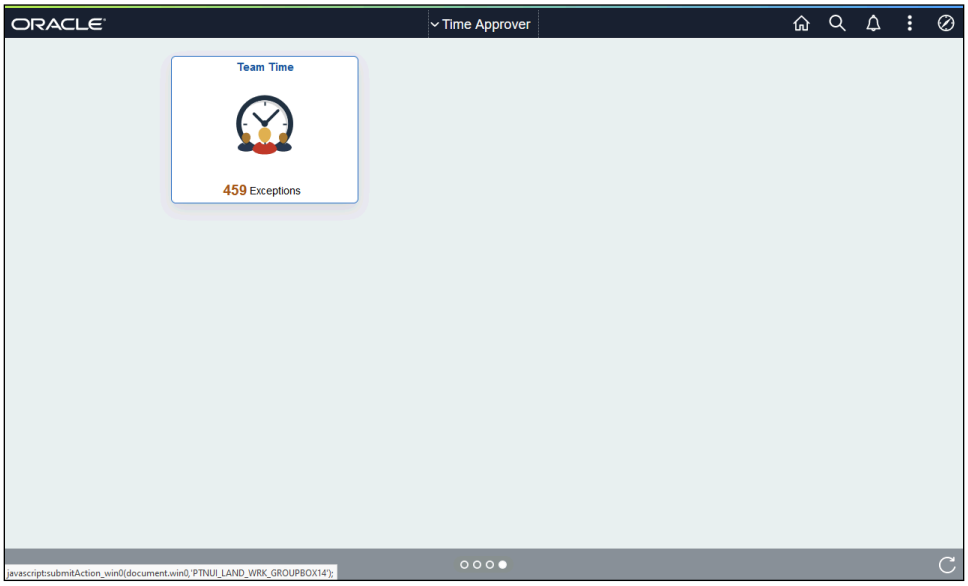
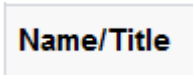
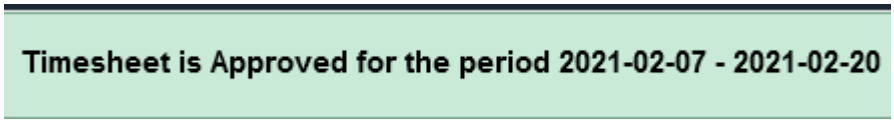
Approving an Employee's Elapsed Timesheet as a Time Approver



Step	Action
1.	From the Time Approver Self Service homepage in One USG Connect, click the **Team Time** tile.
2.	The Team Time page is displayed with options to Filter for the appropriate employee or Get (all) Employess you supervise for timesheet approval. Click the **Filter** button.
3.	The Filters menu is displayed. Enter the appropriate information in the available search field(s).
4.	From the returned results, select the appropriate employee.

Step	Action
5.	Click the **Done** button.
6.	The Team Time page is displayed for the selected employee(s). Select the appropriate employee from the **Name/Time** field. 
7.	The Weekly Timesheet for the selected employee is displayed. To navigate between the week(s) in the pay period, use the appropriate arrow in the **Week** field.
8.	**Note:** Scroll if needed to view additional information. From the Manage Approvals field, choose the appropriate date(s) from the **Date** column, or click the **Select All** button.
9.	The dates to be approved are selected. Click the **Approve** button.
10.	A confirmation message is displayed, asking you to confirm approval for the selected dates. Click the **Yes** button.
11.	A confirmation message is displayed that the Timesheet is approved for the selected period. 
12.	You have completed the steps to approve an employee's elapsed timesheet, in the OneUSG Connect system. **End of Procedure.**