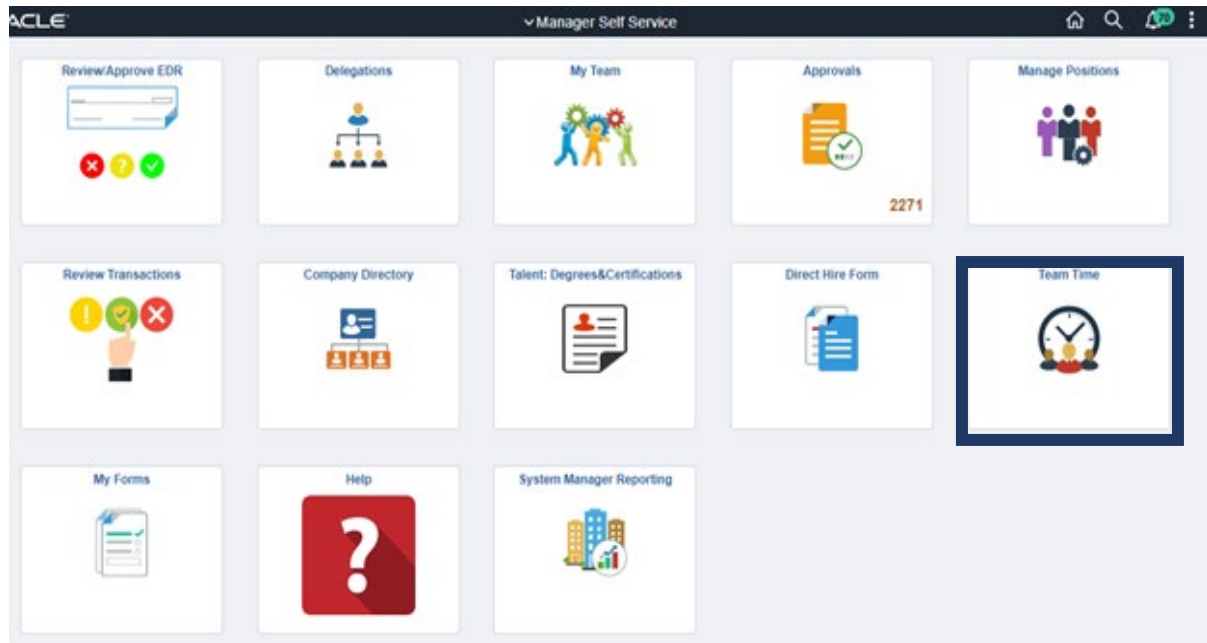



How Do I View an Employee's Payable Time as a Manager?

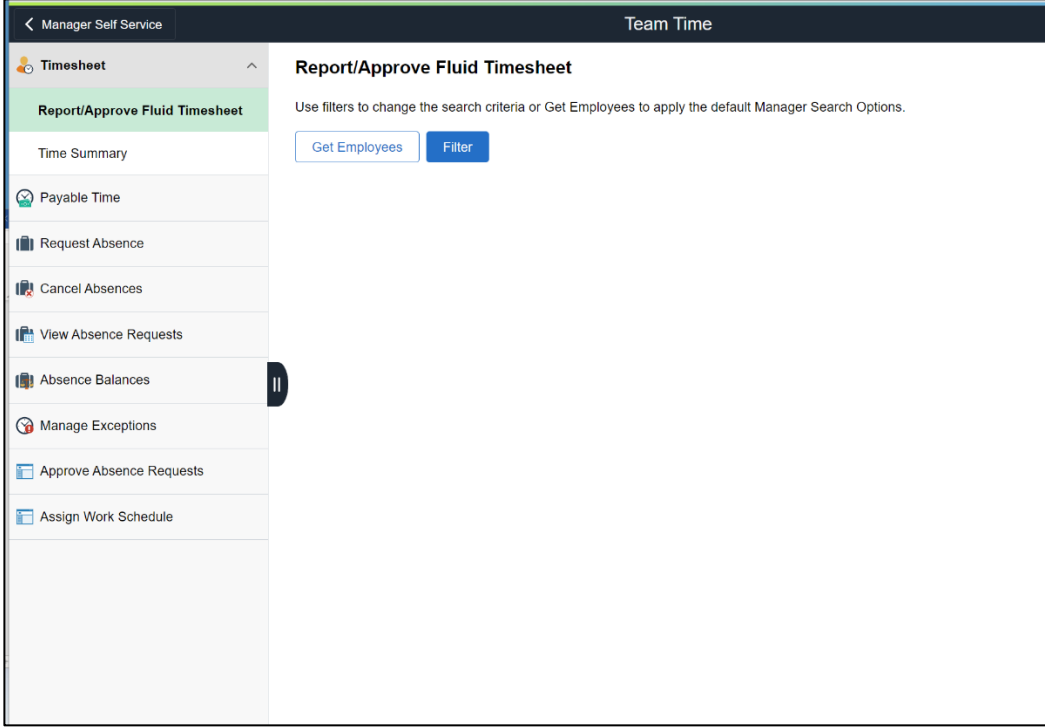
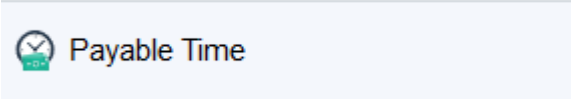
Navigation

