How Do I View an Employee's Daily Reported and Scheduled Time?

Navigation

1. Log into OneUSG HCM.
2. If the **Manager Self Service** page is not displayed, click on the blue **NavBar** and select **Manager Self Service** from the drop down listing.
3. On the **Manager Self Service** page, click the **Team Time** tile.
4. On the **Team Time** page, click **Monthly Time Calendar** in the menu listing.
5. Above the **View Criteria** section, click the **Daily Time Calendar** link.

Select an Employee to Review

6. The **Daily Time Calendar** page displays search criteria used to retrieve **Time** Information for one or more employees.
7. In the **Selection Criterion Value** section of the page, populate one or more of the search fields. NOTE: Typically, users populate the **Employee ID**, **Last Name** and/or **First Name** fields.
8. Click the **Get Employees** button.
    a. To see all employees that report to you, leave all selection fields blank and click the **Get Employees** button.

Update the View Criteria

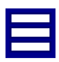
9. To update the day you are viewing, click the **Date** calendar icon and select the appropriate day.
10. To limit the hours you are viewing, select the appropriate **start** and **end times**.
11. In the **Display Options** section, select what features of an employee's hours you wish to see.
12. Click the **Refresh View** button.

Review the Time Details

13. In the **Daily Time Calendar** section, the selected employees' time details are displayed. The legend at the bottom of the page indicates what different shading means (corresponds to selection in **Display Options**).
14. To change your view criteria, update your selections in the **View Criteria** section and click the **Refresh View** button.

Complete the Task/Sign Out of the Application

15. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



16. Click the **Sign Out** option in the listing.