

# 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

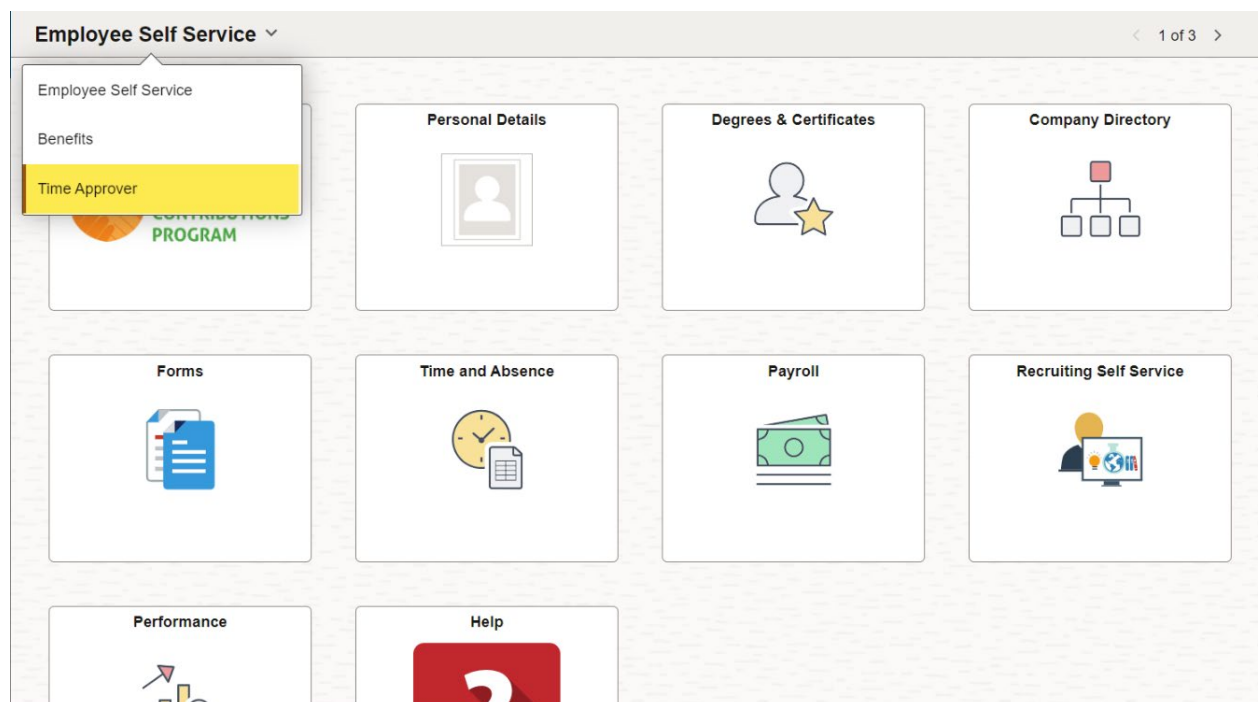
### Entering Time for an Elapsed Time Employee

