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.
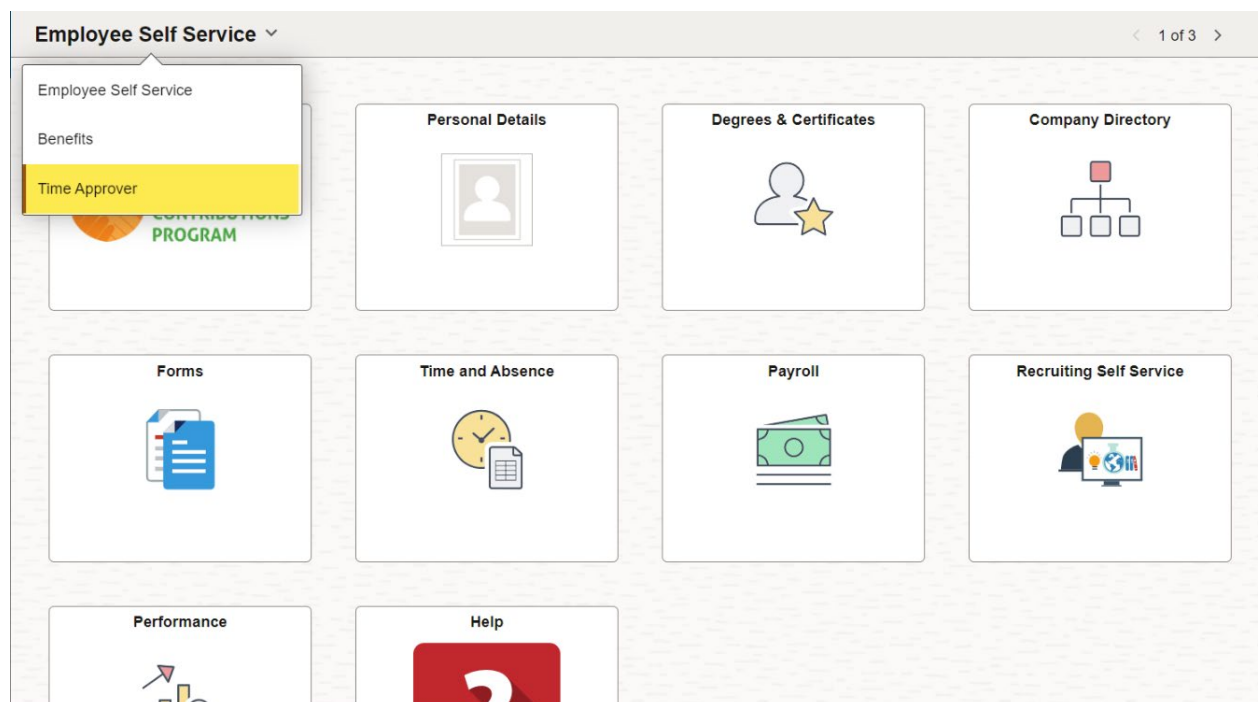
Instructions

Entering Time for an Elapsed Time Employee
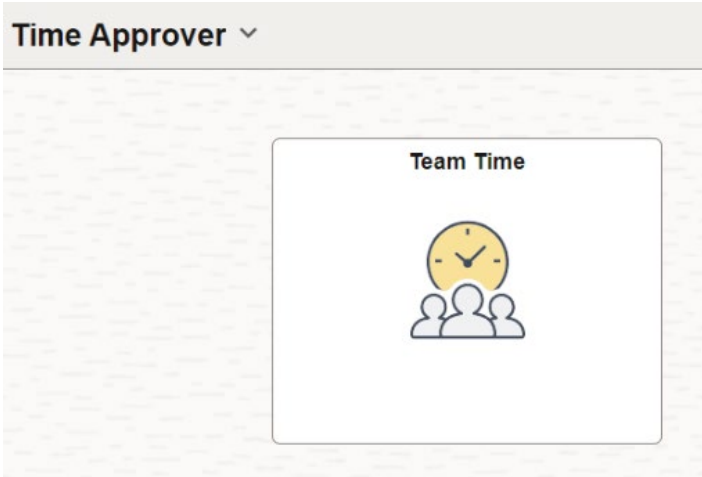
1. Log into **OneUSG Connect**.

