How Do I View an Employee’s Weekly Reported and Scheduled Time?

**Navigation**

1. Log into OneUSG Connect.
2. From Manager Self Service, click the Team Time tile.
3. Select Monthly Time Calendar.
4. Above the View Criteria section, click the Weekly Time Calendar link.
5. In the Employee Selection criteria section, enter the Name or Employee ID of the employee you wish to view and click the Get Employees button. To retrieve all of your employees, leave all fields blank in the section and click the Get Employees button.
6. In the View Criteria section:
   a. Update the Week Off field by using the Calendar icon to select another week if needed. You can also use the Previous Week and Next Week icons.
   b. To limit hours you are viewing, update the Start Time and End Time fields using the drop downs. This is helpful if you are viewing employees who use punch time.
   c. In the Reported or Payable Hours section, select the type of hours you wish to view.
   d. In the Display Options, ensure Show Schedule is selected.
   e. Click the Refresh View button.
7. Review the resulting details in the Weekly Time Calendar. The legend explains the shadings for each entry. To see the details of reported or worked time, click the link for that day.