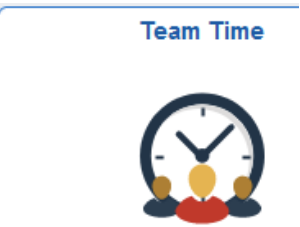




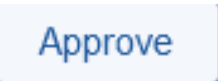

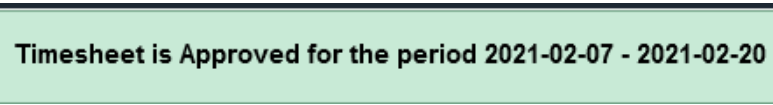




Approving an Employee's Elapsed Timesheet

Step	Action
<p>Note: Managers (and Time Approvers) are also able to edit and approve reported hours as many times as needed throughout the pay period, up until the payroll deadline.</p>	
1.	<p>From the Manager Self Service (or Time Approver) homepage in OneUSG Connect, click the Team Time tile.</p> 
2.	<p>The Team Time page is displayed with options to Filter for the appropriate employee or Get (all) Employees you supervise for timesheet approval.</p> <p>Click the Filter button.</p> 
3.	<p>The Filters menu is displayed.</p> <p>Enter the appropriate information in the available search field(s).</p>
4.	<p>From the returned results, select the appropriate employee.</p>
5.	<p>Click the Done button.</p> 
6.	<p>The Team Time page is displayed for the selected employee(s).</p> <p>Select the appropriate employee from the Name/Title field.</p> 
7.	<p>The Weekly Timesheet for the selected employee is displayed.</p> <p>To navigate between the week(s) in the pay period, use the appropriate arrow in the Week field.</p> 

Step	Action
8.	<p>Note: Scroll if needed to view additional information.</p> <p>From the Manage Approvals field, choose the appropriate date(s) from the Date column, or click the Select All button.</p> <p>▼ Manage Approvals</p>
9.	<p>The dates to be approved are selected.</p> <p>Click the Approve button.</p> 
10.	<p>A confirmation message is displayed, asking you to confirm approval for the selected dates.</p> <p>Click the Yes button.</p> 
11.	<p>A confirmation message is displayed that the Timesheet is approved for the selected period.</p> 
12.	<p>You have completed the steps to approve an employee's elapsed timesheet, in the OneUSG Connect system.</p> <p>End of Procedure.</p>