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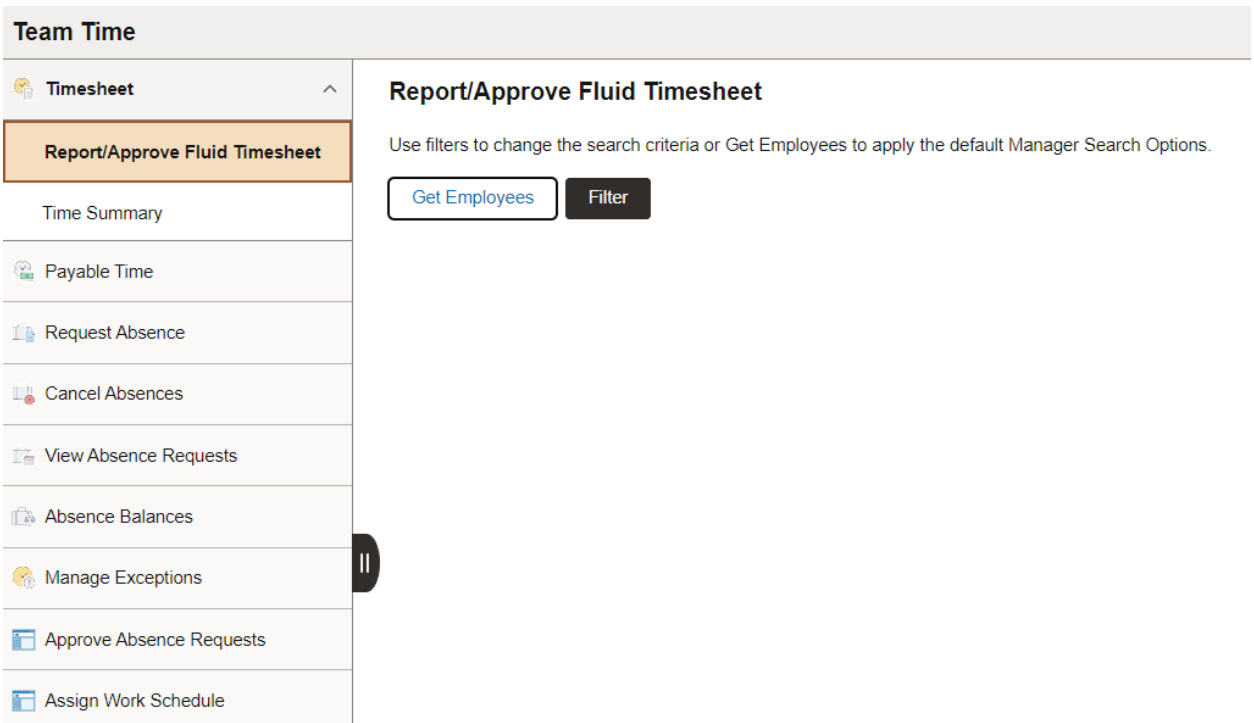   Employee Self Service > Time Approver > Team Time Tile

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

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

Time Approver ∨

Team Time

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

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]

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.

Filters

Cancel   **Filters**   Done

Field	
Time Reporter Group	🔍
Employee ID	🔍
Empl Record	🔍
Last Name	🔍
First Name	🔍
Company	🔍
North American Pay Group	🔍
Workgroup	🔍

Reset

The Timesheet page is displayed.