1. Log into **OneUSG Connect**.

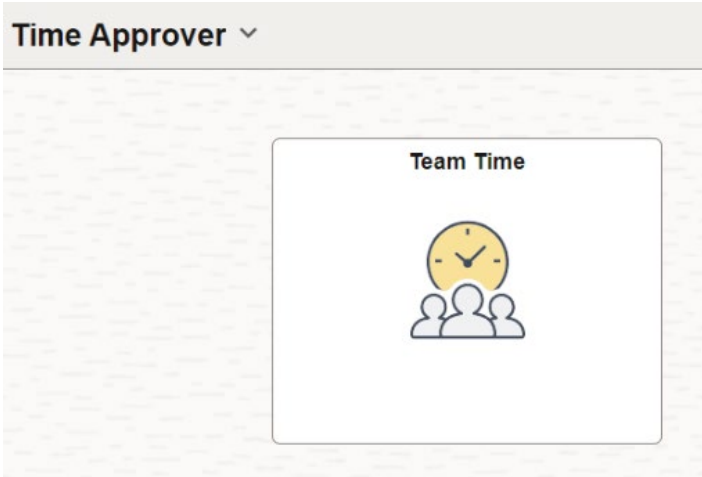
#### **Navigation:**

Employee Self Service > Time Approver > Team Time Tile

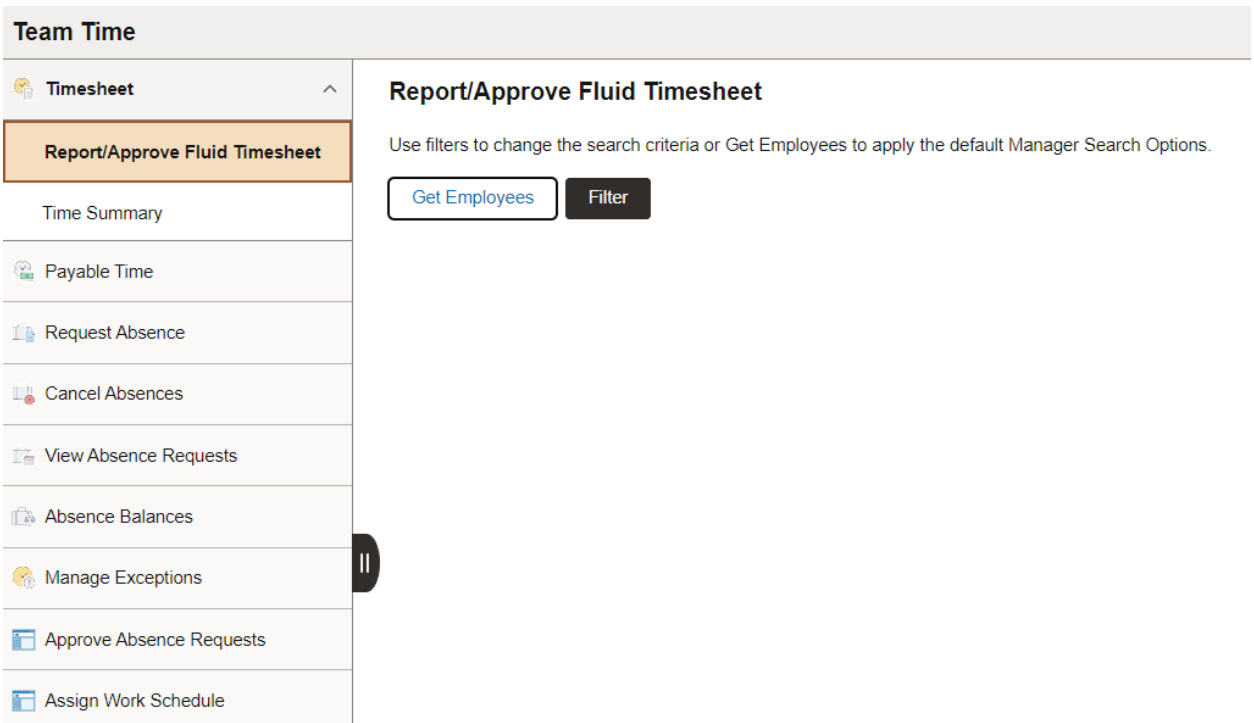
2. Click on **Employee Self Service**, then click **Time Approver**.



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.

Cancel **Filters** Done

Time Reporter Group

Employee ID

Empl Record

Last Name

First Name

Company

North American Pay Group

Workgroup

Reset

The Timesheet page is displayed.

Team Time

Weekly 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

Earliest Change Date 01/15/2024

February 1, 2024 - February 29, 2024

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	2 Fri	3 Sat	4 Sun	5 Mon	6 Tue	7 Wed
00ACA - ACA Tracking	32.00	8 of 8	8 of 8	0 of 0	0 of 0	8 of 8	8 of 8	0 of 8
		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.

