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.
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.