

## Entering Time for a Pay from Schedule Employee as a Time Approver

| Step | Action  |
|------|---|
| 1.   | From the Time Approver Self Service homepage in OneUSG Connect, click the Time tile.                  |
| 2.   | The Team Page is displayed with options to search for the appropriate employee need to approve time.  |
| 3.   | The Filters menu is displayed.<br>Enter the appropriate information in the available search field(s). |

| Step | Action   |
|------|--|
| 4.   | From the returned results, select the appropriate employee.  |
| 5.   | The Team Time page is displayed for the searched employee.<br><br>Choose the appropriate employee from the Name/Time field.                          |
| 6.   | The Weekly Timesheet for the selected employee is displayed.<br><br>Use the appropriate arrow to navigate between pay periods.                       |
| 7.   | The selected pay period is displayed.<br><br>If necessary, use the appropriate arrow in the Week field to select the correct week in the pay period. |
| 8.   | Enter hours the employee worked in the appropriate field.  |
| 9.   | Continue entering time in the appropriate fields.  |
| 10.  | With all time entered in the appropriate field(s), click the Submit button.  |

Note: