



## Facilities & Services

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

# My.FS Portal – Mobile Timecard Approval

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**Change log**

<b>Date</b>	<b>Changes</b>	<b>Author</b>
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

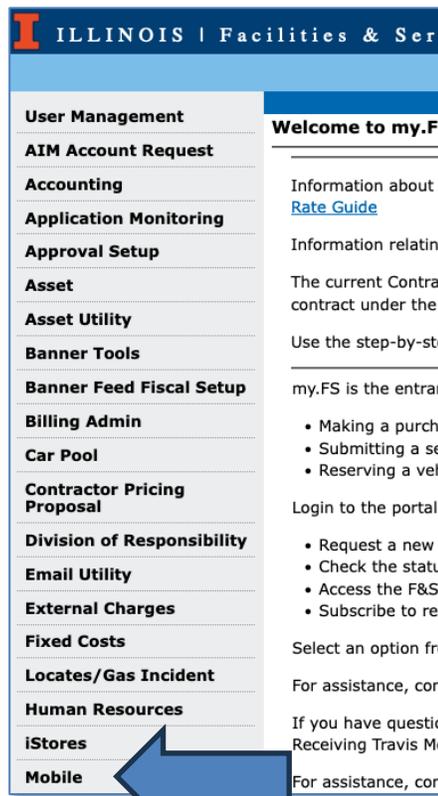
# Mobile Timecard Approval

## Login

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



4. Click on **Mobile**



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

## Approve/Decline Timecards

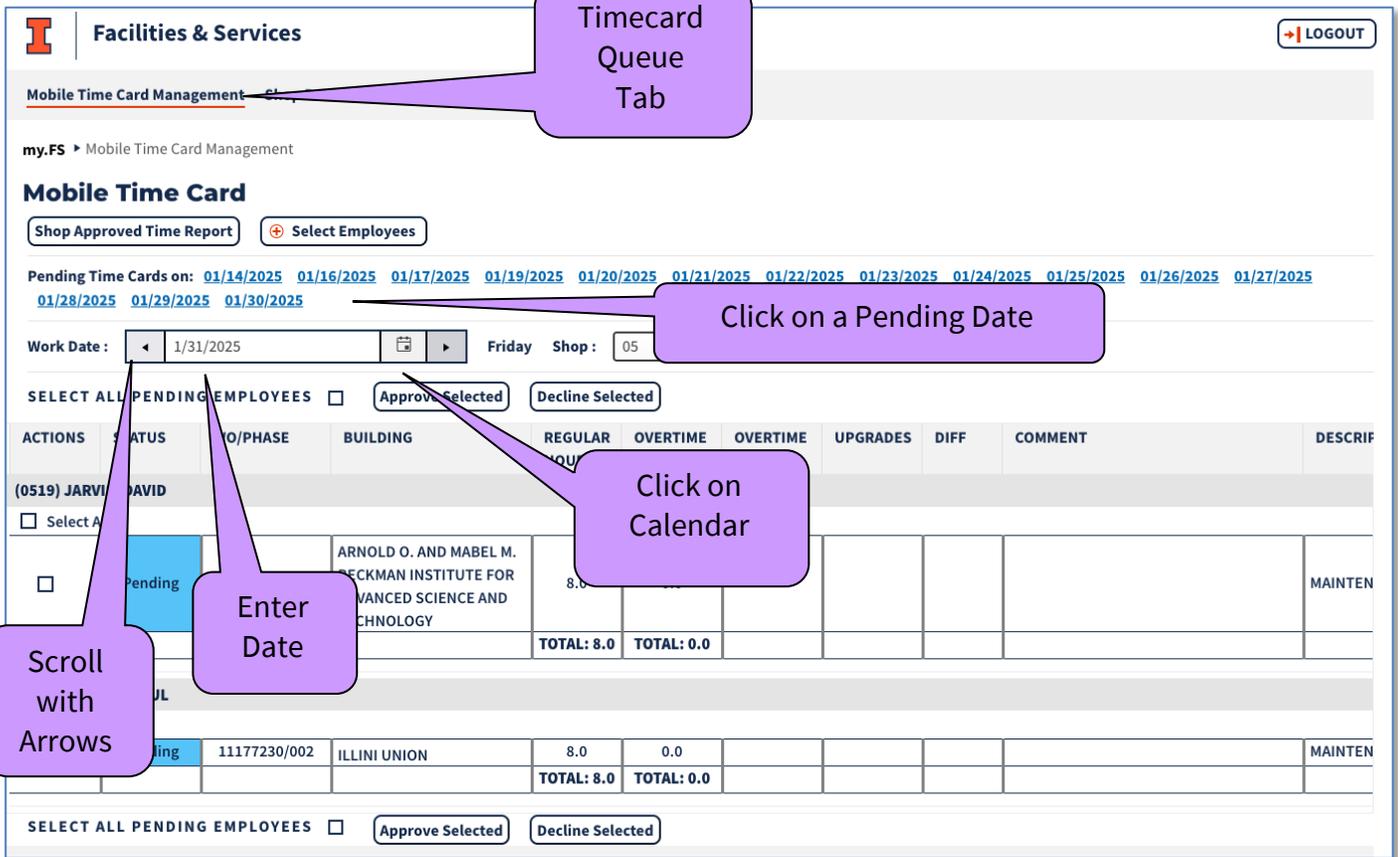
1. First Tab is for Mobile Timecard Management

