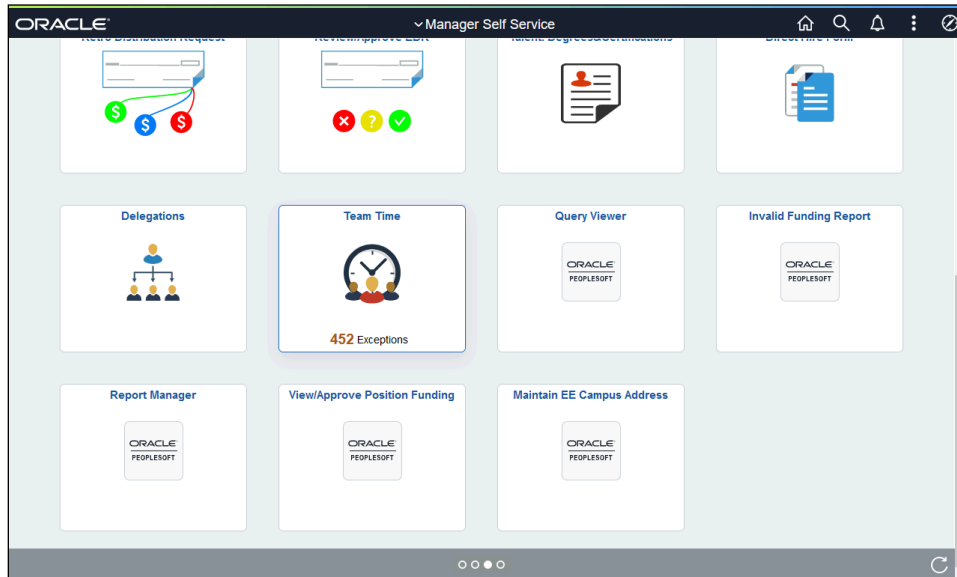






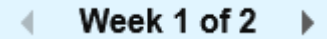



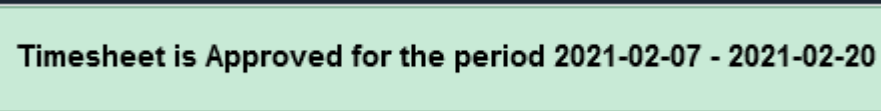


## Approving an Employee's Elapsed Timesheet as a Supervisor



Step	Action
1.	<p>From the Manager Self Service homepage in OneUSG Connect, click the <b>Team Time</b> tile.</p> 
2.	<p>The Team Time page is displayed with options to Filter for the appropriate employee or Get (all) Employees you supervise for timesheet approval.</p> <p>Click the <b>Filter</b> button.</p> 
3.	<p>The Filters menu is displayed.</p> <p>Enter the appropriate information in the available search field(s).</p>



Step	Action
4.	From the returned results, select the appropriate employee.
5.	Click the <b>Done</b> button. 
6.	The Team Time page is displayed for the selected employee(s). Select the appropriate employee from the <b>Name/Time</b> field. 
7.	The Weekly Timesheet for the selected employee is displayed. To navigate between the week(s) in the pay period, use the appropriate arrow in the <b>Week</b> field. 
8.	<b>Note:</b> Scroll if needed to view additional information. From the Manage Approvals field, choose the appropriate date(s) from the <b>Date</b> column, or click the <b>Select All</b> button. 
9.	The dates to be approved are selected. Click the <b>Approve</b> button. 
10.	A confirmation message is displayed, asking you to confirm approval for the selected dates. Click the <b>Yes</b> button. 
11.	A confirmation message is displayed that the Timesheet is approved for the selected period. 
12.	You have completed the steps to approve an employee's elapsed timesheet, in the OneUSG Connect system. <b>End of Procedure</b>