

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.

