



Time Compliance: Approve Reported Time Post Payroll Processing

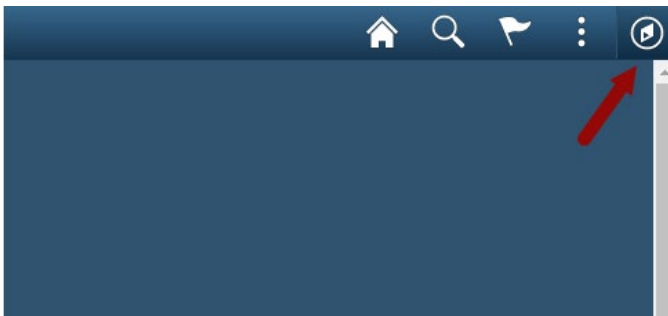
Manager Instructions

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.

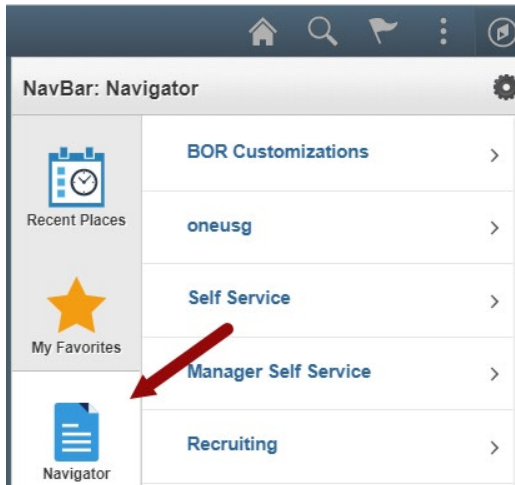
If time is not approved prior to payroll processing deadline, it must be approved post payroll via Navigator > Manager Self Service > Time Management > Approve Time and Exceptions > TL Approval Compliance Data.

