



## How Do I View the Details of an Employee's Payable Time?

### Navigation

1. Log into OneUSG Connect .
2. From Manager Self Service, click the Team Time tile.
3. Select Payable Time Detail .
4. In the Employee Selection Criteria section, enter the Employee Name or ID and click the Get Employees button. To see all of your employees, leave all fields blank and click the Get Employees button.
5. Select the Last Name link to view the Payable Time Detail .
6. If needed, update the Start Date and End Date fields to view a different time period. Click the Refresh icon.
7. Click the Expand icon for Payable Status Filter to limit the types of payable status you wish to view.
8. The Overview tab includes the date, timesheet status, Time Reporting code, and quantity (hours).
9. The Cost and Approval tab provides the User ID and the timestamp of when the timesheet was approved.
10. To view another employee, click the Return to Select Employee link and select another employee.