🔍 Search in Menu

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

Weekly Timesheet

👤 Previous   Next 👤

Earliest Change Date 01/15/2024

📅 < > February 1, 2024 - February 29, 2024

*View By Period

Scheduled 168.00 | Reported 32.00 Hours   Unapproved Time 0.00

View Legend

Apply Schedule   Print Timesheet   Submit

< **Week 1 of 5** >

Scheduled 40.00 | Reported 32.00 Hours | Unapproved Time 0.00

*Time Reporting Code	Row Totals	1 Thu ⊖ 8 of 8	2 Fri ⊖ 8 of 8	3 Sat ⊖ 0 of 0	4 Sun ⊖ 0 of 0	5 Mon ⊖ 8 of 8	6 Tue ⊖ 8 of 8	7 Wed ⊖ 0 of 8
00ACA - ACA Tracking	32.00 + −	8.00	8.00			8.00	8.00	8

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.

Timesheet is Submitted for the period 2024-02-01 - 2024-02-29

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.
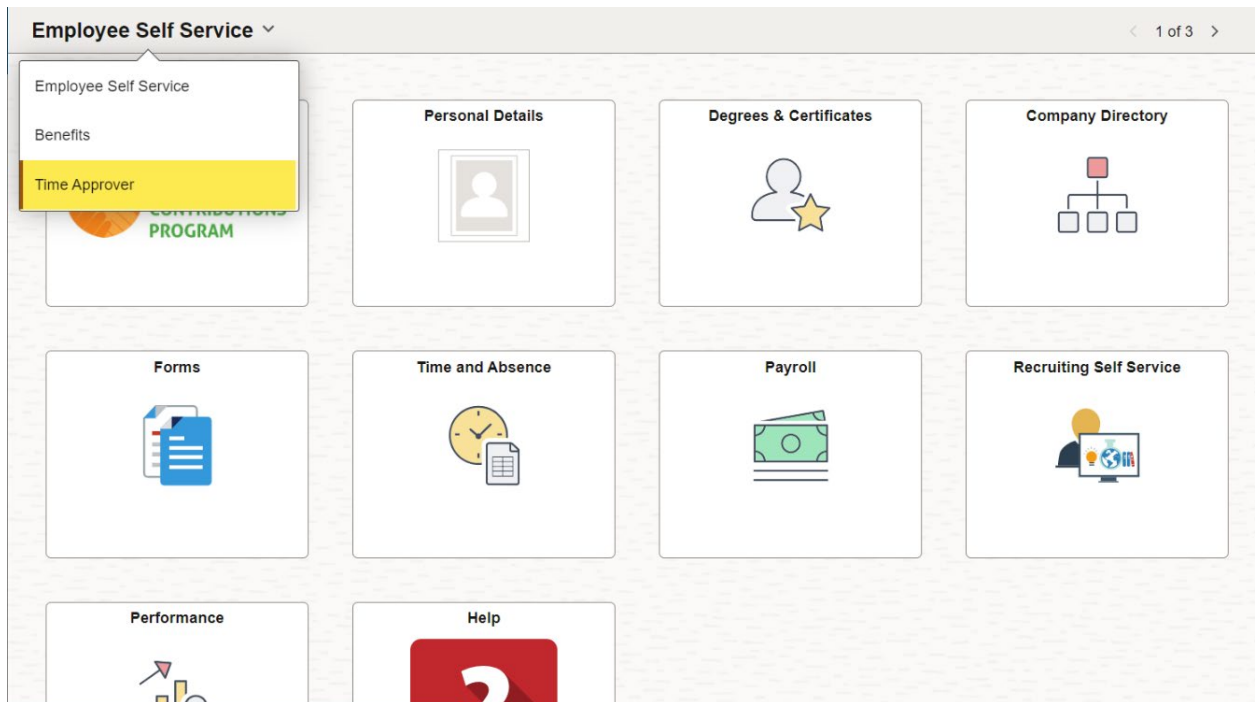
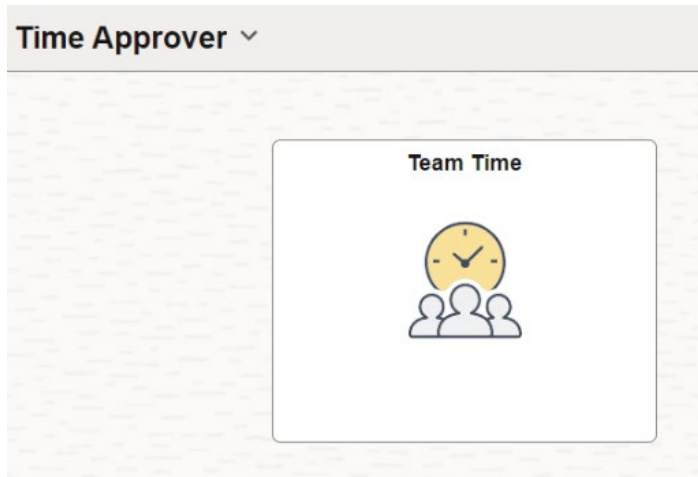**Entering Time for Punch Time Employee**

