Job Aide – Approving Time for Time Clock and Web Clock Employees

1. Access the OneUSG Connect Application
2. From “Manager Self Service”
   a. Select the “Team Time” tile
   b. Click the “Report/Approve Time” link
      i. Enter the Last Name, Employee ID --- or
      ii. Click on Magnifying Glass next to Time Reporter Group and select your name
      iii. Click “Get Employees”
      iv. Click on the Last Name of the employee to review and approve time.
   c. The days in the time period will be displayed showing the punches “In”, “Lunch”, “In”, and “Out”
   d. If there are missed punches please see the “How to Fix Missed Punches” job aide to remediate the missed punch.
3. Click in the “Select” box to select individual days or click “Select All” to select all days
   a. To approve the selected day(s), click the “Approve” box
   b. Click “Yes” to confirm your approval
   c. Click “OK” on the confirmation page
   d. To review the next employee in the list click “Next Employee”, OR
   e. Click “Return to Select Employee” to go back to the list.