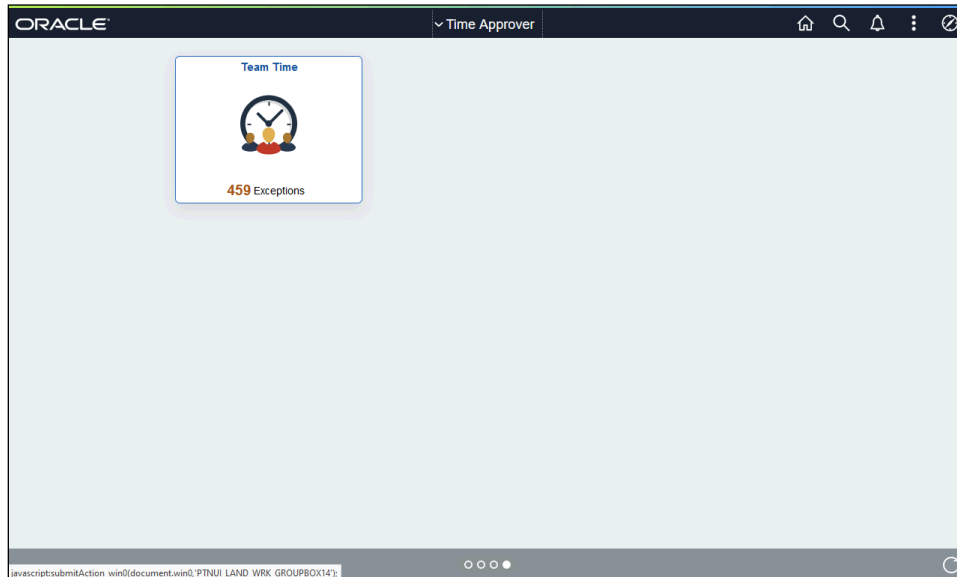




Entering Time for a Pay from Schedule Employee as a Time Approver



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



Step	Action
4.	From the returned results, select the appropriate employee. Filters
5.	The Team Time page is displayed for the searched employee. Choose the appropriate employee from the Name/Time field. Name/Title
6.	The Weekly Timesheet for the selected employee is displayed. Use the appropriate arrow to navigate between pay periods.
7.	The selected pay period is displayed. If necessary, use the appropriate arrow in the Week field to select the correct week in the pay period. ◀ Week 1 of 2 ▶
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: If you do not click the submit button, your entries on the timesheet will not save. Submit
11.	The entered time is displayed with the Needs Approval Reported Status in the Manage Approvals section. ▼ Manage Approvals
12.	You have completed the steps to enter time for a "Pay from Schedule" employee in OneUSG Connect. End of Procedure.