

Entering Time for a Pay from Schedule Employee as a Time Approver

Step	Action
1.	From the Time Approver Self Service homepage in OneUSG Connect, click the Time tile.
2.	The Team Page is displayed with options to search for the appropriate employee need to approve time.
3.	The Filters menu is displayed. Enter the appropriate information in the available search field(s).

Step	Action
4.	From the returned results, select the appropriate employee.
5.	The Team Time page is displayed for the searched employee. Choose the appropriate employee from the Name/Time field.
6.	The Weekly Timesheet for the selected employee is displayed. Use the appropriate arrow to navigate between pay periods.
7.	The selected pay period is displayed. If necessary, use the appropriate arrow in the Week field to select the correct week in the pay period.
8.	Enter hours the employee worked in the appropriate field.
9.	Continue entering time in the appropriate fields.
10.	With all time entered in the appropriate field(s), click the Submit button.

Note: