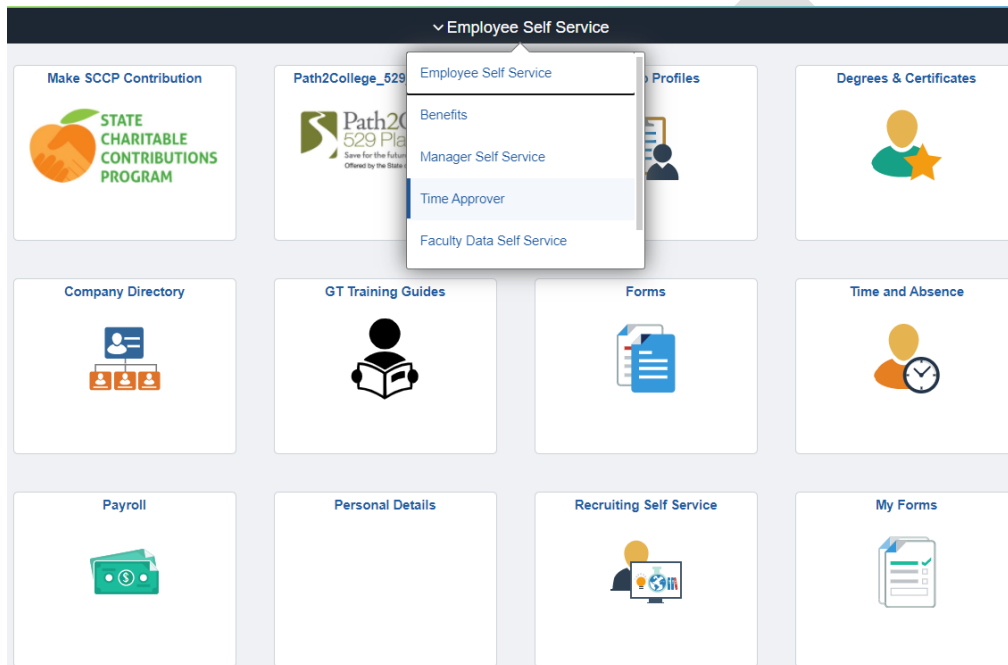


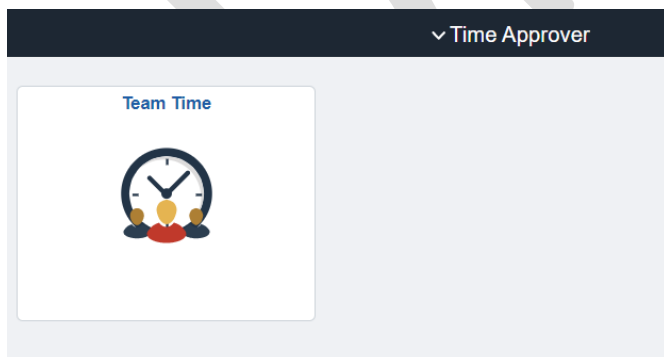
How Do I Enter Time for My Employees as a Time Approver?

Entering Time for an Elapsed Time Employee as a Time Approver

1. Time Approver > Team Time Tile



2. Team Time Tile



OneUSG Connect HREL 6.22 DRAFT Job Aid

The Team Time Page is displayed with options to search for the appropriate employee(s).

The screenshot shows the 'Team Time' page in the OneUSG Connect HREL 6.22 DRAFT Job Aid. The page has a dark blue header with a back arrow and 'Manager Self Service' on the left, and 'Team Time' on the right. Below the header, there is a sidebar on the left with a 'Timesheet' icon and a list of options: 'Report/Approve Fluid Timesheet' (highlighted in green), 'Time Summary', 'Payable Time', 'Request Absence', 'Cancel Absences', 'View Absence Requests', 'Absence Balances', 'Manage Exceptions', 'Approve Absence Requests', and 'Assign Work Schedule'. The main content area is titled 'Report/Approve Fluid Timesheet' and contains the text 'Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.' Below this text are two buttons: 'Get Employees' and 'Filter'.

3. 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.

The screenshot shows the 'Filters' dialog box in the OneUSG Connect HREL 6.22 DRAFT Job Aid. The dialog box has a 'Cancel' button on the top left and a 'Done' button on the top right. It contains a list of filter options, each with a search icon: 'Time Reporter Group', 'Employee ID', 'Empl Record', 'Last Name', 'First Name', 'Job Code', 'Department', 'Company', 'North American Pay Group', and 'Workgroup'.

OneUSG Connect HREL 6.22 DRAFT Job Aid

The Timesheet page is displayed.

