

How Do I Submit a Request to Change an Employee's Time and Absence Approver?

Navigation

Follow this procedure if you wish to have the time and absence approver changed for an employee. This will submit a request to have that change made.

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **My Team** tile.
3. Locate the employee you wish to request the change in Time and Absence Approver for and click the green **action** button (located next to their name).
4. Click **Time Management**.
5. Click **Submit Request to Change Time and Absence Approver**.
6. On the **Request Change Time and Absence Approver** page, verify the employee you wish to request the approver change for is listed in the top left corner.
7. Select or enter the requested **transaction date**. This date should reflect the first date of a future pay period.
8. In the **Time & Absence Approver** field, enter the first and last name of the new approver. If needed, select the **look up** icon.
 - a. Expand the **Search Criteria** section.
 - b. Enter either Employee ID, First Name, or Last Name and click **Search**.
 - c. Select the individual who is the new time approver.
9. Click **Next** in the upper right corner.
10. Enter **comments** regarding the request for the new time and absence approver.



11. If needed, you can attach supporting documentation:
 - a. Click **Add Attachment**.
 - b. Click **My Device**.
 - c. Locate and select the attachment.
 - d. Click **Upload**.
 - e. Click **Done**.
12. Click the **Submit** button.
13. On the confirmation page, review the approval chain for your request.

