

Entering Prior Period Adjustments for an Elapsed Timesheet Employee

Step	Action
1.	From the Manager Self Service (or Time Approver) homepage in OneUSG Connect, click the Team Time tile. 
1.	The Team Time page is displayed with options to search for the appropriate employee you need to enter prior period adjustments. 
2.	The Filters menu is displayed. Enter the appropriate information in the available search field(s).
3.	Select the appropriate employee from the search results.
4.	Click the Done button. 
5.	The Team Time page is displayed with the searched employee. Chose the appropriate employee in the Name/Title field to access the timesheet.
6.	The Weekly Timesheet for the selected employee is displayed. To navigate between the pay periods, click the appropriate arrow. 
7.	The previous paid period Enter Time page is displayed. Enter the appropriate hours that were worked into the corresponding Date fields.
8.	Repeat the steps to enter the appropriate hours worked per day, into the remaining fields.
9.	To add a comment, click the Add Comments graphic. 

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10.	<p>The Time Reporting Comments page is displayed.</p> <p>Enter appropriate information into the Add a new Comment field.</p>
11.	<p>Once the information is entered, click the Add Comment button.</p> 
12.	<p>The comment is added to the day selected for others to view.</p> <p>Click the Close button.</p>
13.	<p>When all time is entered and correct, click the Submit button.</p> <p>Note: Time is only saved when you click the Submit button.</p> 
14.	<p>A message is displayed indicating that time was submitted.</p>
15.	<p>From the Manage Approvals field, choose the appropriate date(s) from the Date column, or click the Select All button to capture entries needing approval.</p> <p>▼ Manage Approvals</p>
16.	<p>The dates to be approved are selected.</p> <p>Click the Approve button</p> 
17.	<p>A confirmation message is displayed, asking you to confirm approval for the selected dates.</p> <p>Click the Yes button.</p> 
18.	<p>You have completed the steps to enter prior period adjustments for an elapsed timesheet employee as a supervisor.</p> <p>End of Procedure.</p>