Earliest Change Date 11/15/2020

*View By Calendar Period

7 March - 20 March 2021
BiWeekly Period- PS Delivered
Scheduled 38.00 | Reported 7.6 Hours | Combined Hours 7.60 Hours | Unapproved Time 7.60

[View Legend](#) [Submit](#)

Week 1 of 2
Scheduled 19.00 | Reported 7.60 Hours | Unapproved Time 0.00

*Time Reporting Code	7-Sunday	8-Monday	9-Tuesday	10-Wednesday	11-Thursday	12-Friday	13-Saturday
<div>Scheduled OFF Reported 0</div>	<div>Scheduled 3.8 Reported 3.8</div>	<div>Scheduled 3.8 Reported 3.8</div>	<div>Scheduled 3.8 Reported 0</div>	<div>Scheduled 3.8 Reported 0</div>	<div>Scheduled 3.8 Reported 0</div>	<div>Scheduled 3.8 Reported 0</div>	<div>Scheduled OFF Reported 0</div>
<div>00REG - Regular</div>	<div>3.80</div>	<div>3.80</div>					
Comments							

▼ **Manage Approvals**

☐ Select All [Approve](#)

Date	Reported Status	Total	TRC	Description	Scheduled Work Hours
<input type="checkbox"/> 03/08/2021	Needs Approval	3.80	00REG	Regular	3.80
<input type="checkbox"/> 03/09/2021	Needs Approval	3.80	00REG	Regular	3.80

4. Enter hours and select the appropriate Time Reporting Code (TRC).

5. Click on the [Submit](#) button.

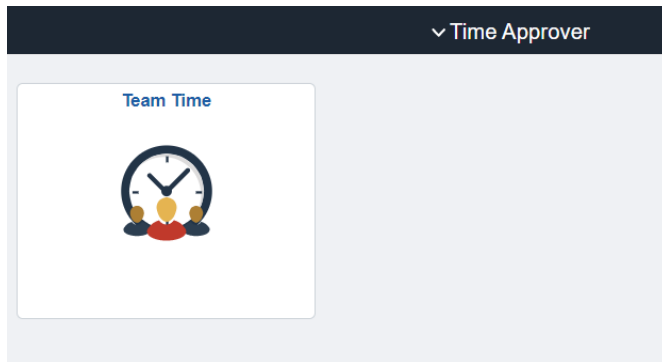
- The time is submitted to the approval workflow, and a confirmation message is displayed at the top of the page.

Timesheet is Submitted for the period 2021-03-07 - 2021-03-20

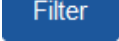
NOTE: After the timesheet is submitted it is important to make sure to Approve so it is properly processed on the next payroll processing cycle

Entering Time for Punch Time Employee as a Time Approver

1. Time Approver> Team Time Tile



The Team Time Page is displayed with options to search for the appropriate employee(s).

2. Click on  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.

A screenshot of a 'Filters' dialog box. It has a 'Cancel' button on the top left and a 'Done' button on the top right. The dialog contains a list of search criteria, each with a text input field and a magnifying glass icon to its right. The criteria are: Time Reporter Group, Employee ID, Empl Record, Last Name, First Name, Job Code, Department, Company, North American Pay Group, and Workgroup. A large, light gray 'DRAFT' watermark is oriented diagonally across the background of the image.

< Manager Self Service
Team Time

Timesheet

^

Report/Approve Fluid Timesheet

Time Summary

Payable Time

Request Absence

Cancel Absences

View Absence Requests

Absence Balances

Manage Exceptions

Approve Absence Requests

Assign Work Schedule

Report/Approve Fluid Timesheet

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

Get Employees

Filter

- 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

Calendar

March

2021

S M T W T F S

1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30 31

Current Date

Next

Submit

OneUSG Connect HREL 6.22 DRAFT Job Aid

The Weekly Timesheet page is displayed.

*View By Week

7 March - 13 March 2021

Weekly

Scheduled 19.50 | Reported 6.50 Hours | Combined Hours 6.50 Hours | Unapproved Time 6.50

[View Legend](#) [Clear](#) [Submit](#)

☐ Select All [Approve](#)

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status
07 Sunday Mar Reported 6.50 / Scheduled OFF	<input type="checkbox"/> 1:00:00PM	4:00:00PM	4:30:00PM	8:00:00PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	Needs Approval

Note: You can enter time with a colon and AM/PM or use military time.

4. Enter the punch times accordingly
 - Enter the employee's arrival time in the **In** field.
 - If the employee took a meal break, enter the **Out** time for meals in the **Lunch** field.
 - Enter the return time from lunch in the **In** field.
 - At the end of shift, enter the time in the **Out** field.

Note: The Time Reporting Code can be left blank

Enter appropriate information for additional date(s) in the time entry fields as needed.

5. Click the [Submit](#) button once all time information is entered.
 - The time is submitted to the approval workflow, and a confirmation message is displayed.

Timesheet is Submitted for the period 2021-03-07 - 2021-03-20

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