

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

Introduction

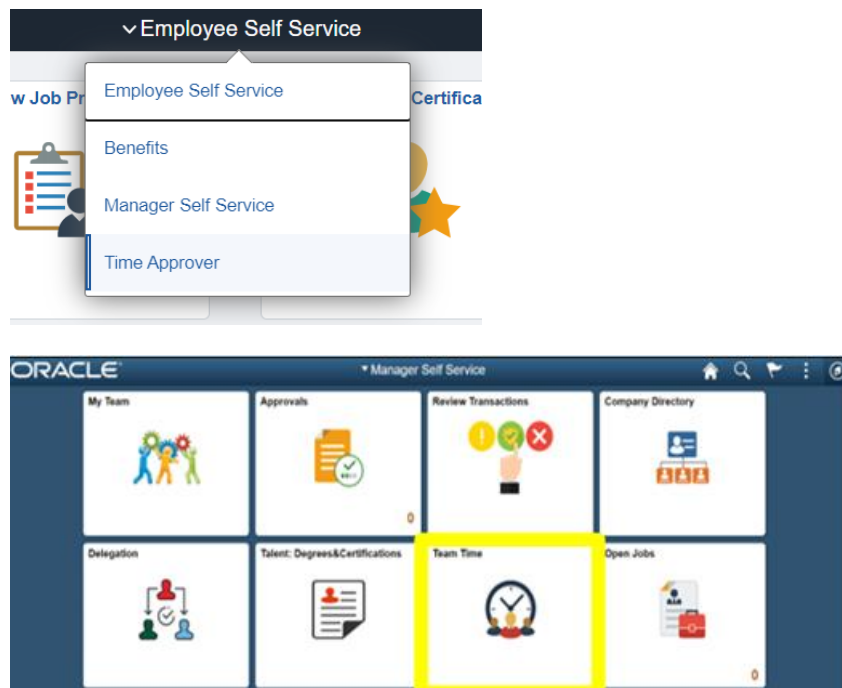
This job aid will review how to adjust an employee's timesheet for Mid-Period Changes.

Instructions

1. Log into **OneUSG Connect**.
2. Click the **Team Time** tile on the **Time Approver** homepage.

Navigation:

Time Approver > Team Time



OneUSG Connect HREL 6.22 DRAFT Job Aid

Team Time

Weekly Timesheet
Job Details 1062424 - LAF-Public Safety

Corporal
[Return to Select Employee](#)
- 1

Earliest Change Date 11/15/2020

*View By Week

7 March - 13 March 2021
Weekly
Scheduled 36.00 | Reported 0 Hours | Combined Hours 0.00 Hours

[View Legend](#)

*Time Reporting Code

8-Monday	9-Tuesday	10-Wednesday	11-Thursday	12-Friday	13-Saturday	13-Saturday
Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 12 Reported 0	Scheduled 12 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0

Comments

[Submit](#)

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

Weekly Timesheet
Job Details 1601000 - Athletics-Administration

Part Time Athletics Tech/Para
[Return to Select Employee](#)
0247283 - 0

Earliest Change Date 11/15/2020

*View By Week

10 March - 16 March 2021
Weekly
Scheduled 19.00 | Reported 0 Hours | Combined Hours 0.00 Hours | Unapproved Time 0.00

[View Legend](#)

*Time Reporting Code

10-Wednesday	11-Thursday	12-Friday	13-Saturday	14-Sunday	15-Monday	16-Tuesday
Scheduled 3.8 Reported 0	Scheduled 3.8 Reported 0	Scheduled 3.8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 3.8 Reported 0	Scheduled 3.8 Reported 0

Comments

[Submit](#)

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.