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.

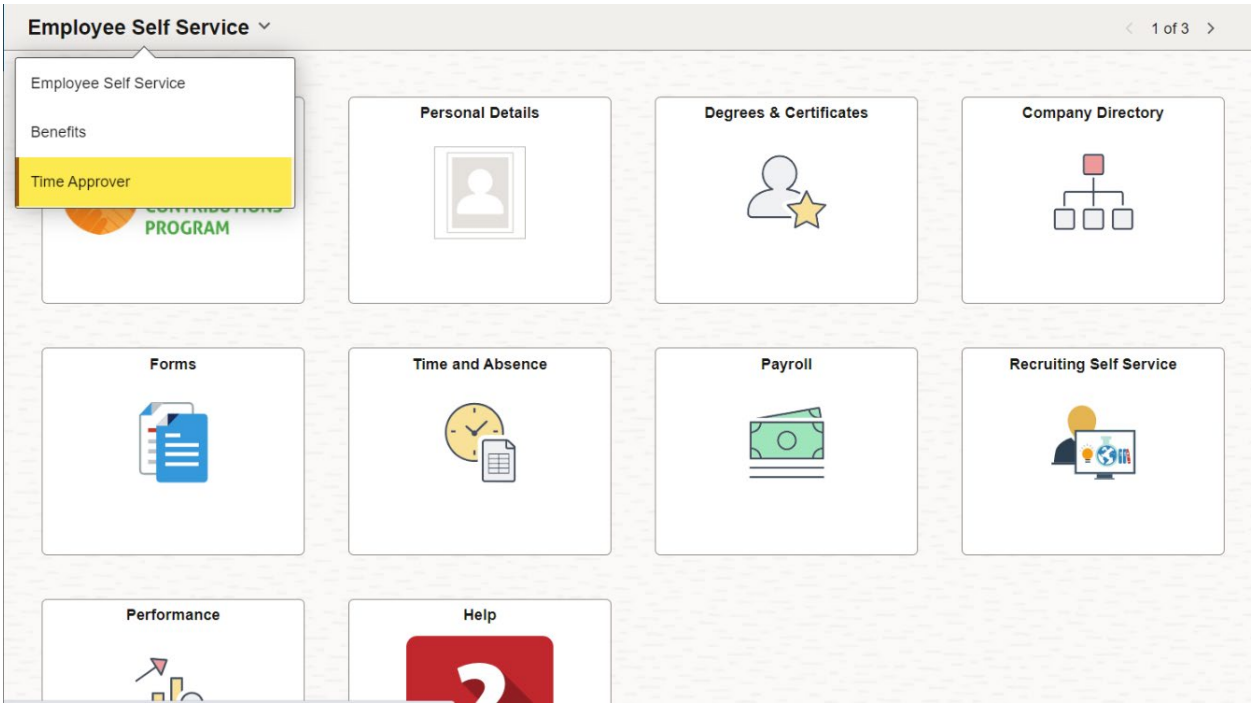
Instructions

Entering Time for an Elapsed Time Employee

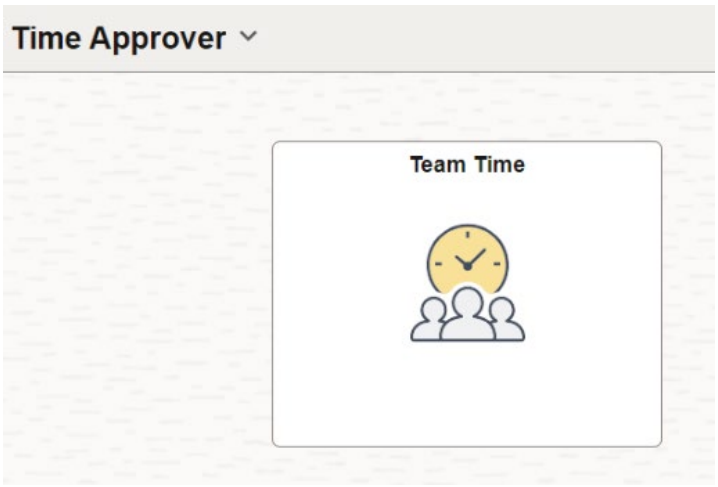
1. Log into **OneUSG Connect**.

