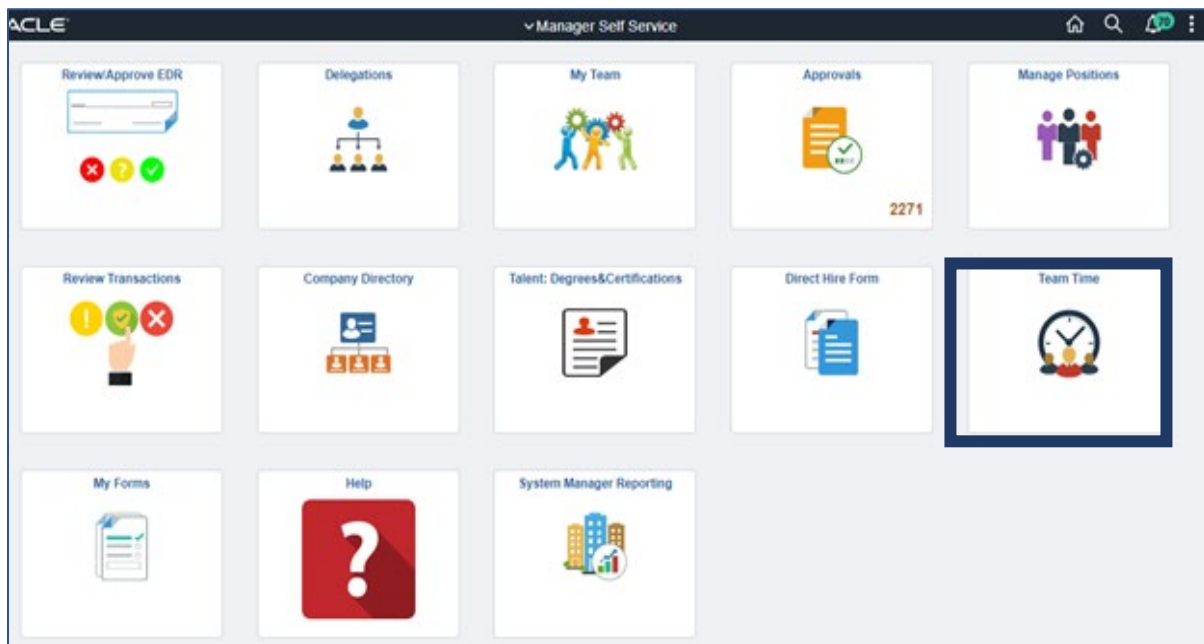



How Do I Approve Time for an Employee as a Manager?

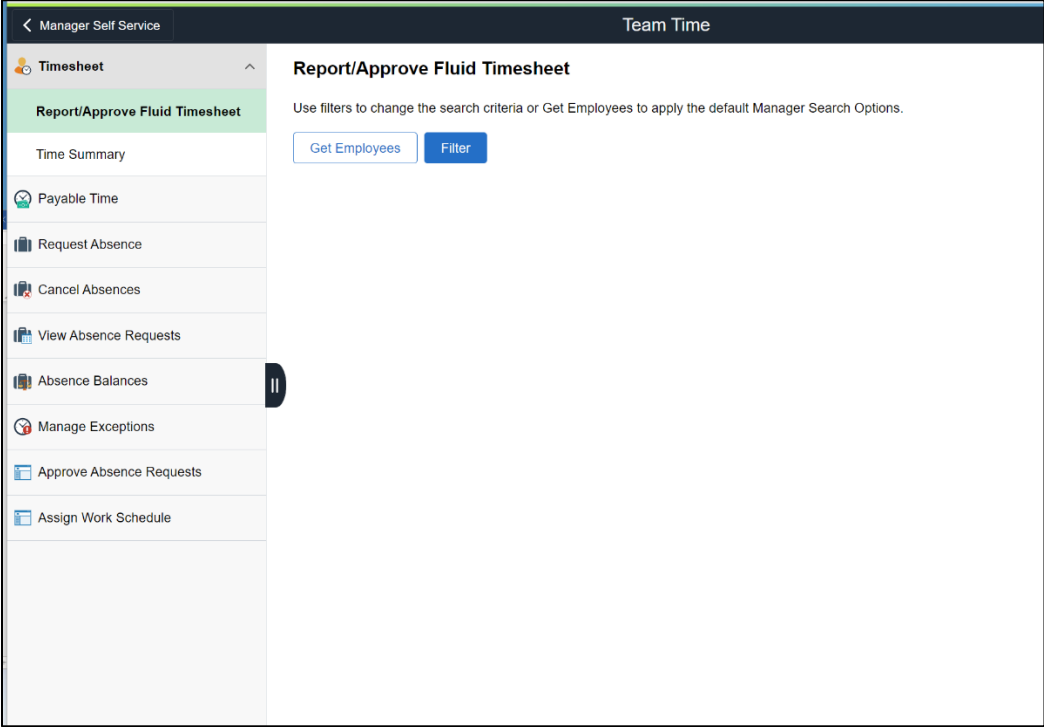
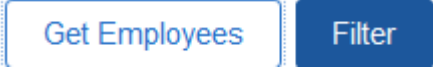
Navigation