a. Click the "Pending Time Cards" date [01/14/2025](#) [01/16/2025](#)

b. Enter a date

c. Select a Date from the Calendar 

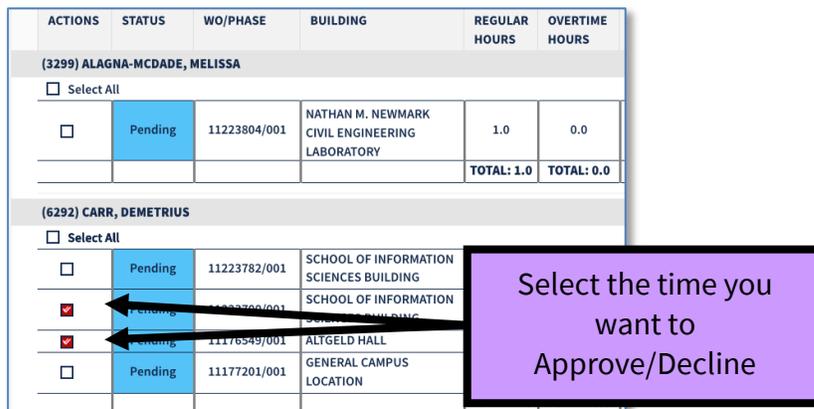
d. Scroll through dates, forwards and backwards, with arrows 



The screenshot shows the 'Mobile Time Card Management' interface. A purple callout bubble labeled 'Timecard Queue Tab' points to the 'Mobile Time Card Management' header. Another callout labeled 'Click on a Pending Date' points to the date '01/14/2025' in the 'Pending Time Cards on:' list. A third callout labeled 'Click on Calendar' points to the calendar icon in the 'Work Date' field. A fourth callout labeled 'Enter Date' points to the date input field. A fifth callout labeled 'Scroll with Arrows' points to the left and right navigation arrows in the 'Work Date' field.

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

a. Select Individual Timecards



The screenshot shows a table of timecard data. A purple callout bubble labeled 'Select the time you want to Approve/Decline' points to the 'REGULAR HOURS' and 'OVERTIME HOURS' columns for the row with 'WO/PHASE' '11176549/001'.

ACTIONS	STATUS	WO/PHASE	BUILDING	REGULAR HOURS	OVERTIME HOURS
<b>(3299) ALAGNA-MCDADE, MELISSA</b>					
<input type="checkbox"/>	Select All				
<input type="checkbox"/>	Pending	11223804/001	NATHAN M. NEWMARK CIVIL ENGINEERING LABORATORY	1.0	0.0
				<b>TOTAL: 1.0</b>	<b>TOTAL: 0.0</b>
<b>(6292) CARR, DEMETRIUS</b>					
<input type="checkbox"/>	Select All				
<input type="checkbox"/>	Pending	11223782/001	SCHOOL OF INFORMATION SCIENCES BUILDING		
<input checked="" type="checkbox"/>	Pending	11176549/001	SCHOOL OF INFORMATION SCIENCES BUILDING		
<input checked="" type="checkbox"/>	Pending	11176549/001	ALTGELD HALL		
<input type="checkbox"/>	Pending	11177201/001	GENERAL CAMPUS LOCATION		

b. Select All for an Employee

ACTIONS	STATUS	WO/PHASE	BUILDING	REGULAR HOURS	OVERTIME HOURS
<b>(3299) ALAGNA-MCDADE, MELISSA</b>					
<input type="checkbox"/>	Select All				
<input type="checkbox"/>	Pending	11223804/001	NATHAN M. NEWMARK CIVIL ENGINEERING LABORATORY	1.0	0.0
				<b>TOTAL: 1.0</b>	<b>TOTAL: 0.0</b>
<b>(6292) CARR, DEMETRIUS</b>					
<input checked="" type="checkbox"/>	Select All				
<input checked="" type="checkbox"/>	Pending	11223782/001	SCHOOL OF INFORMATION SCIENCES BUILDING	1.0	0.0
<input checked="" type="checkbox"/>	Pending	11223782/001	SCHOOL OF INFORMATION SCIENCES BUILDING	1.0	0.0
<input checked="" type="checkbox"/>	Pending	11176549/001	GENERAL CAMPUS LOCATION	4.5	0.0
<input checked="" type="checkbox"/>	Pending	11177201/001	GENERAL CAMPUS LOCATION	1.0	0.0
				<b>TOTAL: 7.5</b>	<b>TOTAL: 0.0</b>

