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

Manager Self Service>Team Time>Payable Time

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>From the Manager Self Service homepage in One USG Connect, click the <strong>Team Time</strong> tile.</td>
</tr>
<tr>
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<td>Action</td>
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| 2.   | The Team Page is displayed.  

![Team Time screen](image)

Click the **Payable Time** link.

![Payable Time](image)
### Step 3
The Team Time Page is displayed with options to search for the appropriate employee with time to approve.

Click the **Filter** button.

**Note:** The Get Employees button will return all employees under your supervision.

![Filter Button](image)

### Step 4
The Filters menu is displayed.

Enter the appropriate information in the available search field(s).

### Step 5
Click the **Done** button.

![Done Button](image)

### Step 6
The Team Time page is displayed with the searched employee(s).

Choose the appropriate employee from the **Name/Time** field.

![Name/Time Field](image)

### Step 7
The Payable Time Summary field for the selected employee is displayed. If necessary, click the appropriate arrow to navigate between pay periods.

```
02/07/2021 - 02/20/2021
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<td>8.</td>
<td>The Payable Time Summary for the selected dates is displayed. To expand the Time Summary, click the <strong>Detail</strong> button.</td>
</tr>
<tr>
<td>9.</td>
<td>There are three status types: <strong>Approved, Needs Approval, and Taken by Payroll.</strong> Throughout the pay period, Payable Time (which is different than Reported Time) will stay in the <strong>Needs Approval</strong> status. This status is changed to <strong>Approved</strong>, centrally, right before Payroll runs. When the time is included in the employee’s paycheck, the status is changed to <strong>Taken by Payroll.</strong></td>
</tr>
<tr>
<td>10.</td>
<td>You have successfully completed the steps to view your employee’s payable time in OneUSG Connect as a supervisor.</td>
</tr>
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