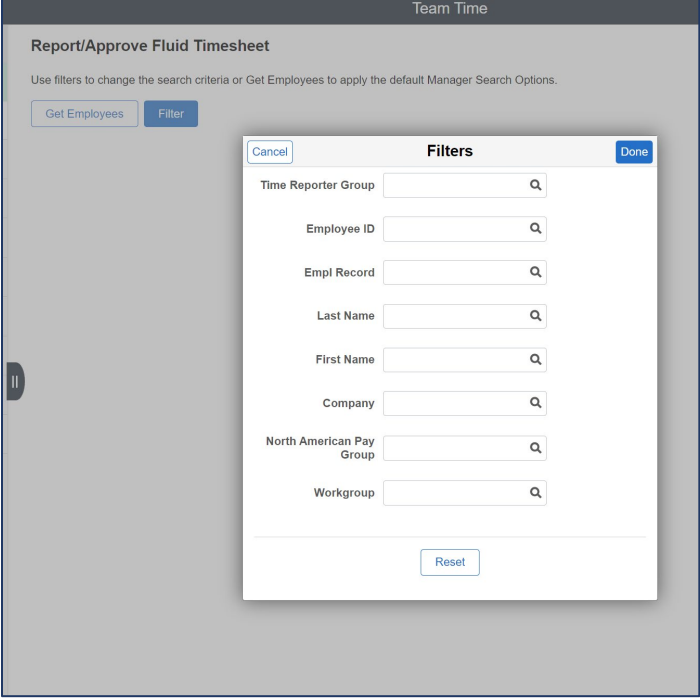

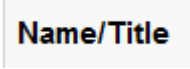
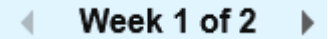
Manager Self Service > Team Time Tile > Report/Approve Fluid Timesheet > Filter


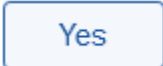
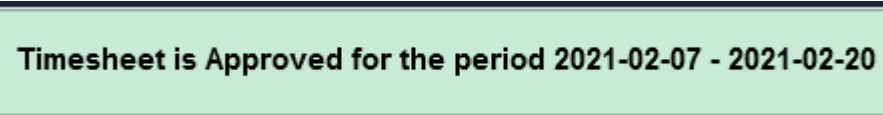
Approving an Employee's Elapsed Timesheet as a Manager



Step	Action
1.	From the Manager Self Service homepage in OneUSG Connect, click the Team Time tile. <div data-bbox="367 1562 639 1778" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>