Click to Select Timecard Data for one Employee

c. Select All Timecards for All Employees

SELECT ALL PENDING EMPLOYEES  Approve Selected Decline Selected

ACTIONS	STATUS	WO/PHASE	BUILDING	REGULAR HOURS	OVERTIME HOURS
<b>(4542) DALY, CHAD</b>					
<input checked="" type="checkbox"/>	Select All				
<input checked="" type="checkbox"/>	Pending	07-9999/006	GENERAL CAMPUS LOCATION		
<b>(0766) EICHELBERGER, BRADLEY</b>					
<input checked="" type="checkbox"/>	Select All				
<input checked="" type="checkbox"/>	Pending	11223919/002	BURRILL LABORATORY	4.0	0.0
<input checked="" type="checkbox"/>	Pending	11220976/001	ROGER W. BROWN LABORATORY	4.0	0.0
				<b>TOTAL: 8.0</b>	<b>TOTAL: 0.0</b>

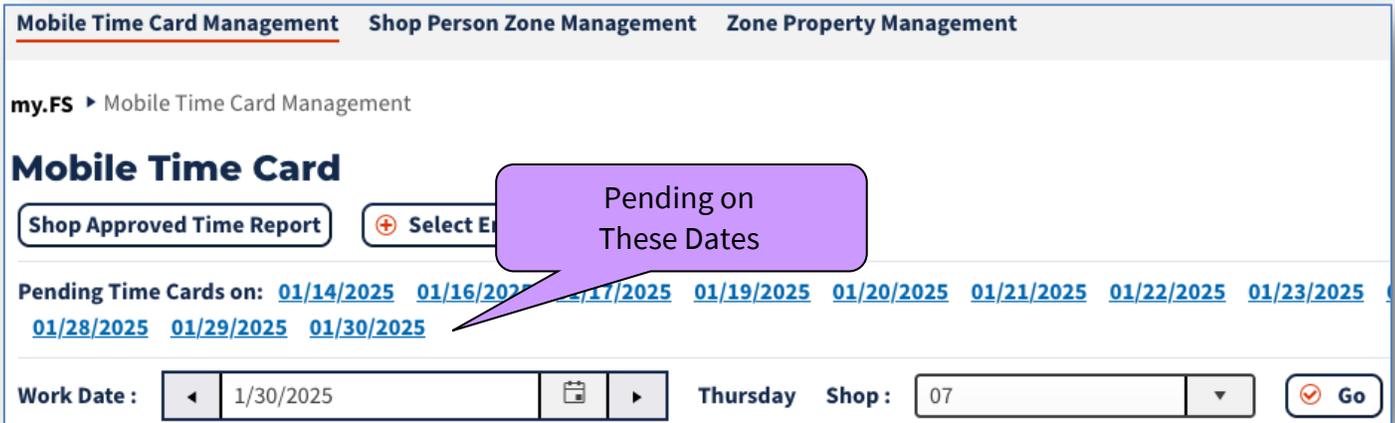
SELECT ALL PENDING EMPLOYEES  Approve Selected Decline Selected

Click "Select All" for all Unapproved Timecards

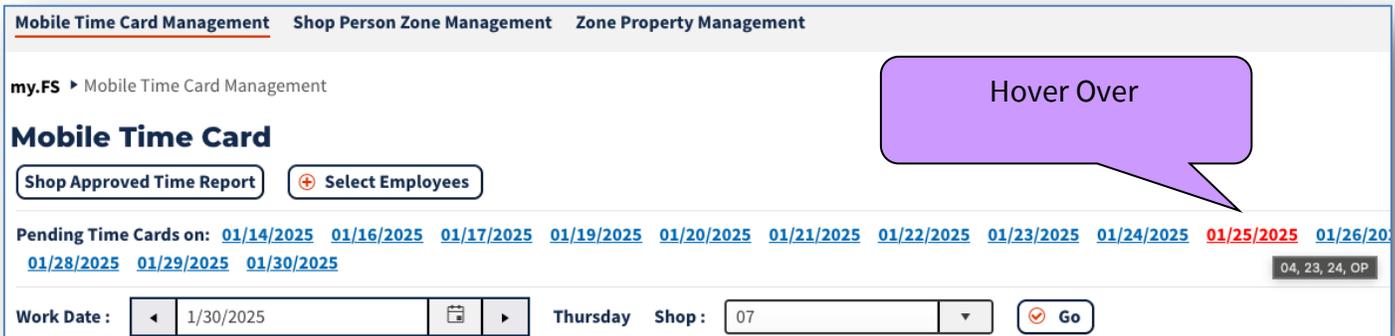
3. Click the  or  Button.

### Pending Time Cards

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



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



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
3. You MUST press the  button

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:    Friday Shop:

SELECT ALL PENDING EMPLOYEES

ACTIONS	STATUS	WO/PHASE	BUILDING	REGULAR HOURS	PGRADES	D
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SELECT ALL PENDING EMPLOYEES

- 04
- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 10
- 12

