

My.FS Portal – Mobile Timecard Approval

Last Updated: 1/30/2025

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Change log

Date	Changes	Author
11/18/2010	Initial Draft	Michelle Costantino
02/05/2014	Additional Set-up Instructions	Michelle Costantino
05/28/2014	Removed Employee & Shop & Zone Setup	Michelle Costantino
11/12/2014	Screen Changes	Michelle Costantino
01/30/2025	New document format and React Changes	Nikkole Duda

Mobile Timecard Approval

Login

- 1. Go to the F&S Portal <u>https://my.fs.illinois.edu/fsportal/portal/</u>
- 2. Click on Login
- 3. Log in using your NetId and Password (this is your BlueStem/Nessie Login)



4. Click on Mobile

ILLINOIS Facilities & Ser						
User Management	Welcome to my F					
AIM Account Request						
Accounting	Information about					
Application Monitoring	Rate Guide					
Approval Setup	Information relatin					
Asset	The current Contra					
Asset Utility	contract under the					
Banner Tools	Use the step-by-ste					
Banner Feed Fiscal Setup	my.FS is the entrar					
Billing Admin	 Making a purch 					
Car Pool	 Submitting a se 					
Contractor Pricing Proposal	Login to the portal					
Division of Responsibility	Request a new					
Email Utility	Check the statu					
External Charges	Access the F&S Subscribe to re					
Fixed Costs	Select an option fro					
Locates/Gas Incident	For assistance, con					
Human Resources	If you have questic					
iStores	Receiving Travis Mo					
Mobile	For assistance, con					

Note: You will be required to login to DUO If not already

Mobile Timecard Approval

Approve/Decline Timecards

1. First Tab is for Mobile Timecard Management

a. Click the "Pending Time Cards" date 01/14/2025 01/16/2025	
b. Enter a date	
c. Select a Date from the Calendar	
d. Scroll through dates, forwards and backwards, with arrows	
Facilities & Services Timecard Queue	+ LOGOUT
Mobile Time Card Management Tab	
my.FS ► Mobile Time Card Management	
Shop Approved Thile Report 1 1 To Select Employees	
Pending Time Cards on: 01/14/2025 01/16/2025 01/19/2025 01/20/2025 01/21/2025 01/22/2025	<u>:025</u>
Pending Time Cards on: 01/14/2025 01/16/2025 01/19/2025 01/20/2025 01/21/2025 01/22/2025 01/23/2025 01/24/2025 01/25/2025 01/26/2025 01/2025 01/2	025
Pending Time Cards on: 01/14/2025 01/16/2025 01/19/2025 01/20/2025 01/21/2025 01/22/2025 01/23/2025 01/24/2025 01/25/2025 01/26/2025	DESCRIF
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Pending Time Cards on: 01/14/2025 01/16/2025 01/17/2025 01/20/2025 01/20/2025 01/22/2025 01/23/2025 01/23/2025 01/25/2025 01/26/2025 01/27/ 01/28/2025 01/29/2025 01/30/2025 01/30/2025 01/27/2025 01/22/2025 01/22/2025 01/23/2025 01/25/2025 01/26/2025 01/27/ Olick on a Pending Date Work Date: 1/31/2025 Friday Shop: 05 SELECT ALL PENDINGEMPLOYEES Approvelected Decline Selected ACTIONS AVID Select A Calendar Calendar ARNOLD 0. AND MABEL M. Select A Calendar Calendar Scroll With	DESCRIF MAINTEN
Pending Time Cards on: 01/14/2025 01/15/2025 01/17/2025 01/20/2025 01/21/2025 01/22/2025 01/23/2025 01/25/2025	DESCRIF MAINTEN