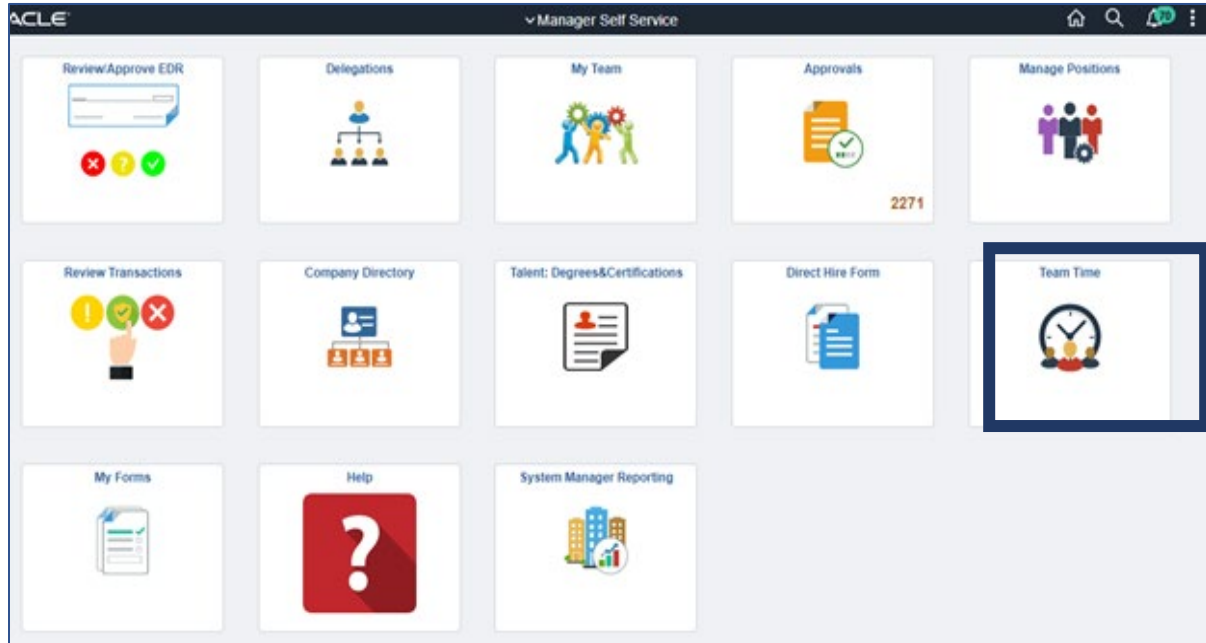
Step	Action
2.	<p>The Team Time page is displayed with options to Filter for the appropriate employee or Get (all) Employees you supervise for timesheet approval.</p>  <p>Click the Filter button.</p> 


Step	Action
3.	<p>The Filters menu is displayed.</p>  <p>Enter the appropriate information in the available search field(s).</p>
4.	From the returned results, select the appropriate employee.
5.	<p>Click the Done button.</p> 
6.	<p>The Team Time page is displayed for the selected employee(s).</p> <p>Select the appropriate employee from the Name/Time field.</p> 
7.	<p>The Weekly Timesheet for the selected employee is displayed.</p> <p>To navigate between the week(s) in the pay period, use the appropriate arrow in the Week field.</p> 

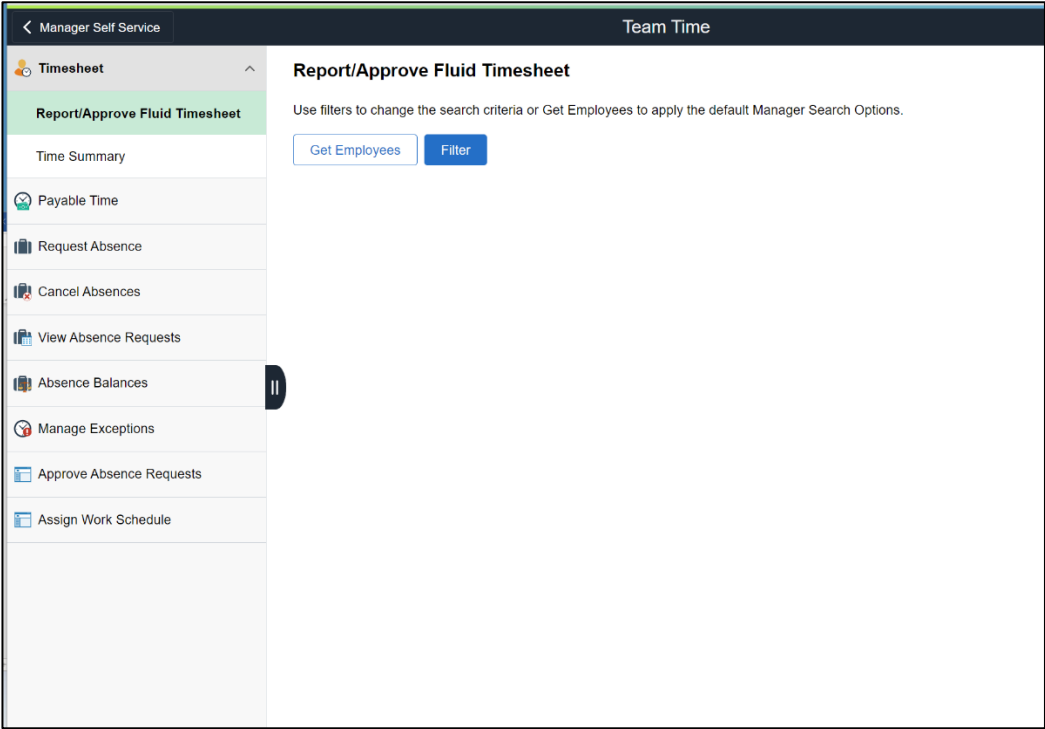
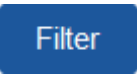
Step	Action
8.	<p>Note: Scroll if needed to view additional information.</p> <p>From the Manage Approvals field, choose the appropriate date(s) from the Date column, or click the Select All button.</p> <p>▼ Manage Approvals</p>
9.	<p>The dates to be approved are selected.</p> <p>Click the Approve button.</p> <p></p>
10.	<p>A confirmation message is displayed, asking you to confirm approval for the selected dates.</p> <p>Click the Yes button.</p> <p></p>
11.	<p>A confirmation message is displayed that the Timesheet is approved for the selected period.</p> <p></p>
12.	<p>You have completed the steps to approve an employee's elapsed timesheet, in the OneUSG Connect system.</p>