   Navigation:
   Employee Self Service > Time Approver > Team Time Tile

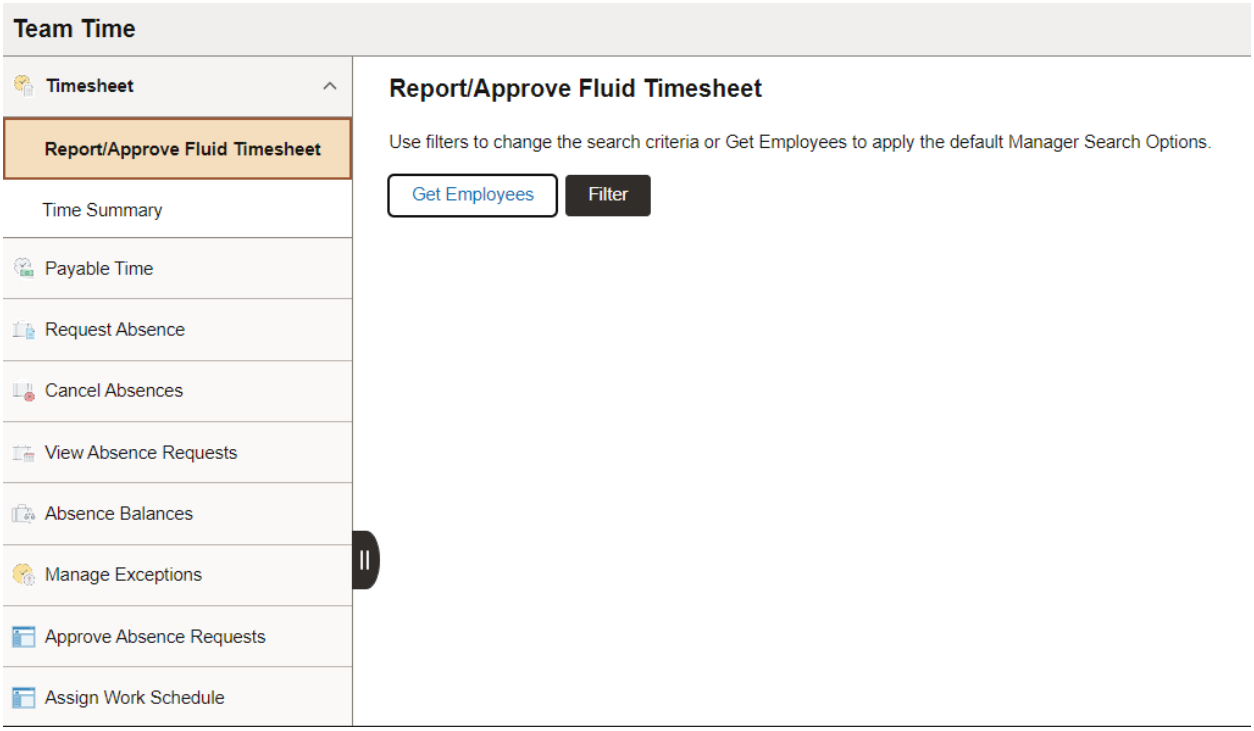
2. Click on **Employee Self Service**, then click **Time Approver**.



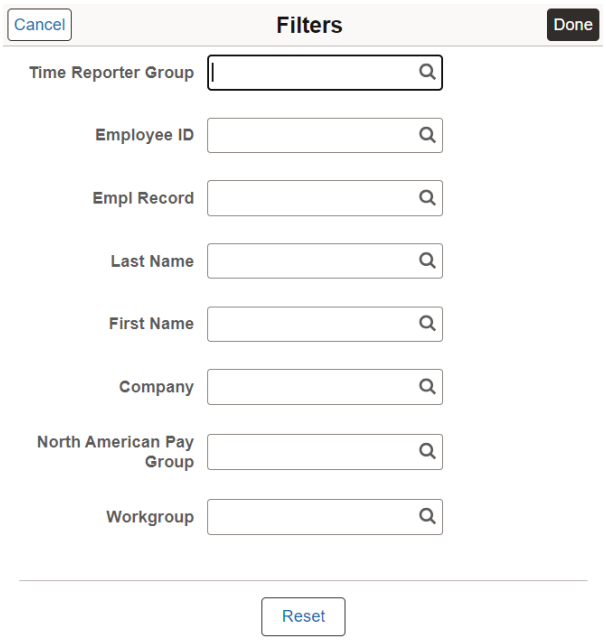
3. From **Time Approver**, click the **Team Time** Tile.



