

## Entering Time for a Punch Time Employee

Step	Action
1.	From the Manager Self Service (or Time Approver) homepage in OneUSG Connect, click the <b>Team Time</b> tile. 
1.	The Team Time page is displayed with options to Filter for the appropriate employee or Get (all) Employees you supervise. 
2.	The Filters menu is displayed. Enter the appropriate information in the available search field(s).
3.	Select the appropriate employee from the returned search results.
4.	The Team Time page is displayed with the searched employee. Chose the appropriate employee in the <b>Name/Title</b> field to access their timesheet.
5.	The Weekly Timesheet page is displayed. If necessary, use the appropriate arrow in the <b>Week</b> field to select the correct week in the pay period. Enter the employee's arrival time in the <b>In</b> field. <b>Note:</b> You can enter time with a colon and AM/PM or use military time.
6.	Enter the employee's departure time in the <b>Out</b> field.
7.	Enter the employee's arrival time in the <b>In</b> field for the next appropriate date.
8.	If the employee took a meal break, enter the time out for meals in the <b>Lunch</b> field.
9.	Enter the return time from lunch in the <b>In</b> field.
10.	At the end of shift, enter the time in the <b>Out</b> field.
11.	Enter appropriate information for additional date(s) in the time entry fields as needed. <b>Note:</b> The Time Reporting Code can be left blank.
12.	Once all time information is entered, click the <b>Submit</b> button. 

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13.	The time is submitted to approval workflow, and a confirmation message is displayed.
14.	To approve the selected employee's time, choose the appropriate day(s) from the <b>Day Summary</b> column, or click the <b>Select All</b> checkbox. <input data-bbox="365 443 394 474" type="checkbox"/>
15.	
16.	A confirmation notice for your action is displayed.  Click the <b>Yes</b> button. 
17.	A confirmation message is displayed that the Timesheet is approved for the selected period.
18.	You have completed the steps to enter time for punch time employee as a supervisor in OneUSG Connect. <b>End of Procedure.</b>