

Entering Time For an Employee as a Time and Absence Approver (TA Job Aid)

Introduction

This job aid will review how to enter time for an employee as a Time and Absence Approver.

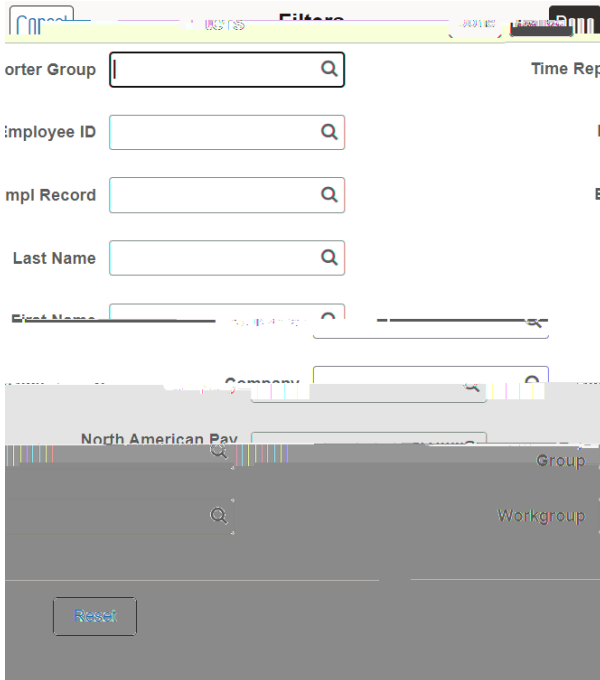
Instructions

Entering Time for an Elapsed Time Employee

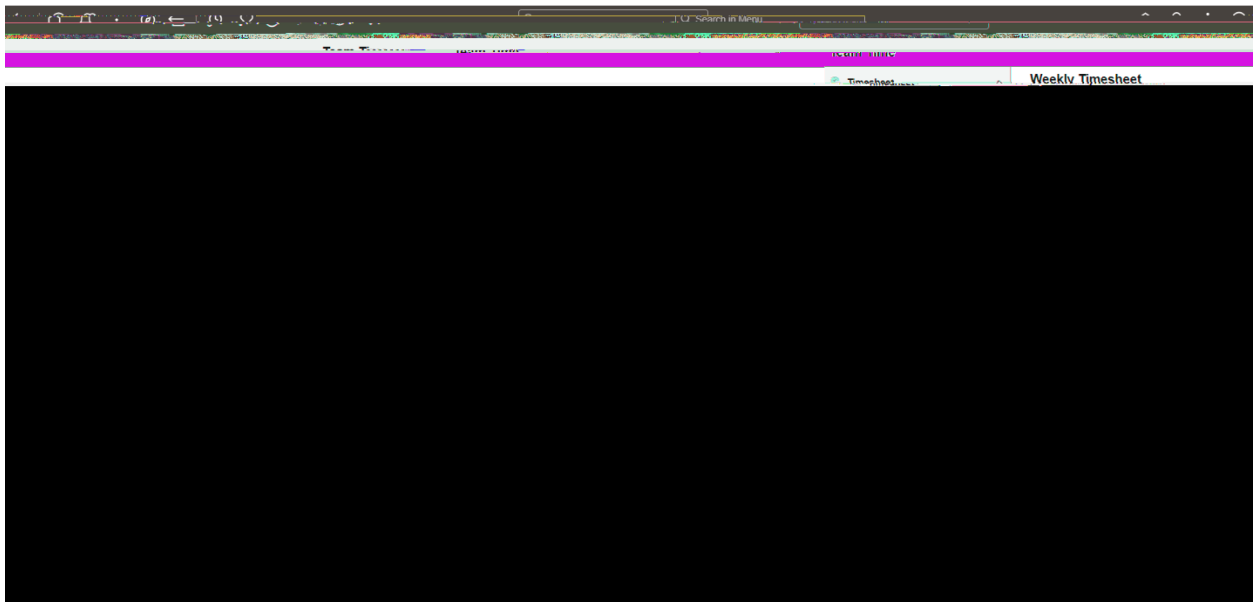
1. Log into OneUSG Connect .

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

4. Click on



The Timesheet page is displayed.



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

6. Click the button.
7. The time is submitted to the approval workflow, and a confirmation message is displayed at the top of the page.

