

# How Do I Approve Time For An Employee as a Time Approver?

## Introduction

This job aid provides steps to approve time for an employee as a Time and Absence Approver.

In OneUSG Connect, online timesheet employees can edit and submit their reported hours as many times as needed throughout the pay period, up until the payroll deadline.

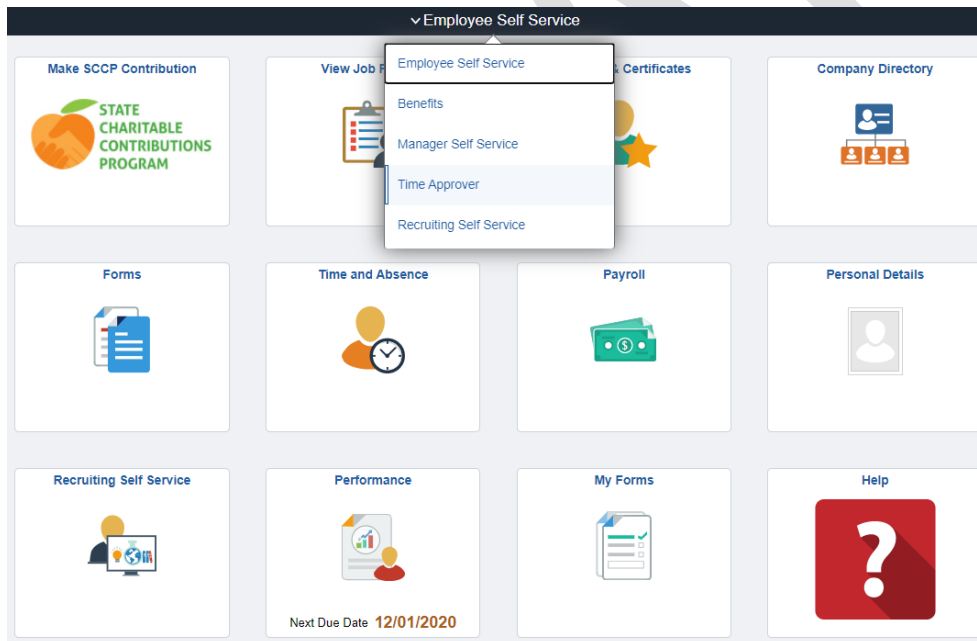
Managers (and Time Approvers) are able to edit and approve reported hours as many times as needed throughout the pay period, up until the payroll deadline.

## Instructions

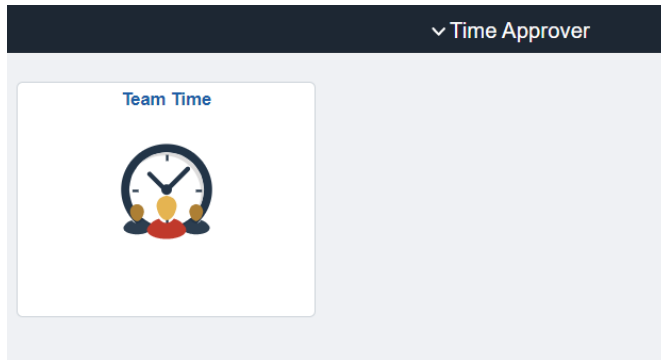
### Approving an Employee's Elapsed Timesheet

