Approver

Step	Action
1.	From the Time Approver Self Service homepage in OneUSG Connect, click the **Team Time** tile. **Team Time**
2.	The Team Time page is displayed. Click the **Request Absence** link.
3.	A list of your employees is displayed. Select the appropriate employee.

Step	Action
4.	The Request Absence page is displayed. **Note:** The Absence Type field is not a required field. You can use this field to filter the options in the Absence Name list. Click the **Absence Typ**e drop-down list.
5.	Select the appropriate absence type from the displayed list.
6.	Click the **Absence Name** drop-down list.
7.	Absence Name is required. The list is filtered by the Absence Type. Choose the appropriate absence name from the list.

Step	Action
12.	