How Do I Approve Time?

Managers are required to approve all non-exempt employees' reported time in order for OneUSG Connect to process it into payable time. There are two options for approving non-exempt employees' reported time. Use either option to approve reported time.

**Option #1: Team Time Tile**

1. Log into OneUSG Connect.
2. On the Manager Self Service page, click the Team Time tile.
3. Click Report Time.
4. To see a list of all of your employees, click the Get Employees button.
5. The Time Summary displays the employees' reported hours, hours to be approved and scheduled hours. To approve an employee's time, select the employee’s LastName link.
6. Click in the Select box to select individual days or click the Select All button.
7. Take the appropriate approval action:
   a. To approve selected lines, click Approve.
   b. To deny selected lines, click Deny.
   c. To send a line back to an employee, click Push Back.
   d. Denied and pushed back time entries are not available to become payable time. The employee may delete the erroneous entry and resubmit if applicable. You may then approve the resubmitted time.
8. Click Yes to confirm your action.
9. Click OK on the confirmation page.
10. The **Reported Time Status** shows the status of each day’s time entry. To select another employee, click **Next Employee** (in the **Select Another Timesheet** box) or click **Return to Select Employee**.

### Option #2: Navigator

1. Log into OneUSG Connect.
2. Click the **Navigator** icon in the upper right corner.
3. Click **Navigator** in the NavBar menu.
4. Click **Manager Self Service**.
5. Click **Time Management**.
6. Click **Approve Time and Exceptions**.
7. Click **Reported Time**.
8. To retrieve all of your employees who have time available to approve, click the **Get Employees** button. This option only displays employees who have time available to approve. If you have already approved an employee’s time or if an employee has not reported their time yet, you will not see their time summary on this page. Use Option #1 to see all employees.
9. To approve an employee’s time, select the employee’s **LastName** link.
10. Click in the **Select** box to select individual days or click the **Select All** button.
11. Take the appropriate approval action:
   a. To approve selected lines, click **Approve**.
   b. To deny selected lines, click **Deny**.
   c. To send a line back to an employee, click **Push Back**.
   d. Denied and pushed back time entries are not available to become payable time. The employee may delete the erroneous entry and resubmit if applicable. You may then approve the resubmitted time.
12. Click **Yes** to confirm your action.
13. Click **OK** on the confirmation page.
14. The **Reported Time Status** shows the status of each day’s time entry. To select another employee, click **Next Employee** (in the **Select Another Timesheet** box) or click **Return to Select Employee**.