Navigation: Time Approver > Team Time

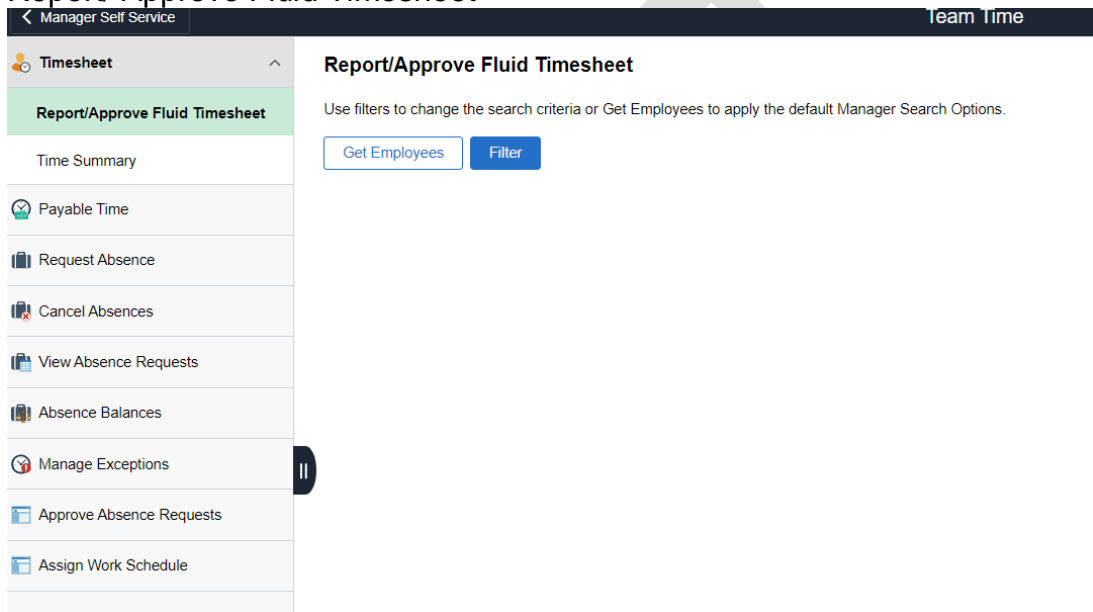
1. Log into **OneUSG Connect**



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



### 3. 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.

# OneUSG Connect HREL 6.22 DRAFT Job Aid

[Cancel](#)

**Filters**

[Done](#)

Time Reporter Group

Employee ID

Empl Record

Last Name

First Name

Job Code

Department

Company

North American Pay Group

Workgroup

## 5. The Timesheet for the selected employee is displayed.

**Weekly Timesheet**  
Job Details 1007074 - HHS-Health Promotion & Phy Ed.

Office Manager  
[Return to Select Employee](#)  
0

[Previous](#) [Next](#)

Earliest Change Date: 03/07/2021

\*View By: [Calendar Period](#)

[View Legend](#)

7 March - 20 March 2021

Scheduled: 88.00 | Reported: 16.00 Hours | Combined Hours: 16.00 Hours | Unapproved Time: 16.00

[Submit](#)

Week 1 of 2

Scheduled: 40.00 | Reported: 16.00 Hours | Unapproved Time: 8.00

\*Time Reporting Code

DOREG - Regular

7-Sunday

8-Monday

9-Tuesday

10-Wednesday

11-Thursday

12-Friday

13-Saturday

Scheduled OFF  
Reported: 0

Scheduled: 8  
Reported: 8

Scheduled: 8  
Reported: 0

Scheduled: 8  
Reported: 8

Scheduled: 8  
Reported: 0

Scheduled: 8  
Reported: 0

Scheduled OFF  
Reported: 0

8.00

8.00

Comments

[Manage Approvals](#)

☐ Select All

[Approve](#)

Date	Reported Status	Total TRC	Description	Scheduled Work Hours
<input type="checkbox"/> 03/08/2021	<a href="#">Needs Approval</a>	8.00 DOREG	Regular	8.00
<input type="checkbox"/> 03/19/2021	<a href="#">Needs Approval</a>	8.00 DOREG	Regular	8.00

# OneUSG Connect HREL 6.22 DRAFT Job Aid

- To view prior dates click on the Date Range displayed at the above of the Timesheet and a calendar will appear to allow for specific date selection.

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

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	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0
Reported	0	0	0	0	0	0	0

Comments

Submit

- Navigate to the bottom of the Timesheet and review the Manage Approvals section
- Choose the appropriate day(s) from the Day Summary column, or click the **Select All** checkbox ☐.
- Click [Approve](#).
- Confirmation page appears.

Are you sure you want to approve the time selected?  
Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

Yes No

- Click Yes and the status flips to Approved.

**Weekly Timesheet**  
Job Details 1007074 - HRIS-Health Promotion & Phy Ed

Office Manager  
[Return to Select Employee](#)  
- 0

Earliest Change Date 03/07/2021

\*View By Calendar Period

7 March - 20 March 2021

Scheduled 80.00 | Reported 16 Hours | Combined Hours 16.00 Hours | Unapproved Time 8.00

View Legend

\*Time Reporting Code

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

Comments

Submit

**Manage Approvals**

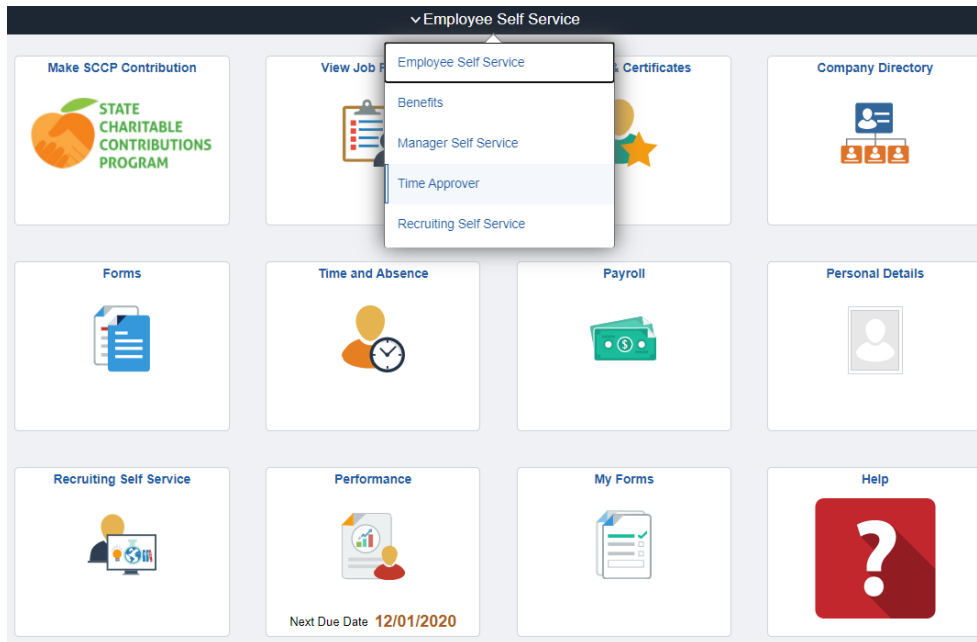
☐ Select All [Approve](#)