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.

Time Approver ⌄

Team Time

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.

Cancel	**Filters**	Done
Time Reporter Group		🔍
Employee ID		🔍
Empl Record		🔍
Last Name		🔍
First Name		🔍
Company		🔍
North American Pay Group		🔍
Workgroup		🔍

Reset

Team Time

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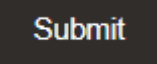

The Weekly Timesheet page is displayed.
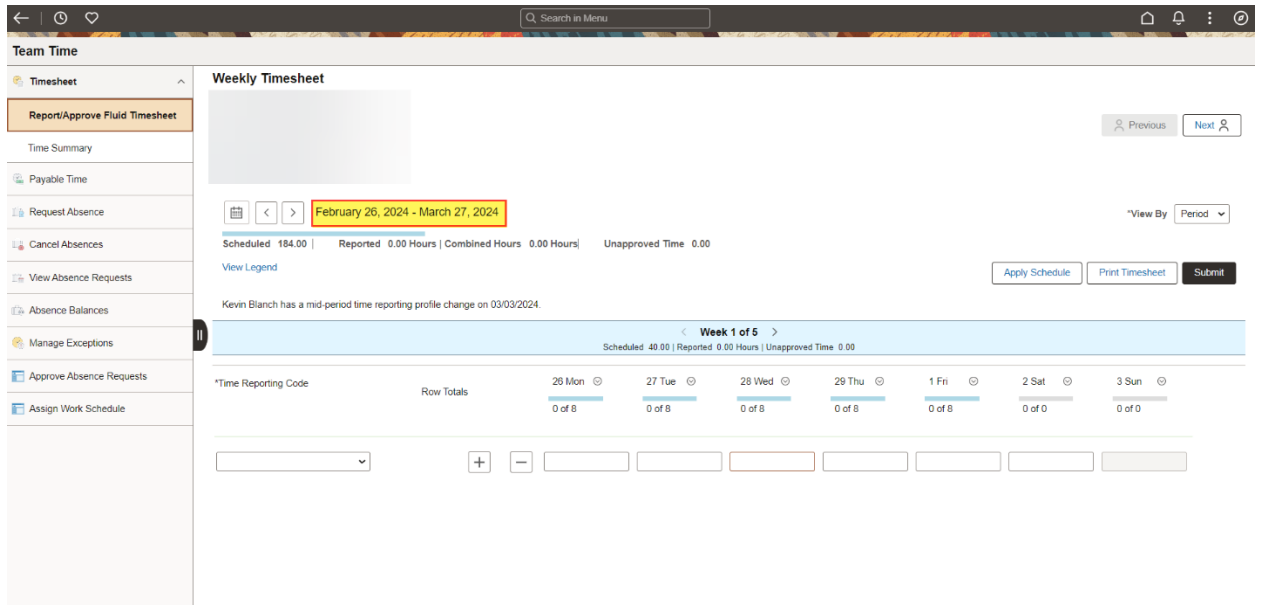
Note: You can enter time with a colon and AM/PM or use military time.

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.