How Do I Approve Time?

Managers are required to approve all non-exempt employees' reported time in order for OneUSG Connect to process it into payable time. There are two options for approving non-exempt employees' reported time. Use either option to approve reported time.

Option #1: Team Time Tile

1. Log into OneUSG Connect.
2. On the **Manager Self Service** page, click the **Team Time** tile.
3. Click **Report Time**.
4. To see a list of all of your employees, click the **Get Employees** button.
5. The **Time Summary** displays the employees' reported hours, hours to be approved and scheduled hours. To approve an employee's time, select the employee's **Last Name** link.
6. Click in the **Select** box to select individual days or click the **Select All** button.
7. To approve the selected time entries, click **Approve**.
8. Click **Yes** to confirm your action.
9. Click **OK** on the confirmation page.
10. The **Reported Time Status** shows the status of each day's time entry. To select another employee, click **Next Employee** (in the **Select Another Timesheet** box) or click **Return to Select Employee**.

Option #2: Navigator

1. Log into OneUSG Connect.
2. Click the **Navigator** icon in the upper right corner.
3. Click **Navigator** in the NavBar menu.
4. Click **Manager Self Service**.

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5. Click **Time Management**.

6. Click **Approve Time and Exceptions**.

7. Click **Reported Time**.

8. To retrieve all of your employees who have time available to approve, click the **Get Employees** button. This option only displays employees who have time available to approve. If you have already approved an employee's time or if an employee has not reported their time yet, you will not see their time summary on this page. Use Option #1 to see all employees.

9. To approve an employee's time, select the employee's **Last Name** link.

10. Click in the **Select** box to select individual days or click the **Select All** button.

11. To approve the selected time entries, click **Approve**.

12. Click **Yes** to confirm your action.

13. Click **OK** on the confirmation page.

14. The **Reported Time Status** shows the status of each day's time entry. To select another employee, click **Next Employee** (in the **Select Another Timesheet** box) or click **Return to Select Employee**.

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