How Do I Adjust an Employee's Timesheet for Mid-Period Changes as a Time Approver? (MSS Job Aid)
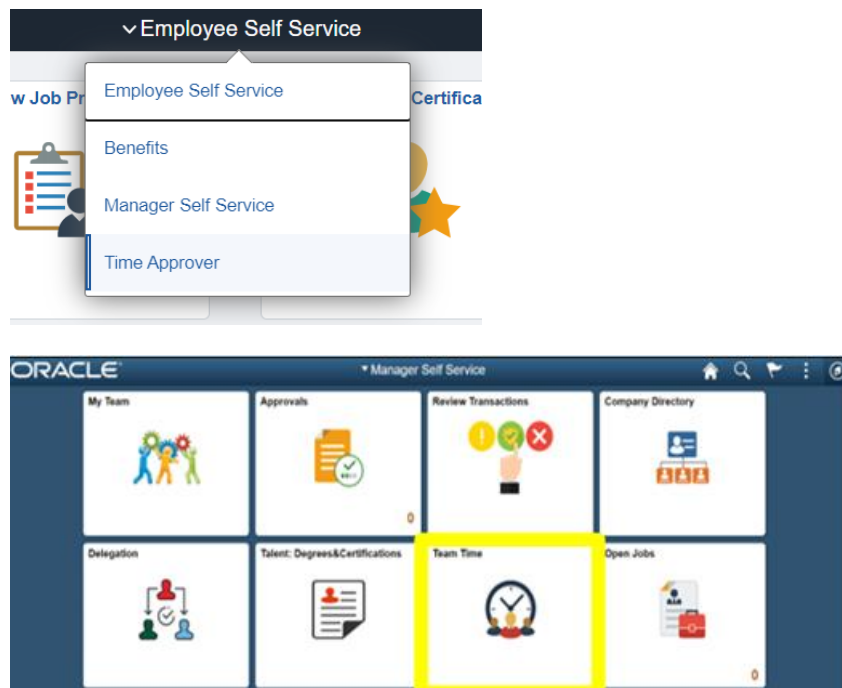
Introduction

This job aid will review how to adjust an employee's timesheet for Mid-Period Changes.

Instructions

1. Log into **OneUSG Connect**.

2. Click the **Team Time** tile on the **Time Approver** homepage.

   Navigation:
   Time Approver> Team Time

3. Select **Report/Approve Fluid Timesheet**.

4. Click on [Filter] to search by specific filter options such as Time Reporter Group, Employee Name, Employee ID, etc and click **Done**. To search for all employees click on **Get Employees** – by selecting this option it will populate all employees assigned to you.

5. Click on the Date Range and choose the new effective begin date to mirror the date the mid-period change was made on.

6. Access is then allowed to the Time Entry fields.

7. When all timesheet edits are complete, select the **Submit** button to submit the timesheet.

- The time is submitted to the approval workflow, and a confirmation message is displayed at the top of the page.

Timesheet is Submitted for the period 2021-03-10 - 2021-03-16

8. After the timesheet is submitted it is important to make sure to **Approve** so it is properly processed on the next payroll processing cycle.