1. Log into OneUSG Connect.
2. Click the **NavBar** icon in the top right corner of the screen.

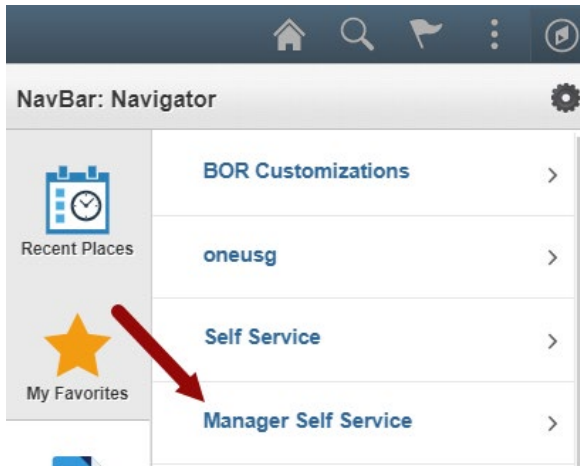




3. Click the **Navigator** button.

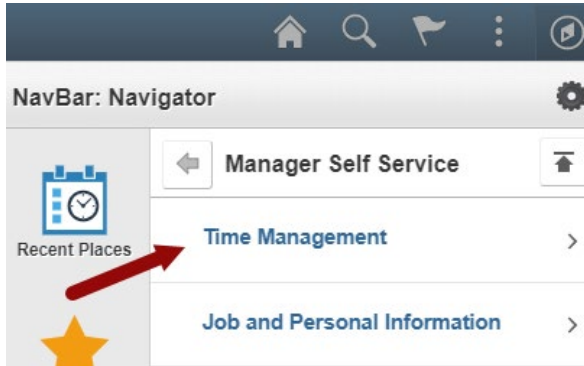


4. Click the **Manager Self Service** menu.

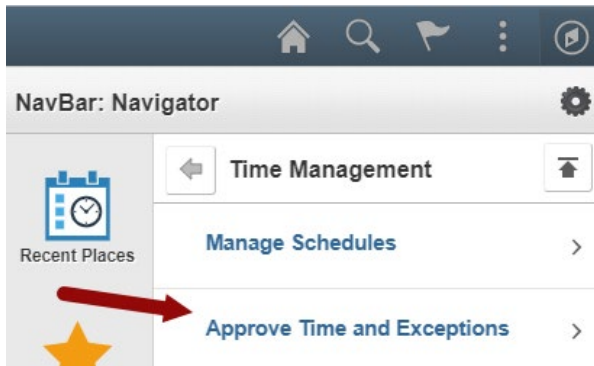




5. Click the **Time Management** menu.

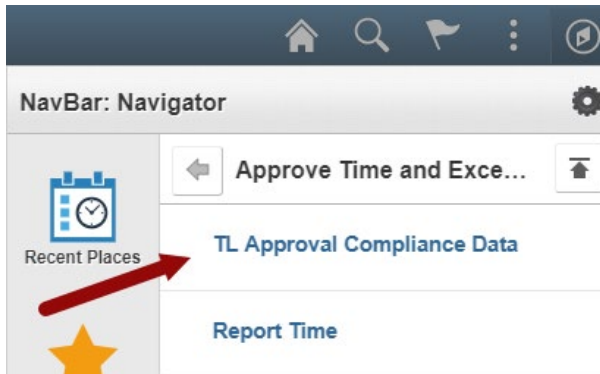


6. Click the **Approve Time and Exceptions** menu.





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.

Employee Self Service TL Approval Compliance Data

Approve Reported Time
Approve Time for Time Reporters

Employee Selection

Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Company	<input type="text"/>
North American Pay Group	<input type="text"/>
Workgroup	<input type="text"/>

Get Employees
Clear Criteria
Save Criteria

Employees For Personalize | Find | View All | 1 of 1 | First | Last

Time Summary	Demographics						
Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Time	Hours Worked
<input type="checkbox"/>	Last Name			0		0.000000	0.000000



9. Select the desired employee from the list by clicking on the **Last Name**.

Load More Entries Load All 300 of 56289 entries loaded

Employees For Personalize | Find | View 100 | First 1-8 of 300 Last

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Time	Hours Worked
<input type="checkbox"/>	Bunny	Bugs	1234567	1	Director Div/Dpt AD	64.000000	0.000000
<input type="checkbox"/>	Sam	Yosemite	2345678	1	Assoc/Asst Dir Subdiv/Unit AD	16.000000	0.000000
<input type="checkbox"/>	Boop	Betty	3456789	1	Office Manager/Clerical Supr	563.250000	0.000000

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.

TI Mng Aprv Srch Approve Reported Time

Approve Reported Time

Employee ID
Employment Record 1

Pay Period End Date

Empl ID	Empl Record	Date	Sequence Number	Time Reporting Code	Status	Punch Begin	Punch End	Quantity	Type	Pay Period End Date
1 0000014	1	10/09/2018	26101	00IWM	Needs Approval	12:00 AM	12:00 AM	4.000000	Hours	10/31/2018
2 0000014	1	10/10/2018	29001	00IWM	Needs Approval	12:00 AM	12:00 AM	8.000000	Hours	10/31/2018
3 0000014	1	10/11/2018	29001	00IWM	Needs Approval	12:00 AM	12:00 AM	8.000000	Hours	10/31/2018
4 0000014	1	10/12/2018	29001	00IWM	Needs Approval	12:00 AM	12:00 AM	8.000000	Hours	10/31/2018
5 0000014	1	10/15/2018	29001	00IWM	Needs Approval	12:00 AM	12:00 AM	8.000000	Hours	10/31/2018
6 0000014	1	10/16/2018	29601	00IWM	Needs Approval	12:00 AM	12:00 AM	4.000000	Hours	10/31/2018
7 0000014	1	11/21/2018	31901	00HOM	Needs Approval	12:00 AM	12:00 AM	8.000000	Hours	11/30/2018
8 0000014	1	11/22/2018	34201	00HOM	Needs Approval	12:00 AM	12:00 AM	8.000000	Hours	11/30/2018
9 0000014	1	11/23/2018	35201	00HOM	Needs Approval	12:00 AM	12:00 AM	8.000000	Hours	11/30/2018

Select All Deselect All

Approve

Approve Repor...

Employee ID
Employment Record 1

Pay Period End Date

Empl ID	Date	Sequence Number	Time Reporting Code	Status	Punch
1	10/09/2018	26101	00IWM	Needs Approval	12:00



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.

