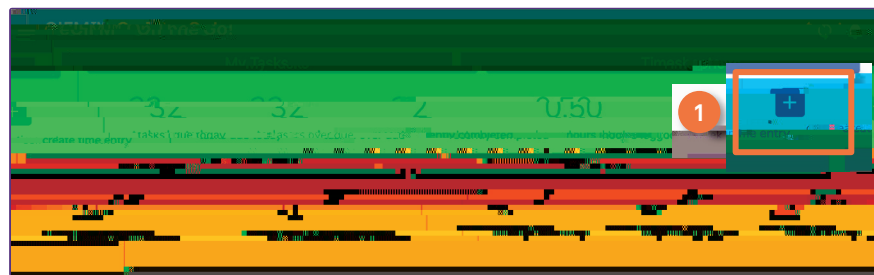
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Provides guidance for creating a time entry for time off in FC Mobile (OTG)

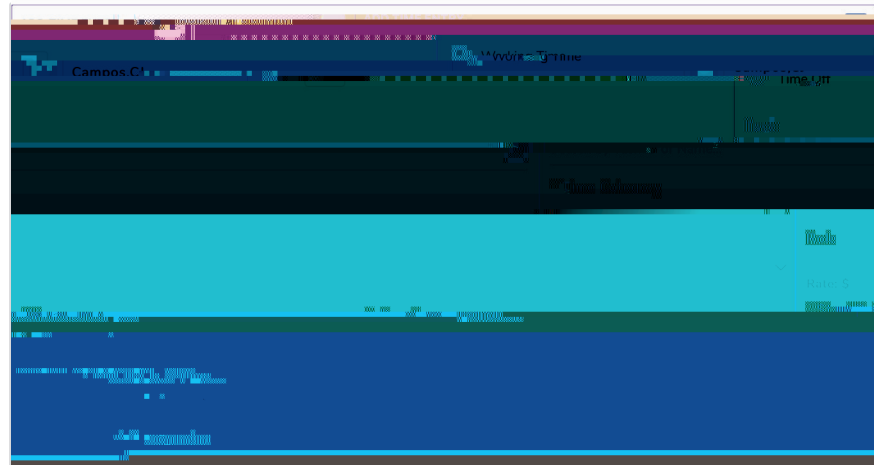
1 From the **Time Off** section, in the **Time Off** section:

1 Tap on the **+** button.

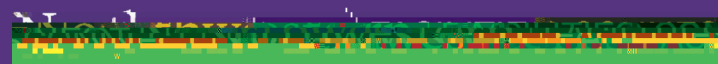
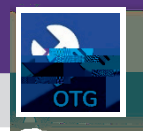


2 Upon tapping, the **Time Off** pop-up window will appear.

2 Ensure **Time Off** is selected as the **Time Off** type.



When selecting **Time Off**, a **Time Off** is no longer required. **Time Off** is entered without being associated with a **Time Off**.



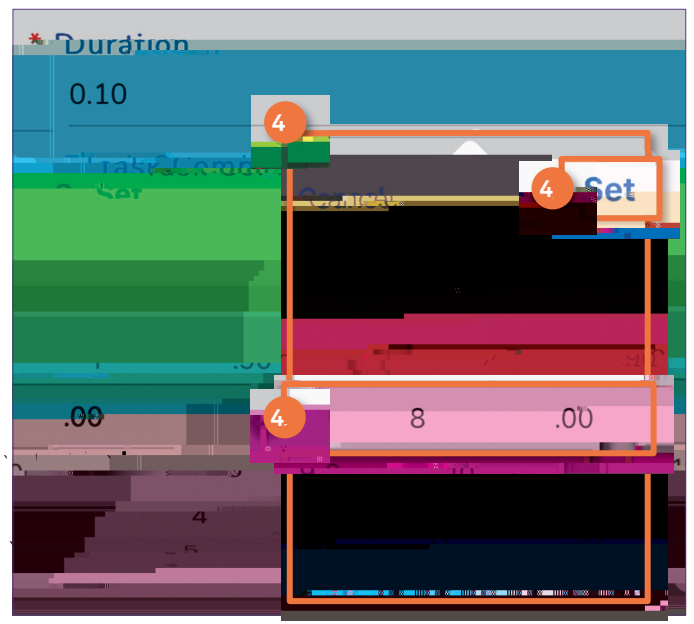
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1 2 3 4 5

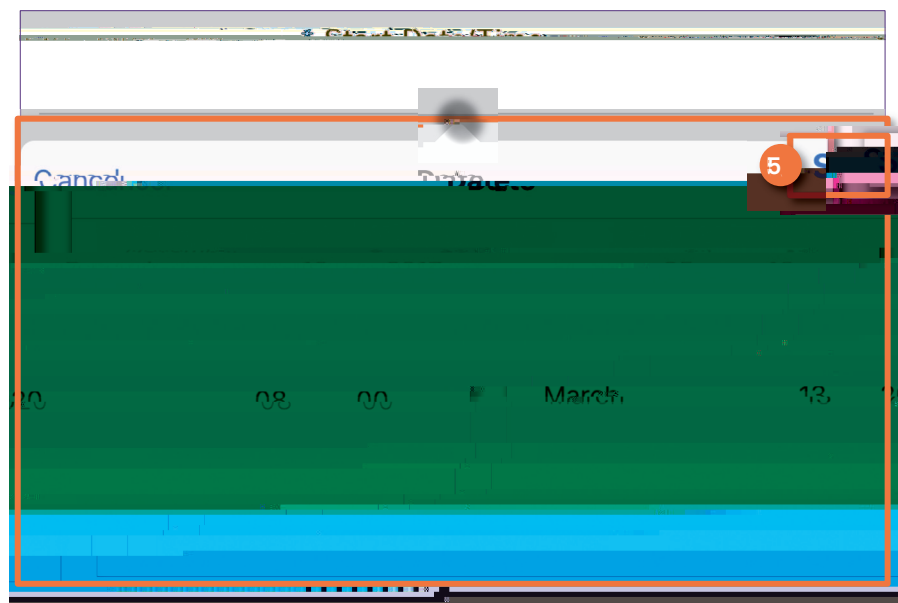
4 In the **Duration** section:

- 4** Tap on the **Duration** dropdown menu.
- 4** Adjust the scroll bar to enter how much **Duration** you are taking.
- 4** Tap on the **Set** button.



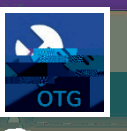
5 In the **Start Date / Time** section:

- 5** Tap on the **Start Date / Time** drop-down menu.
- 5** Adjust the scroll bar to enter the **Start Date / Time**.
- 5** Tap on the **Set** button.



The **Start Date / Time** will auto-populate based on the **Start Date / Time** and **Location** information.





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- 7 Once you have entered the required information:
- 7 Tap on the **A** button to save and complete your

