How Do I View the Details 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 Detail .

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. Select the Last Name link to view the Payable   Time Detail .

6. If ne eded, update the Start   Date and End Date fields to view a different time period. Click the Refresh   icon.

7. Click the Expand   icon for Payable Status Filter to limit the types of payable status you wish to view.

8. The Overview   tab includes the date, timesheet st   atus, Time Reporting code, and quantity (hours).

9. The Cost and Approval   tab provides the User ID and the timestamp of when the timesheet was approved.

10. To view another employee, click the Return   to Select Employee link and select another employee.