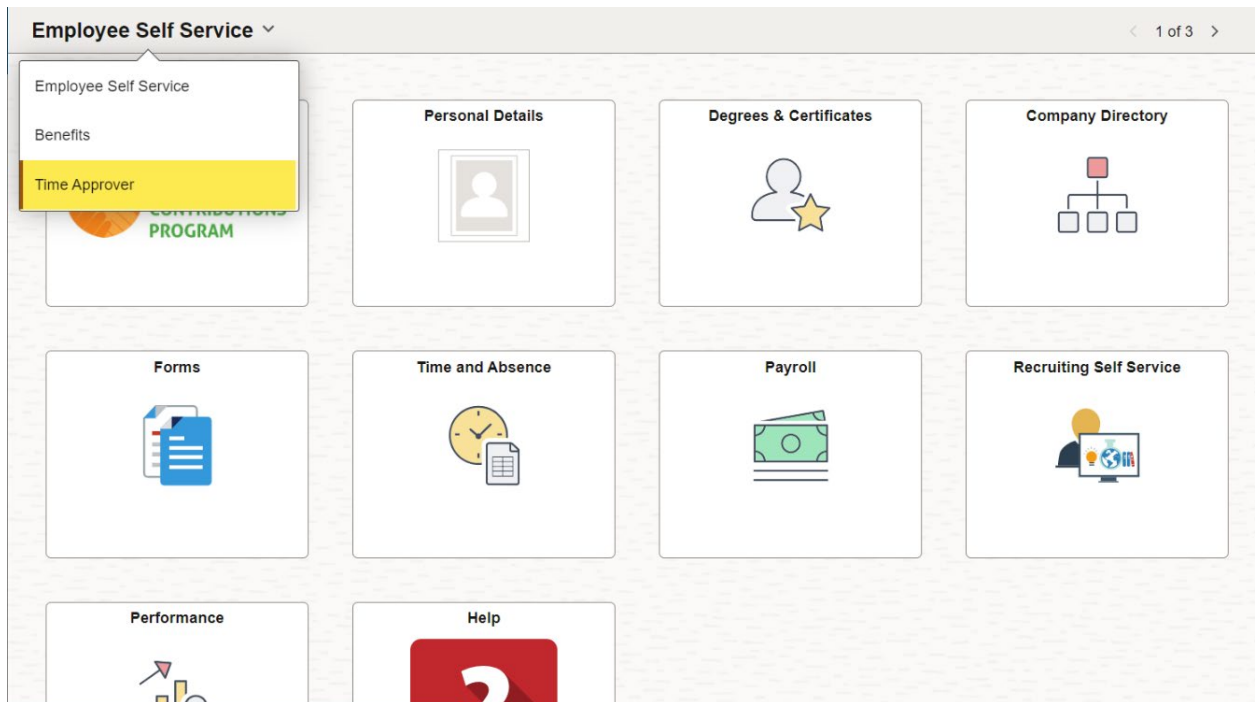
## Entering Time for Punch Time Employee

1. Log into **OneUSG Connect**.

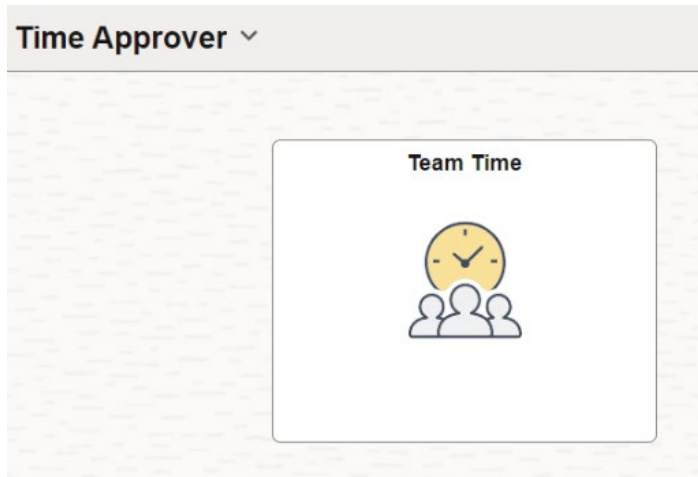
### Navigation:

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.



