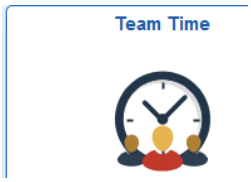
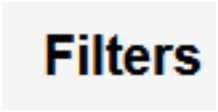
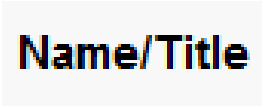
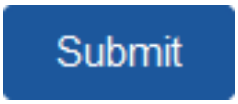
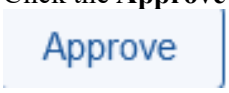
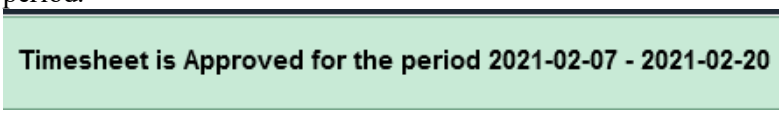
Entering Time for an Elapsed Employee

Step	Action
1.	From the Manager Self Service (or Time Approver) homepage in OneUSG Connect, click the **Team Time** tile. 
1.	The Team Time page is displayed with options to Filter for the appropriate employee or Get (all) Employees you supervise.
2.	The Filters menu is displayed. Enter the appropriate information in the available search field(s).
3.	From the returned results, select the appropriate employee. 
4.	The Team Time page is displayed for the searched employee. Choose the appropriate employee from the **Name/Title** field. 
5.	The Weekly Timesheet for the selected employee is displayed. Use the appropriate arrow to navigate between pay periods.
6.	The selected pay period is displayed. If necessary, use the appropriate arrow in the **Week** field to select the correct week in the pay period.
7.	Select the appropriate Time Reporting Code and enter hours the employee worked in the appropriate field.
8.	Continue entering time in the appropriate fields.

Step	Action
9.	With all time entered in the appropriate field(s), click the **Submit** button. **Note:** If you do not click the submit button, your entries on the timesheet will not save. 
10.	From the Manage Approvals field, choose the appropriate date(s) from the **Date** column, or click the **Select All** button to capture entries needing approval.
11.	The dates to be approved are selected. Click the **Approve** button 
12.	A confirmation message is displayed, asking you to confirm approval for the selected dates. Click the **Yes** button.
13.	A confirmation message is displayed that the Timesheet is approved for the selected period. 
14.	You have completed the steps to enter time for an Elapsed Timesheet employee in OneUSG Connect. **End of Procedure.**