How Do I View a Summary of an Employee's Payable Time?

Navigation

1. Log into OneUSG Connect.

2. From **Manager Self Service**, click the **Team Time** tile.

3. Select **Payable Time Summary**.

4. In the **Employee Selection Criteria** section, enter the **Employee Name** or **ID** and click the **Get Employees** button. To see all of your employees, leave all fields blank and click the **Get Employees** button.

5. In the Employees listing, you can see a brief summary of Hours to be Approved, Hours Approved or Submitted, and Hours Denied. It will also signal to any exceptions.

6. Select the **Last Name** link to view the **Payable Time Summary**.

7. If needed, update the **Start Date** field to view a different week. Click the **Refresh** icon. You can also use the **Previous Week** and **Next Week** links.

8. The **Payable Time Summary** is listed, including the **Time Reporting Code**(s), **Description**, and total quantity. An additional breakdown by day is listed.

9. To see more detail, click the **Detail Page** link.

10. To view another employee's **Payable Time Summary**, click the **Return to Select Employee** link.

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How Do I View the Details of an Employee's Payable Time?

Navigation

1. Log into OneUSG Connect.

2. From **Manager Self Service**, click the **Team Time** tile.

3. Select **Payable Time Detail**.

4. In the **Employee Selection Criteria** section, enter the **Employee Name** or **ID** and click the **Get Employees** button. To see all of your employees, leave all fields blank and click the **Get Employees** button.

5. Select the **Last Name** link to view the **Payable Time Detail**.

6. If needed, update the **Start Date** and **End Date** fields to view a different time period. Click the **Refresh** icon.

7. Click the **Expand** icon for **Payable Status Filter** to limit the types of payable status you wish to view.

8. The **Overview** tab includes the date, timesheet status, Time Reporting code, and quantity (hours).

9. The **Cost and Approval** tab provides the User ID and the timestamp of when the timesheet was approved.

10. To view another employee, click the **Return to Select Employee** link and select another employee.

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