



Approver



| Step | Action  |
|------|---|
| 1.   | From the Time Approver Self Service homepage in OneUSG Connect, click the <b>Team Time</b> tile.<br><b>Team Time</b><br> |
| 2.   | The Team Time page is displayed.<br>Click the <b>Request Absence</b> link.<br>   |
| 3.   | A list of your employees is displayed.<br>Select the appropriate employee.  |

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| 4.   | <p>The Request Absence page is displayed.</p> <p><b>Note:</b> The Absence Type field is not a required field. You can use this field to filter the options in the Absence Name list.</p> <p>Click the <b>Absence Type</b> drop-down list.</p> |
| 5.   | <p>Select the appropriate absence type from the displayed list.</p>   |
| 6.   | <p>Click the <b>Absence Name</b> drop-down list.</p>  |
| 7.   | <p>Absence Name is required. The list is filtered by the Absence Type.</p> <p>Choose the appropriate absence name from the list.</p>  |

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12.