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.
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.