OneUSG Connect Job Aid

Viewing Approved Time and/or Absence using the Elapsed Timesheet (Employee)

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<th>Step</th>
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<td>1.</td>
<td>Login to:</td>
<td>• OneUSG Connect</td>
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| 2.   | Select: | • Employee Self Service  
      |       | • Select the **Time and Absence** tile |
| 3.   | Select: | • **Weekly Timesheet** |

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**Employee Self Service**

- **Weekly Timesheet**
- **Exceptions**
- **Payable Time Summary**
- **Payable Time Detail**
- **Time and Labor Launch Pad**
Confirming Payable Time Approval on the Timesheet

4. Select: Change View By option to Calendar Period.

5. Select: Click the Payable Time tab on your timesheet.

6. View: You can now see each individual day worked in the Date column. The Payable Status column will show each time entry and that status of those entries. If the Payable Status shows as Approved, your manager has approved your time.
Confirming Absence Approval on the Timesheet

7. Select: Change View By option to Calendar Period.

8. Select: Click the Absence tab on your timesheet.

9. View: You can now see each individual day worked in the Date column. The Status column will show each time entry and that status of those entries. If the Status shows as Approved, your manager has approved your absence event on the timesheet.

How to View Your Reported Time Summary

10. Select: Change View By option to Calendar Period.

11. Select: Click the Summary tab on your timesheet.
12. View: Here, you can see your Reported Time Summary for hours worked, absence event, and total reported hours. This is helpful when you need an overview of all hours worked and any absences logged for that time period.

![Reported Time Summary Table]

13. Complete the Task and Sign Out of Application

14. Select: ● If finished working in the system, sign out of the application by clicking the Action List icon on the NavBar.

![Action List Icon]

15. Select: ● Click the Sign Out option in the listing.

![Sign Out Option]