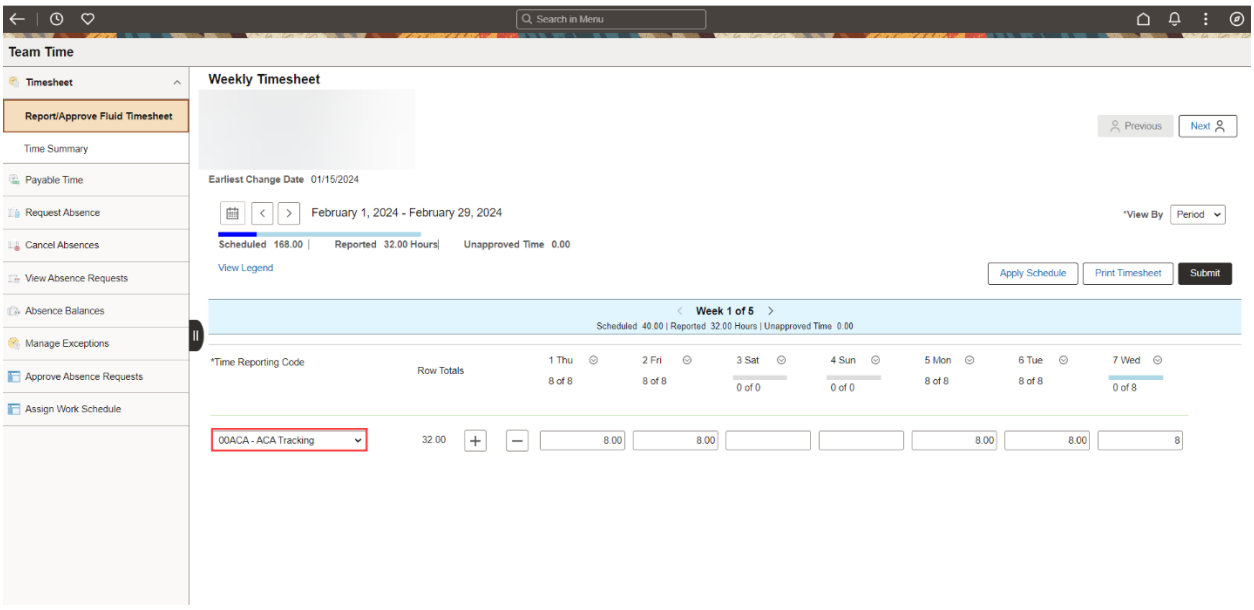
The **Team Time** Page is displayed with options to search for the appropriate employee(s).



4. Click on 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.



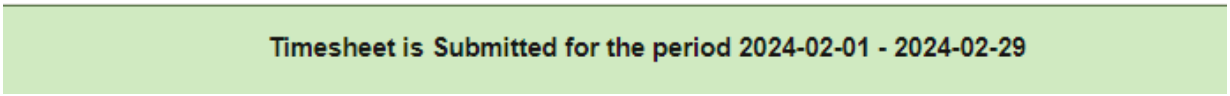
The Timesheet page is displayed.