TI Mng Aprv Srch Approve Reported Time

Approve Reported Time

Employee ID
Employment Record 1

Pay Period End Date

Approval Details												Personalize	Find	View All	Print	First	1-9 of 9	Last
	Empl ID	Empl Record	Date	Sequence Number	Time Reporting Code	Status	Punch Begin	Punch End	Quantity	Type	Pay Period End Date							
<input checked="" type="checkbox"/>	1 0000014	1	10/09/2018	26101	00IWM	Needs Approval	12:00 AM	12:00 AM	4.000000	Hours	10/31/2018	<input type="checkbox"/>						
<input checked="" type="checkbox"/>	2 0000014	1	10/10/2018	29001	00IWM	Needs Approval	12:00 AM	12:00 AM	8.000000	Hours	10/31/2018	<input type="checkbox"/>						
<input checked="" type="checkbox"/>	3 0000014	1	10/11/2018	29001	00IWM	Needs Approval	12:00 AM	12:00 AM	8.000000	Hours	10/31/2018	<input type="checkbox"/>						
<input checked="" type="checkbox"/>	4 0000014	1	10/12/2018	29001	00IWM	Needs Approval	12:00 AM	12:00 AM	8.000000	Hours	10/31/2018	<input type="checkbox"/>						
<input checked="" type="checkbox"/>	5 0000014	1	10/15/2018	29001	00IWM	Needs Approval	12:00 AM	12:00 AM	8.000000	Hours	10/31/2018	<input type="checkbox"/>						
<input checked="" type="checkbox"/>	6 0000014	1	10/16/2018	29601	00IWM	Needs Approval	12:00 AM	12:00 AM	4.000000	Hours	10/31/2018	<input type="checkbox"/>						
<input checked="" type="checkbox"/>	7 0000014	1	11/21/2018	31901	00HOM	Needs Approval	12:00 AM	12:00 AM	8.000000	Hours	11/30/2018	<input type="checkbox"/>						
<input checked="" type="checkbox"/>	8 0000014	1	11/22/2018	34201	00HOM	Needs Approval	12:00 AM	12:00 AM	8.000000	Hours	11/30/2018	<input type="checkbox"/>						
<input checked="" type="checkbox"/>	9 0000014	1	11/23/2018	35201	00HOM	Needs Approval	12:00 AM	12:00 AM	8.000000	Hours	11/30/2018	<input type="checkbox"/>						

Select All Deselect All



14. The status will change from Needs Approval to **Approved**.

Approve Reported Time

Employee ID
Employment Record 1

Pay Period End Date

Approval Details											
	Empl ID	Empl Record	Date	Sequence Number	Time Reporting Code	Status	Punch Begin	Punch End	Quantity	Type	Pay Period End Date
<input checked="" type="checkbox"/>	1 0000014	1	10/09/2018	26101	00IWM	Approved	12:00 AM	12:00 AM	4.000000	Hours	10/31/2018
<input checked="" type="checkbox"/>	2 0000014	1	10/10/2018	29001	00IWM	Approved	12:00 AM	12:00 AM	8.000000	Hours	10/31/2018
<input checked="" type="checkbox"/>	3 0000014	1	10/11/2018	29001	00IWM	Approved	12:00 AM	12:00 AM	8.000000	Hours	10/31/2018
<input checked="" type="checkbox"/>	4 0000014	1	10/12/2018	29001	00IWM	Approved	12:00 AM	12:00 AM	8.000000	Hours	10/31/2018
<input checked="" type="checkbox"/>	5 0000014	1	10/15/2018	29001	00IWM	Approved	12:00 AM	12:00 AM	8.000000	Hours	10/31/2018
<input checked="" type="checkbox"/>	6 0000014	1	10/16/2018	29601	00IWM	Approved	12:00 AM	12:00 AM	4.000000	Hours	10/31/2018
<input checked="" type="checkbox"/>	7 0000014	1	11/21/2018	31901	00HOM	Approved	12:00 AM	12:00 AM	8.000000	Hours	11/30/2018
<input checked="" type="checkbox"/>	8 0000014	1	11/22/2018	34201	00HOM	Approved	12:00 AM	12:00 AM	8.000000	Hours	11/30/2018
<input checked="" type="checkbox"/>	9 0000014	1	11/23/2018	35201	00HOM	Approved	12:00 AM	12:00 AM	8.000000	Hours	11/30/2018

Select All Deselect All

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

Select All Deselect All

[Return to Approval Summary](#)



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