Date	Reported Status	Total TRC	Description	Scheduled Work Hours
03/08/2021	Approved	8.00 00REG	Regular	8.00
03/10/2021	Needs Approval	8.00 00REG	Regular	8.00

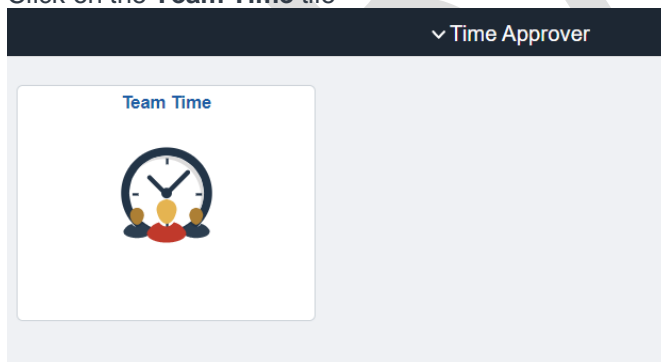
## Approving an Employee's Punch Timesheet

Navigation: Time Approver > Team Time

### 1. Log into **OneUSG Connect**



### 2. Click on the **Team Time** tile



## 3. Report/ Approve Fluid Timesheet

**Manager Self Service** **Team Time**

**Timesheet**

**Report/Approve Fluid Timesheet**

Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.

[Get Employees](#) [Filter](#)

Time Summary

Payable Time

Request Absence

Cancel Absences

View Absence Requests

Absence Balances

Manage Exceptions

Approve Absence Requests

Assign Work Schedule

- 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.

[Cancel](#) **Filters** [Done](#)

Time Reporter Group

Employee ID

Empl Record

Last Name

First Name

Job Code

Department

Company

North American Pay Group

Workgroup

# OneUSG Connect HREL 6.22 DRAFT Job Aid

5. The Timesheet for the selected employee is displayed. If necessary, scroll to view additional information.

Weekly Timesheet

Job Details 1270005 - ATH-Athletics Administration  
Earliest Change Date 03/07/2021

Student Assistant  
Return to Select Employee

PreviousNext

\*View ByCalendar Period

7 March - 20 March 2021  
EliWeekly Period: P5 Delivered  
Scheduled 38.00 | Reported 5.50 Hours | Combined Hours 5.50 HourUnapproved Time 5.50

View Legend

Select All

Approve

	Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status
07	Sunday								
Mar	Reported 0.00 / Scheduled OFF								New
08	Monday								
Mar	Reported 5.50 / Scheduled 3.00	8:00:00AM	10:30:00AM	10:30:00AM	2:00:00PM				Needs Approval

6. Choose the appropriate day(s) from the Day Summary column, or click the **Select All** checkbox ☐.
7. Click .
8. Confirmation page appears.

Are you sure you want to approve the time selected?  
Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

Yes
No

Click Yes and the status flips to Approved.

### Weekly Timesheet

Job Details 1270000 - ATH-Athletics Administration  
Earliest Change Date 02/21/2021

Student Assistant  
[Return to Select Employee](#)

[< Previous](#)
[Next >](#)

\*View By: Calendar Period ▼

<
**7 March - 20 March 2021**
>

BI Weekly Period: PS Delivered  
Scheduled: 38.00 | Reported: 5.50 Hours | Combined Hours: 5.50 Hours | Unapproved Time: 0.00

[Clear](#) [Submit](#)

Day Summary		In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status
<b>07</b>	Sunday								
	Mar	Reported 0.00 / Scheduled OFF							
<b>08</b>	Monday								
	Mar	8:00:00AM	10:00:00AM	10:30:00AM	2:00:00PM				Approved + -
<b>09</b>	Tuesday								
	Mar	Reported 0.00 / Scheduled 3.00							

9. Click Yes and the status flips to Approved.