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 image shows a "Filters" dialog box. At the top left is a "Cancel" button, and at the top right is a "Done" button. The title "Filters" is centered at the top. Below the title, there are eight search filters, each with a text input field and a magnifying glass icon to its right: "Time Reporter Group", "Employee ID", "Empl Record", "Last Name", "First Name", "Company", "North American Pay Group", and "Workgroup". At the bottom center of the dialog, there is a "Reset" button.

**Team Time**

**Timesheet** ^

**Report/Approve Fluid Timesheet**

Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.

Get Employees Filter

Time Summary

Payable Time

Request Absence

Cancel Absences

View Absence Requests

Absence Balances

Manage Exceptions

Approve Absence Requests

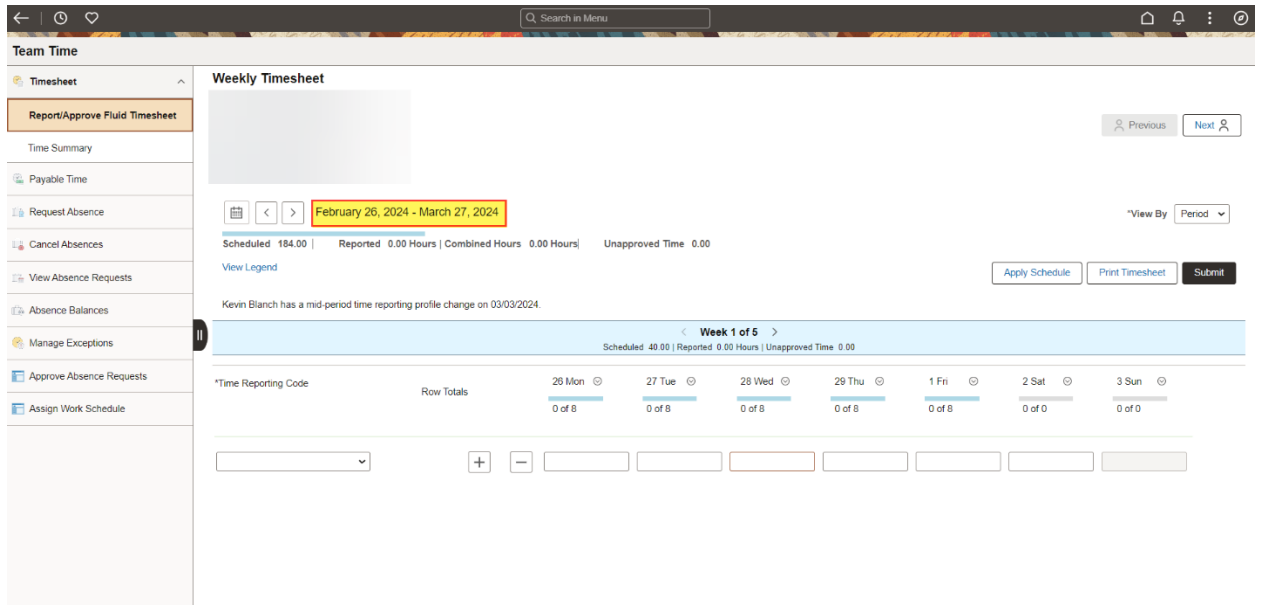
Assign Work Schedule

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

The screenshot shows the 'Team Time' interface with a 'Calendar' window open. The calendar is for February 2024, and the date 25 is selected. Below the calendar, the main interface displays the weekly timesheet for 'Kevin Blanch' for 'Week 1 of 5'. The timesheet shows a total of 40.00 scheduled hours and 0.00 reported hours. The interface includes a 'View Legend' section and a table for 'Time Reporting Code' with columns for days of the week (Mon-Sun) and row totals.

Time Reporting Code	26 Mon	27 Tue	28 Wed	29 Thu	1 Fri	2 Sat	3 Sun
Row Totals	0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0	0 of 0

The Weekly Timesheet page is displayed.

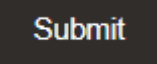


**Note:** You can enter time with a colon and AM/PM or use military time.

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  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.