Time Compliance: Approve Reported Time Post Payroll Processing

Manager Instructions

Managers are responsible for approving employees’ Reported Time. Best practice is to approve time daily.

NOTE: Please be aware that monthly employees with Holiday and Inclement Weather hours will appear in the TL Compliance Data list due to the fact that we approve leave time and not timesheets for these employees.

If time is not approved prior to payroll processing deadline, it must be approved post payroll via Navigator > Manager Self Service > Time Management > Approve Time and Exceptions > TL Approval Compliance Data.

1. Log into OneUSG Connect.

2. Click the NavBar icon in the top right corner of the screen.
3. Click the **Navigator** button.

4. Click the **Manager Self Service** menu.
5. Click the **Time Management** menu.

6. Click the **Approve Time and Exceptions** menu.
7. Click the **TL Approval Compliance Data** menu.

8. Click the **Get Employees** button. Employees with time needing approval will generate at the bottom of the page.
9. Select the desired employee from the list by clicking on the Last Name.

10. The Approve Reported Time page will display for the selected Employee. NOTE: The Pay Period End Date field can be populated by clicking the drop down menu icon and selecting the desired date. If no date is populated, ALL time needing approved for the selected employee will populate.
11. Review and validate the time entries.

12. Click the **Check Boxes** next to the time you want to approve.
   
   **NOTE:** If all listed time needs approval, click **Select All**.

13. Click the **Approve** button.
14. The status will change from Needs Approval to **Approved**.

15. Click **Return to Approval Summary** to go back to the list of employees needing time approved. Repeat the steps for each employee.

16. You have successfully completed the **Time Compliance: Approve Reported Time Post Payroll Processing** topic.