- 2. Select Submitted Timecard Data to Approve or Decline (see options a, b, c)
 - a. Select Individual Timecards



b. Select All for an Employee

ACTIONS	STATUS	WO/PHASE	В	UILDING		REGULAR HOURS	OVERTIME HOURS
(3299) ALAGNA-MCDADE, MELISSA							
Select A	u	_					
Pending 11223804/001 NATHAN LABORAT		ATHAN M. NEWM VIL ENGINEERIN BORATORY	ARK G	1.0	0.0		
						TOTAL: 1.0	TOTAL: 0.0
(6292) CARR	, DEMETRIUS II		_				
V	Poling	11223782/001	sc sc	HOOL OF INFOR	RMATION NG	1.0	0.0
1	Pending	1172-	s	Click to Select	MATION IG	1.0	0.0
V	Pending	11176549/001		Timecard		4.5	0.0
V	Pending	11177201/001	G L	Data for one		1.0	0.0
				Employee)	TOTAL: 7.5	TOTAL: 0.0

c. Select All Timecards for All Employees

SELECT	ALL PENDIN	G EMPLOYEES	Approve Selected	Decline Sele	ected	
ACTIONS	STATUS	WO/PHASE	HILDING	REGULAR HOURS	OVERTIME HOURS	
(4542) DALY	, CHAD					
Select A	All					
*	Pending	07-9999/006	GENERAL CAMPUS	ect All" for	r all Unappr	oved Timecards
-						
(0766) EICH	ELBERGER, BR	ADLEY				
(0766) EICH	ELBERGER, BR	ADLEY				
(0766) EICH	ELBERGER, BR All Pending	11223919/002	BURRILL	4.0	0.0	
(0766) EICH	ELBERGER, BR All Pending Pending	ADLEY 11223919/002 11220976/001	BURRILI ROGE IS LATTORY	4.0	0.0	-
(0766) EICH	ELBERGER, BR All Pending Pending	ADLEY 11223919/002 11220976/001	BURRILL ROGE TS LATTORY	4.0 4.0 TOTAL: 8.0	0.0 0.0 TOTAL: 0.0	-
(0766) EICH	ELBERGER, BR All Pending Pending	ADLEY 11223919/002 11220976/001	BURRILL ROGE IS LAT TORY	4.0 4.0 TOTAL: 8.0	0.0 0.0 TOTAL: 0.0	-

3. Click the

Decline Selected Button. or

Pending Time Cards

If there are pending timecard for a shop that you are an approver for you will see the dates listed

Mobile Time Card Management	Shop Person Zone Management	Zone Property Manage	ement
my.FS ▶ Mobile Time Card Manage	ment		
Mobile Time Card Shop Approved Time Report	€ Select E These D	g on ates	
Pending Time Cards on: 01/14/2 01/28/2025 01/29/2025 01/3	025 01/16/2027 11/2025 0 0/2025	01/19/2025 01/20/2025	<u>01/21/2025 01/22/2025 01/23/2025 (</u>
Work Date : • 1/30/2025	÷.	Thursday Shop: 07	

If you Hover Over the Date, it will tell you the Shops that have Pending Time Cards

Mobile Time Card Management	Shop Person Zone Management	Zone Pro	perty Manage	ment					
my.FS ► Mobile Time Card Manag	ement					Hover (Dver		
Mobile Time Card								J	
Shop Approved Time Report	Select Employees						~		
Pending Time Cards on: 01/14/2 01/28/2025 01/29/2025 01/3	<u>2025 01/16/2025 01/17/2025 0 30/2025</u>	<u>01/19/2025</u>	<u>01/20/2025</u>	<u>01/21/2025</u>	<u>01/22/2025</u>	<u>01/23/2025</u>	<u>01/24/2025</u>	01/25/2025 04,	<u>01/26/20</u> 23, 24, OP
Work Date : • 1/30/2025		Thursday	Shop: 07		•	✓ Go)		

- 1. If you click on the Pending Date, it will change the Work Date Field
- 2. You must select the Appropriate Shop in the drop-down list



Pending Time Cards on: 01/14/2025 01/16/2025 01/17/2025 01/19/2025 01/20/2025 01/21/2025 01/22/2025 01/23/2025 01/28/2025 01/29/2025 01/30/2025

Work Date	•: ↓ 1/31	1/2025	🗄 🕨 F	riday Shop: 04	•	
SELECT	ALL PENDING	G EMPLOYEES	Approve Selecte	d Decline Sel 01		
ACTIONS	STATUS	WO/PHASE	BUILDING	REGULAR 03		PGRADES D
SELECT /	ALL PENDING	G EMPLOYEES	Approve Selecte	d Decline Sel		records availat
				07		-
						a la