

Approving an Employee's Punch Timesheet as a Supervisor



Step	Action
1.	From the Manager Self Service homepage in One USG Connect, clibkathreTime tile.
2.	The Team Page is displayed with options to search for the appropriate employee time to approve. Click the Filter button.
3.	The Filters menu is displayed. Enter the appropriate information in the available se field(s).
4.	From the returned relts, select the appropriate employee. 1801234 Shay O'Neil



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