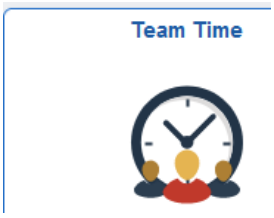
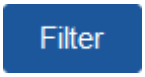
Approving an Employee's Punch Timesheet

Step	Action
1.	From the Manager Self Service (or Time Approver) homepage in One USG Connect, click the **Team Time** tile. 
1.	The Team Time page is displayed with options to Filter for the appropriate employee or Get (all) Employees you supervise for timesheet approval. Click the **Filter** button. 
2.	The Filters menu is displayed. Enter the appropriate information in the available search field(s).
3.	From the returned results, select the appropriate employee.
4.	Click the **Done** button.
5.	The Team Time page is displayed with the searched employee. Choose the appropriate employee from the **Name/Title** field.
6.	The Timesheet for the selected employee is displayed. If necessary, scroll to view additional information.
7.	To approve the selected employee's time, choose the appropriate day(s) from the **Day Summary** column, or click the **Select All** checkbox.
8.	Click the **Approve** button.

Step	Action
9.	A confirmation notice for your action is displayed. Click the **Yes** button.
10.	A confirmation message is displayed that the Timesheet is approved for the selected period.
11.	You have completed the steps to approve an employee's punch timesheet in the OneUSG Connect system. **End of Procedure.**