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

6. Click the Submit button.

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



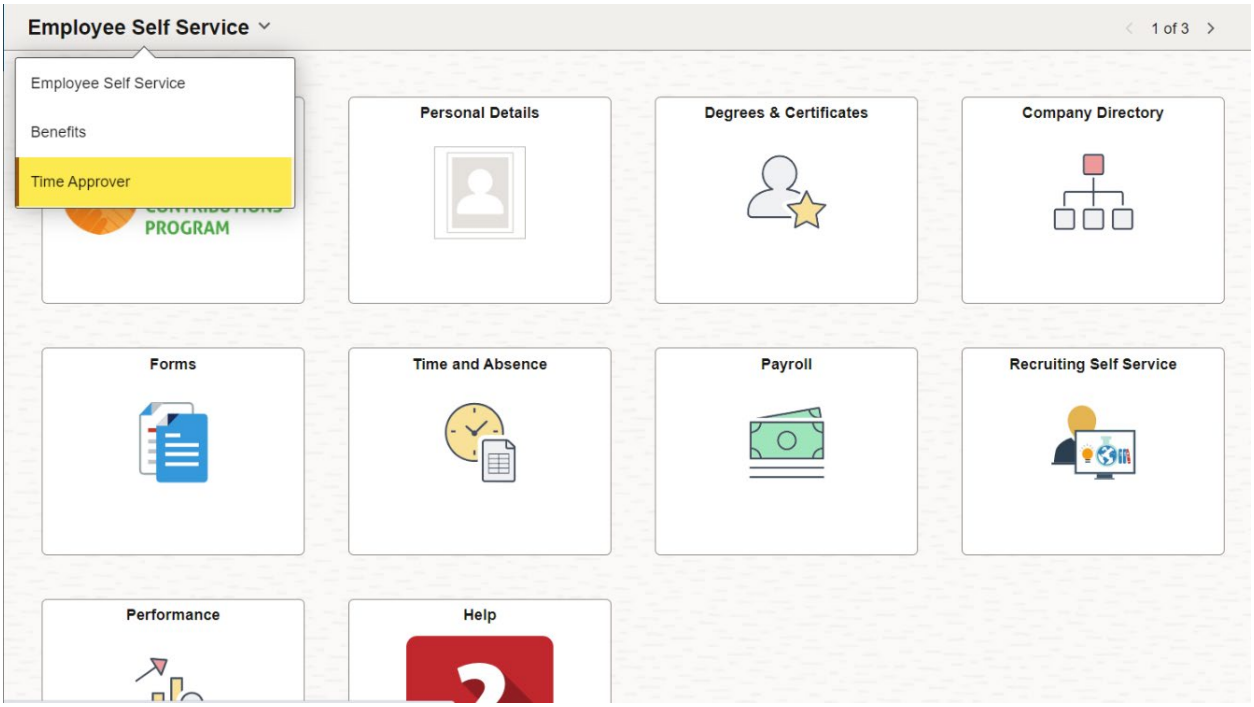
Note: After the timesheet is submitted it is important to make sure to Approve so it is properly processed on the next payroll processing cycle.

Entering Time for Punch Time Employee

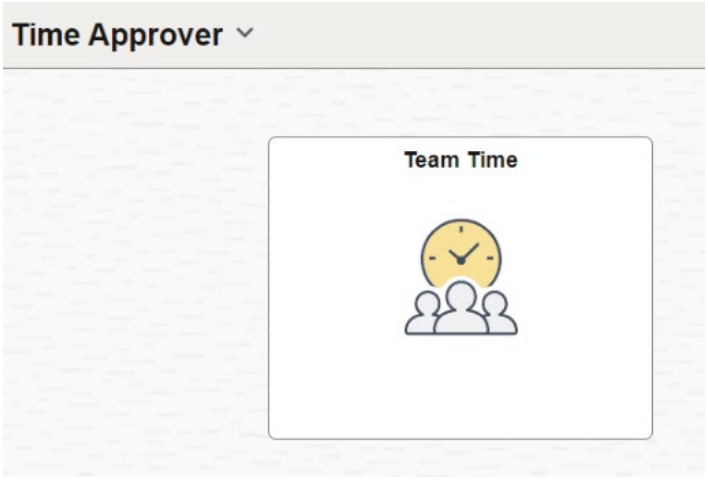
1. Log into **OneUSG Connect**.

