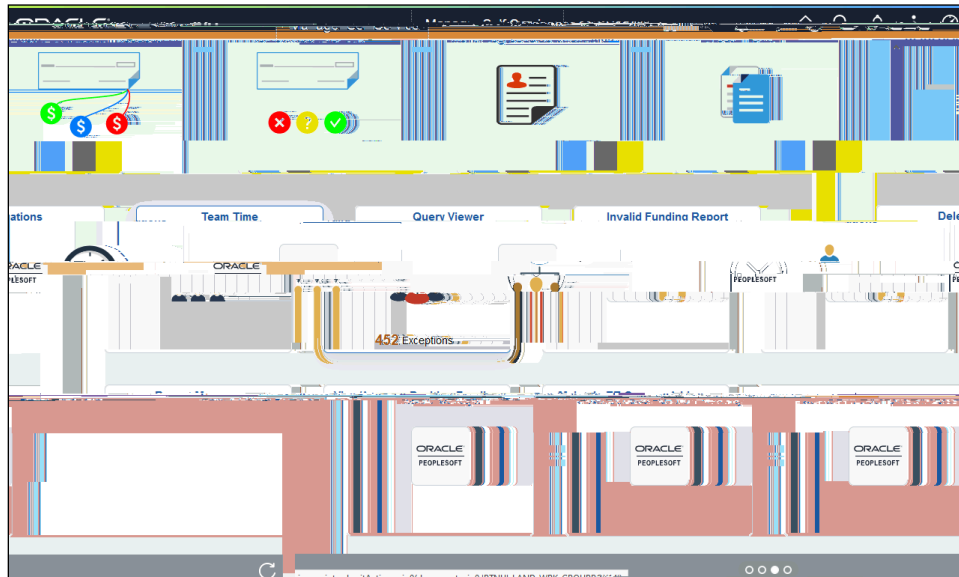
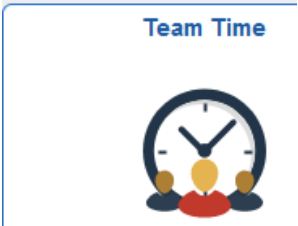

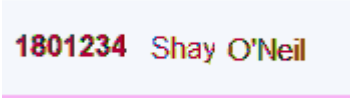


Approving an Employee's Punch Timesheet as a Supervisor



Step	Action
1.	From the Manager Self Service homepage in One USG Connect, click the Team Time tile. 
2.	The Team Page is displayed with options to search for the appropriate employee time to approve. Click the Filter button. 
3.	The Filters menu is displayed. Enter the appropriate information in the available search field(s).
4.	From the returned results, select the appropriate employee. 



Step	Action
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