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

1. Log into OneUSG Connect .

Navigation:

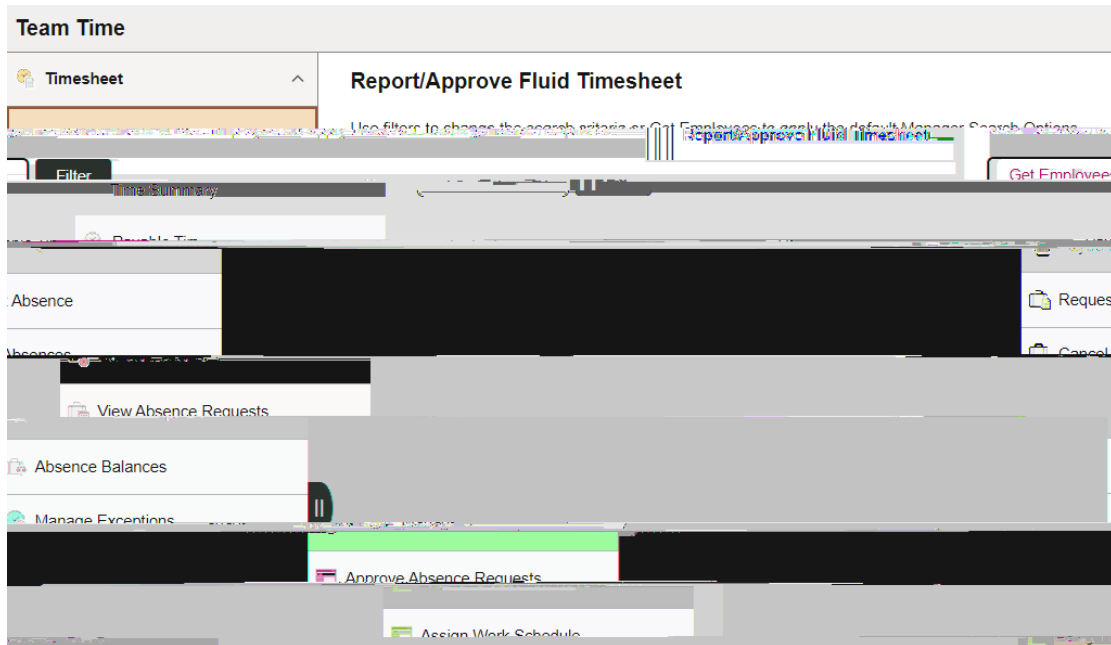
Employee Self Service > Time Approver > Team Time Tile

2. Click on Employee Self Service

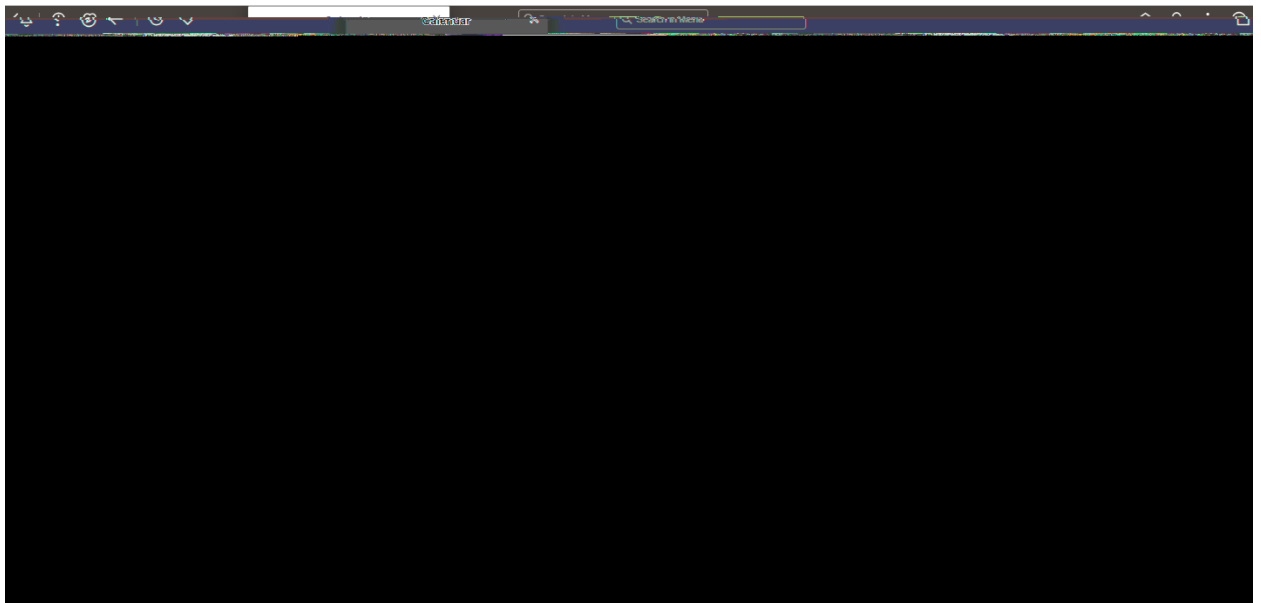
3. From Time Approver , click the Team Time Tile.

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

4. Click on _____ to search by specific filter options such as Time Reporter Group, Employee Name, Employee ID, etc. and click Done



5. To view for a specific date range. Click on the date and the calendar window appears.



The Weekly Timesheet page is displayed.

Timesheet is Submitted for the period 2024-02-26 - 2024-03-27

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.