   Navigation:
   Employee Self Service > Time Approver > Team Time Tile

2. Click on **Employee Self Service**, then click **Time Approver**.

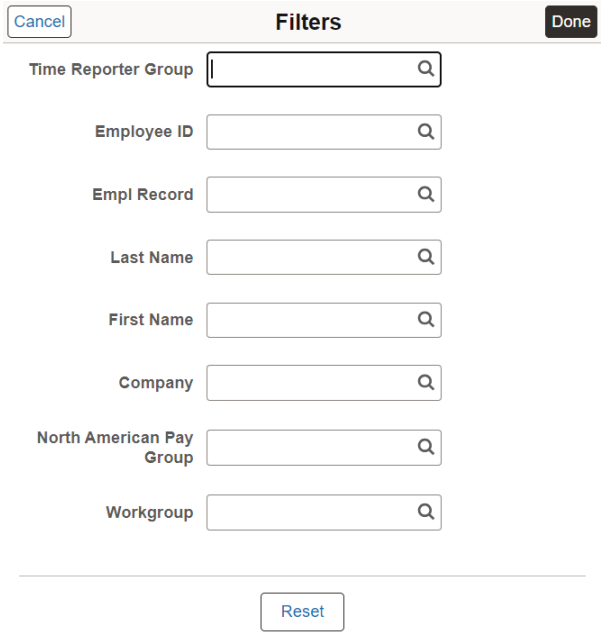


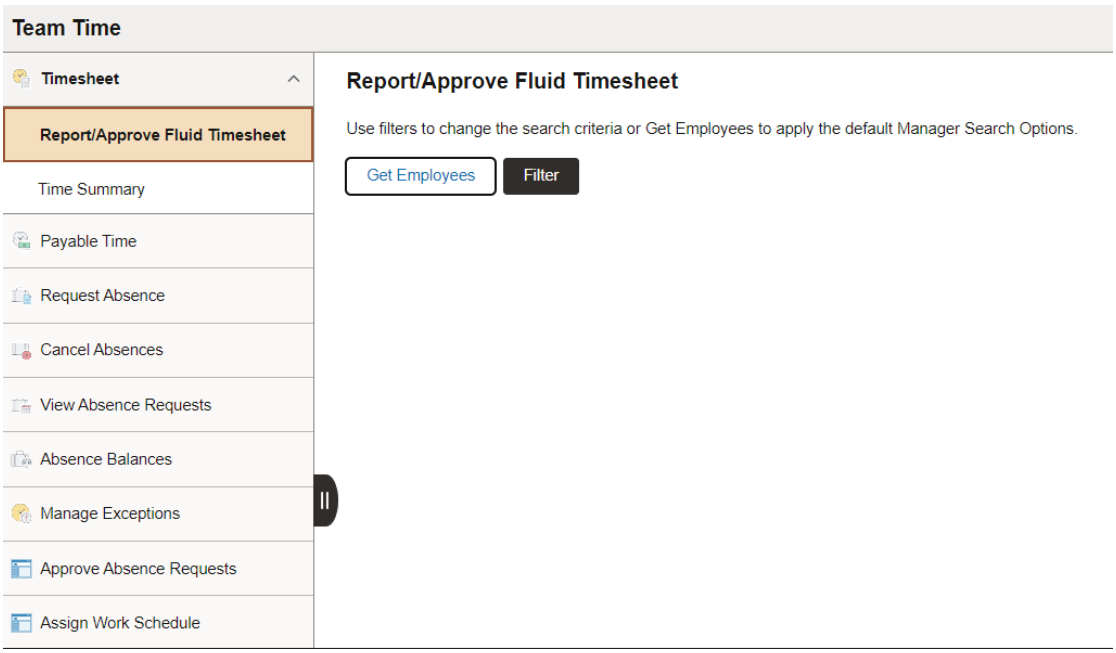
3. From **Time Approver**, click the **Team Time** Tile.



