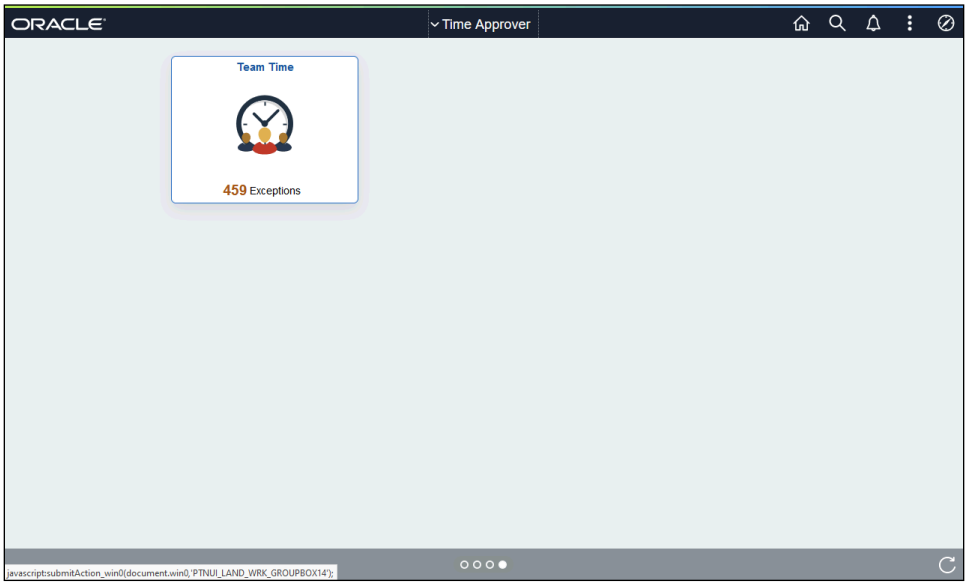
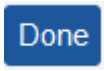
Approving an Employee's Punch Timesheet as a Time Approver



Step	Action
1.	From the Time Approver Self Service homepage in One USG Connect, click the **Team Time** tile. Team Time
2.	The Team Page is displayed with options to search for the appropriate employee with time to approve. Click the **Filter** button. Filter
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. **1801234** Shay O'Neil

Step	Action
5.	Click the **Done** button. 
6.	The Team Time page is displayed with the searched employee. Choose the appropriate employee from the **Name/Time** field.
7.	The Timesheet for the selected employee is displayed. If necessary, scroll to view additional information.
8.	To approve the selected employee's time, choose the appropriate day(s) from the Day Summary column, or click the **Select All** checkbox.
9.	Click the **Approve** button.
10.	A confirmation notice for your action is displayed. Click the **Yes** button.
11.	A confirmation message is displayed that the Timesheet is approved for the selected period.
12.	You have completed the steps to approve an employee's punch timesheet in the OneUSG Connect system as a Time Approver. **End of Procedure.**