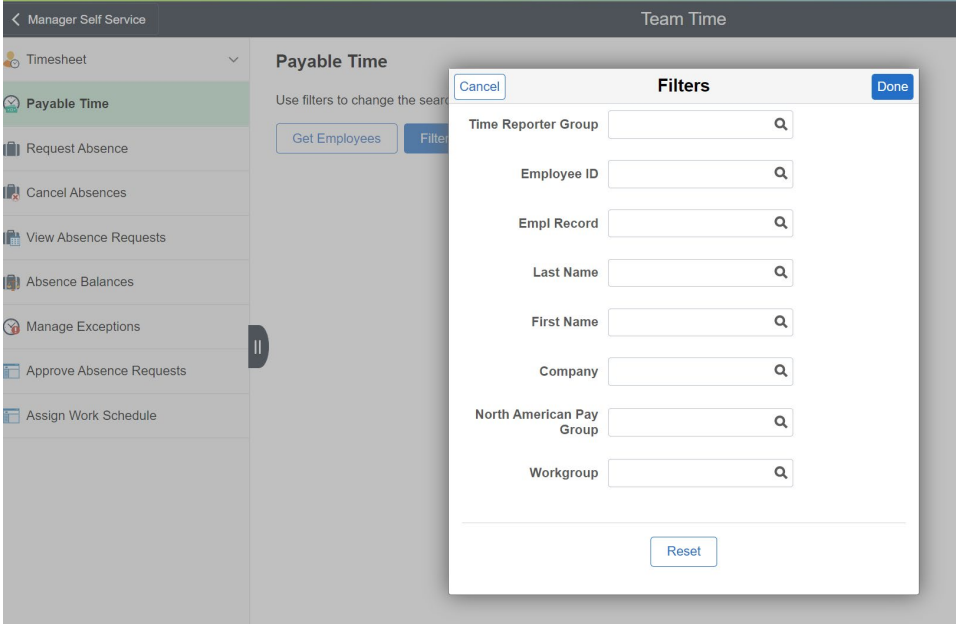

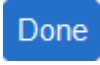


Manager Self Service > Team Time > Payable Time

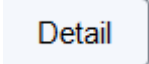


1.

Step	Action
1.	From the Manager Self Service homepage in One USG Connect, click the Team Time tile. <div data-bbox="360 1423 631 1640" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>

Step	Action
2.	<p>The Team Page is displayed.</p>  <p>Click the Payable Time link.</p> 

Step	Action
3.	<p>The Team Time Page is displayed with options to search for the appropriate employee with time to approve.</p>  <p>Click the Filter button.</p> <p>Note: The Get Employees button will return all employees under your supervision.</p> 
4.	<p>The Filters menu is displayed.</p> <p>Enter the appropriate information in the available search field(s).</p>
5.	<p>Click the Done button.</p> 
6.	<p>The Team Time page is displayed with the searched employee(s).</p> <p>Choose the appropriate employee from the Name/Time field.</p> 
7.	<p>The Payable Time Summary field for the selected employee is displayed. If necessary, click the appropriate arrow to navigate between pay periods.</p> 

Step	Action
8.	<p>The Payable Time Summary for the selected dates is displayed.</p> <p>To expand the Time Summary, click the Detail button.</p> 
9.	<p>There are three status types:</p> <p>Approved, Needs Approval, and Taken by Payroll.</p> <p>Throughout the pay period, Payable Time (which is different than Reported Time) will stay in the Needs Approval status. This status is changed to Approved, centrally, right before Payroll runs. When the time is included in the employee's paycheck, the status is changed to Taken by Payroll.</p>
10.	<p>You have successfully completed the steps to view your employee's payable time in OneUSG Connect as a supervisor.</p>