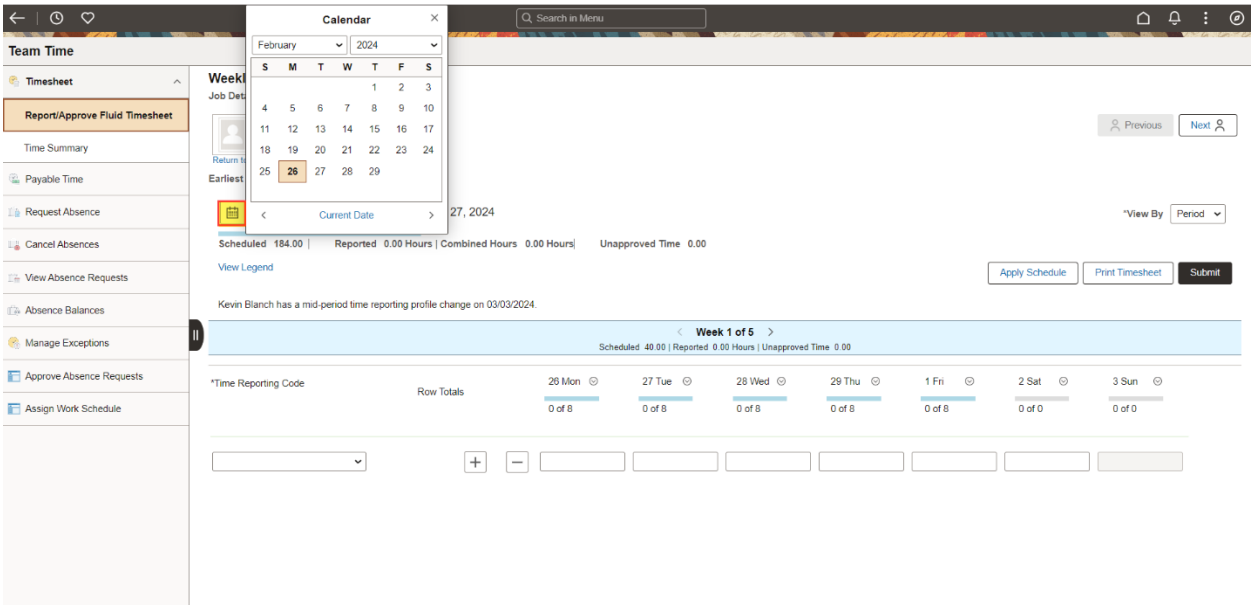
The **Team Time** Page is displayed with options to search for the appropriate employee(s).

4. Click on 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.

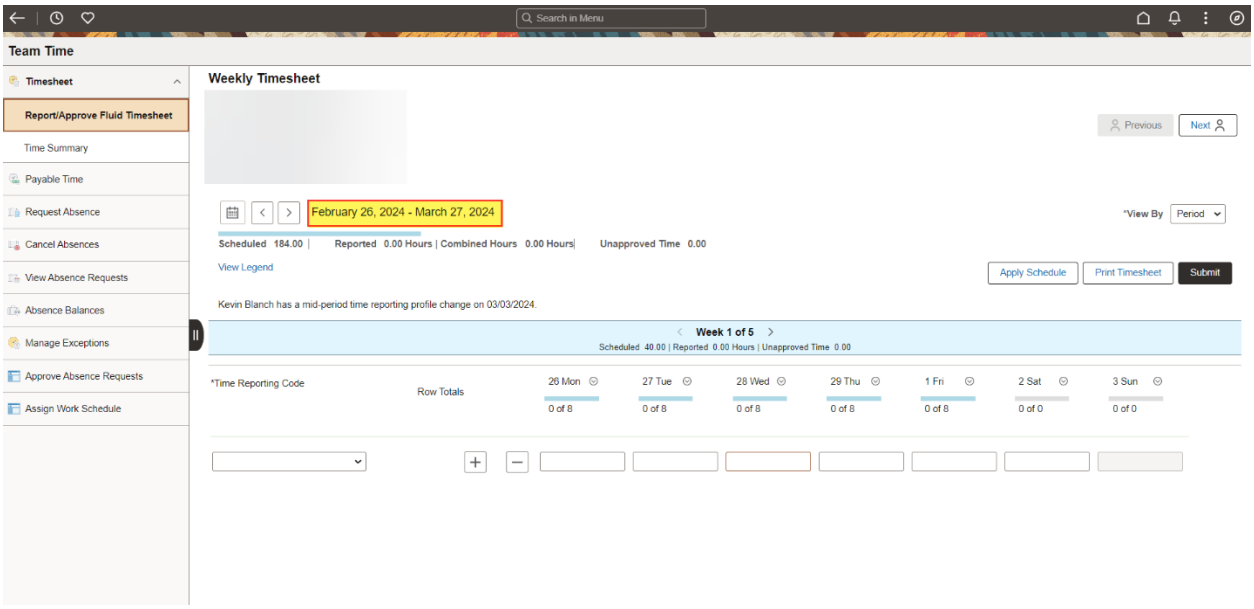




5. To view for a specific date range. Click on the date and the calendar window appears.



The Weekly Timesheet page is displayed.



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

6. Enter the punch times accordingly

    a. Enter the employee's arrival time in the **In** field.
    b. If the employee took a meal break, enter the **Out** time for meals in the **Lunch** field.
    c. Enter the return time from lunch in the **In** field.
    d. 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.

7. Click the Submit button once all time information is entered.

8. The time is submitted to the approval workflow, and a confirmation message 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.