

Approving an Employee's Elapsed Timesheet as a Time Approver

1.	From the Time Approver Self Service homepage in One USG Connect, click the Time tile.
2.	The Team Time page is displayed with options to Filter for the appropriate employee. Get (all) Employees you supervise for timesheet approval. Click the Filter button.
3.	The Filters menu is displayed. Enter the appropriate information in the available search field(s).
4.	From the returned results, select the appropriate employee.

Step	Action
5.	Click the Done button.
6.	The Team Time page is displayed for the selected employee(s). Select the appropriate employee from Name/Time field.
7.	The Weekly Timesheet for the selected employee is displayed. To navigate between the week(s) in the pay period, use the appropriate arrow in the Week field.
8.	Note: Scroll if needed to view additional information. From the Manage Approvals field, choose the appropriate date(s) from the