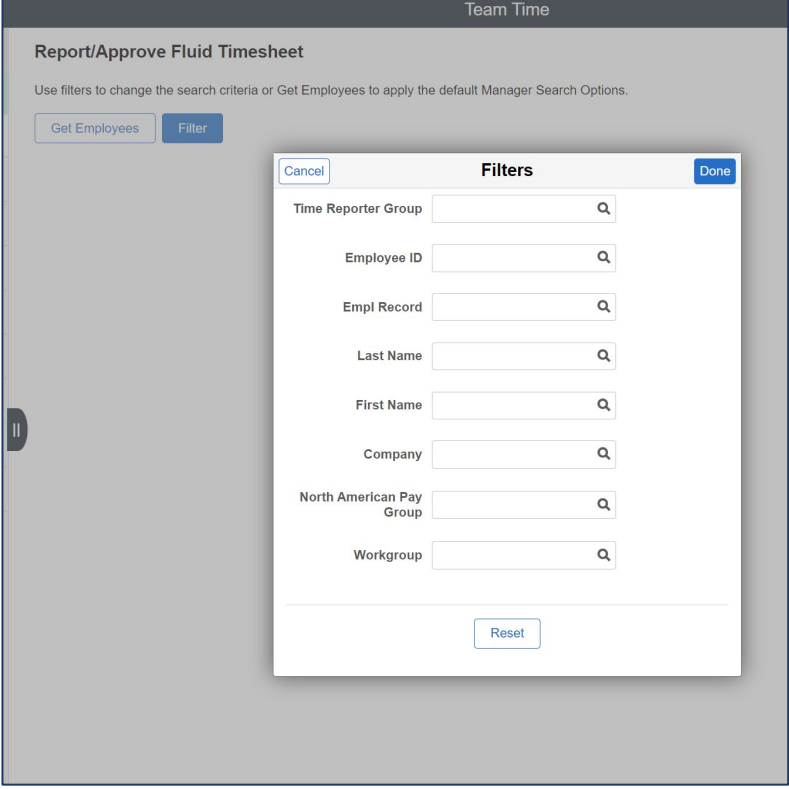



Approving an Employee's Punch Timesheet as a Manager


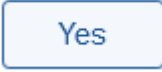
Manager Self Service > Team Time Tile > Report/Approve Fluid Timesheet > Filter



Step	Action
1.	From the Manager Self Service homepage in One USG Connect, click the Team Time tile. <div data-bbox="370 1079 641 1293" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>

Step	Action
2.	<p>The Team Page is displayed with options to search for the appropriate employee with time to approve.</p>  <p>Click the Filter button.</p> 

Step	Action
3.	<p>The Filters menu is displayed.</p>  <p>Enter the appropriate information in the available search field(s).</p>
4.	<p>Click the Done button.</p> 
5.	<p>The Team Time page is displayed with the searched employee.</p> <p>Choose the appropriate employee from the Name/Time field.</p> 
6.	<p>The Timesheet for the selected employee is displayed. If necessary, scroll to view additional information.</p>
7.	<p>To approve the selected employee's time, choose the appropriate day(s) from the Day Summary column, or click the Select All checkbox.</p> 

Step	Action
8.	Click the Approve button. 
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.