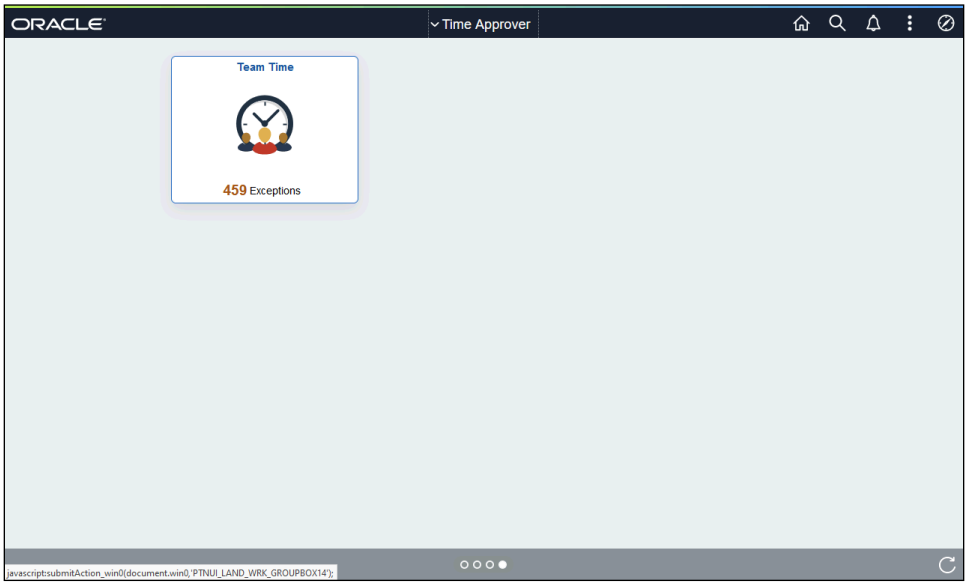
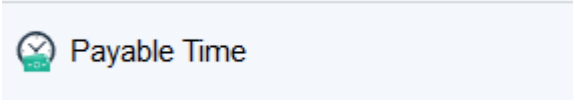
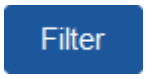
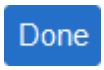
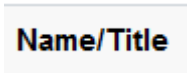
Viewing an Employee's Payable Time as a Time Approver



Step	Action
1.	From the Time Approver Self Service homepage in OneUSG Connect, click the **Team Time** tile. Team Time
2.	The Team Page is displayed. Click the **Payable Time** link. 

Step	Action
3.	The Team 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. 
4.	The Filters menu is displayed. Enter the appropriate information in the available search field(s).
5.	Click the **Done** button. 
6.	The Team Time page is displayed with the searched employee(s). Choose the appropriate employee from the **Name/Time** field. 
7.	The Payable Time Summary field for the selected employee is displayed. If necessary, click the appropriate arrow to navigate between pay periods.
8.	The Payable Time Summary for the selected dates is displayed. To expand the Time Summary, click the **Detail** button.
9.	There are three status types: **Approved, Needs Approval, and Taken by Payroll.** 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**.
10.	**End of Procedure.**