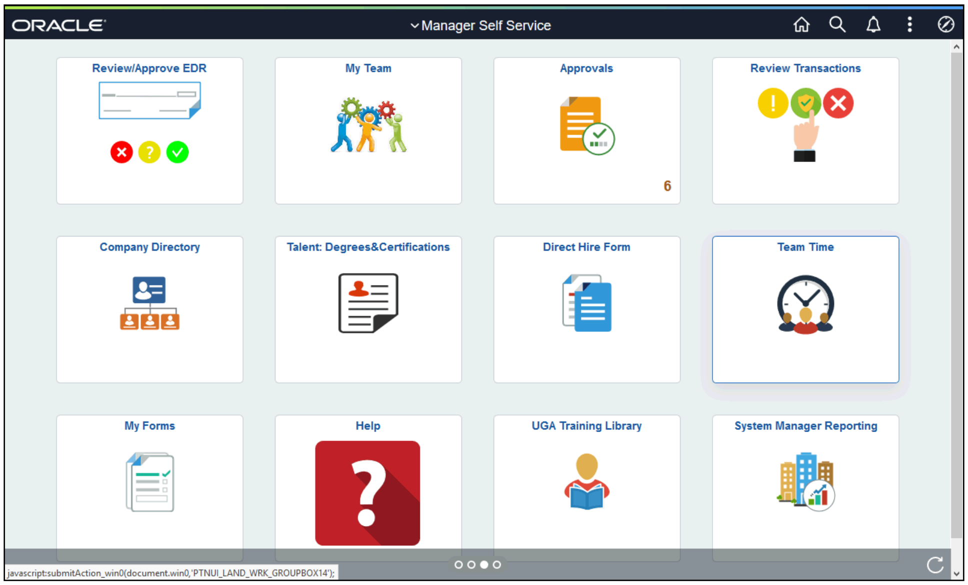
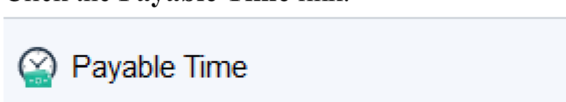
Viewing an Employee's Payable Time as a Supervisor



Step	Action
1.	From the Manager Self Service homepage in One USG Connect, click the **Team Time** tile. 
2.	The Team Page is displayed. Click the **Payable Time** link. 

Step	Action
3.	The Team Page is displayed with options to search for the appropriate employee with time to approve. Click the **Filter** button. **Note:** The Get Employees button will return all employees under your supervision. Filter
4.	The Filters menu is displayed. Enter the appropriate information in the available search field(s).
5.	Click the **Done** button. Done
6.	The Team Time page is displayed with the searched employee(s). Choose the appropriate employee from the **Name/Time** field. **Name/Title**
7.	The Payable Time Summary field for the selected employee is displayed. If necessary, click the appropriate arrow to navigate between pay periods. ◄ 02/07/2021 - 02/20/2021 ►
8.	The Payable Time Summary for the selected dates is displayed. To expand the Time Summary, click the **Detail** button. Detail
9.	There are three status types: **Approved, Needs Approval, and Taken by Payroll.** Throughout the pay period, Payable Time (which is different than Reported Time) will stay in the **Needs Approval** status. This status is changed to **Approved,** centrally, right before Payroll runs. When the time is included in the employee's paycheck, the status is changed to **Taken by Payroll**.
10.	**End of Procedure.**