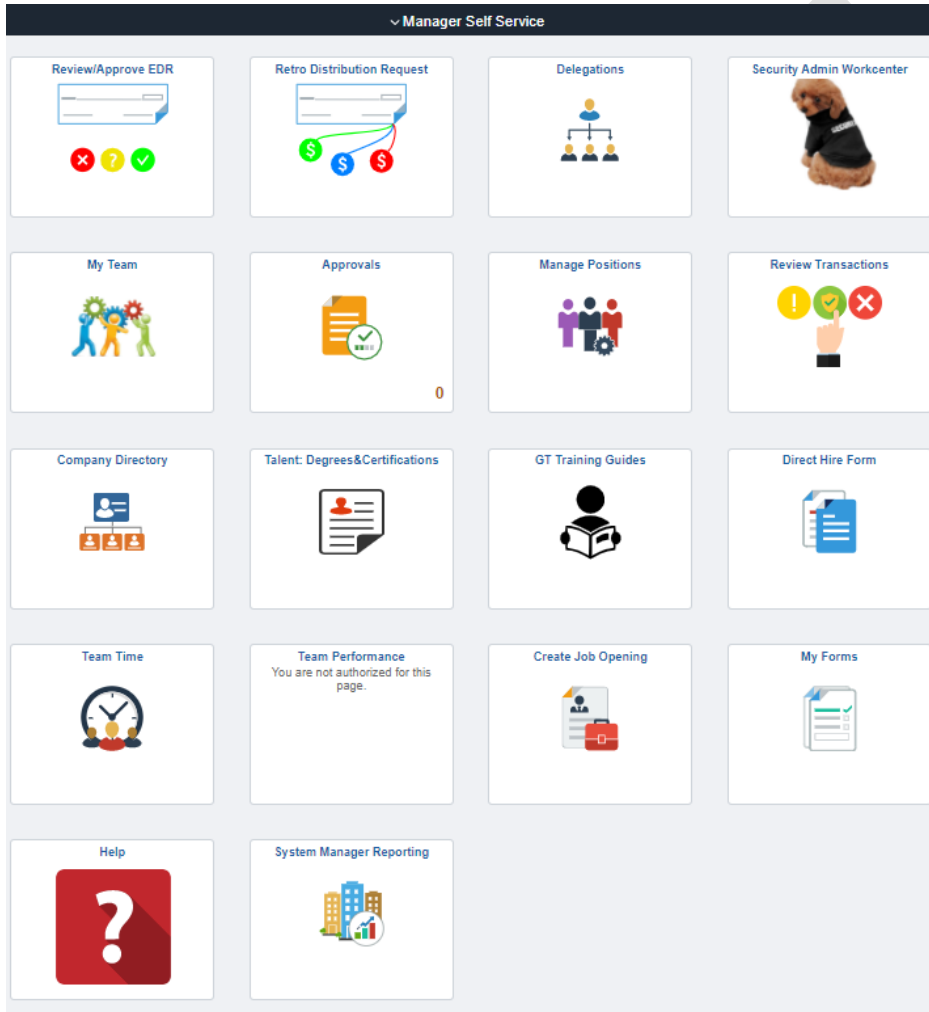


How Do I Enter Time for My Employees as a Manager?

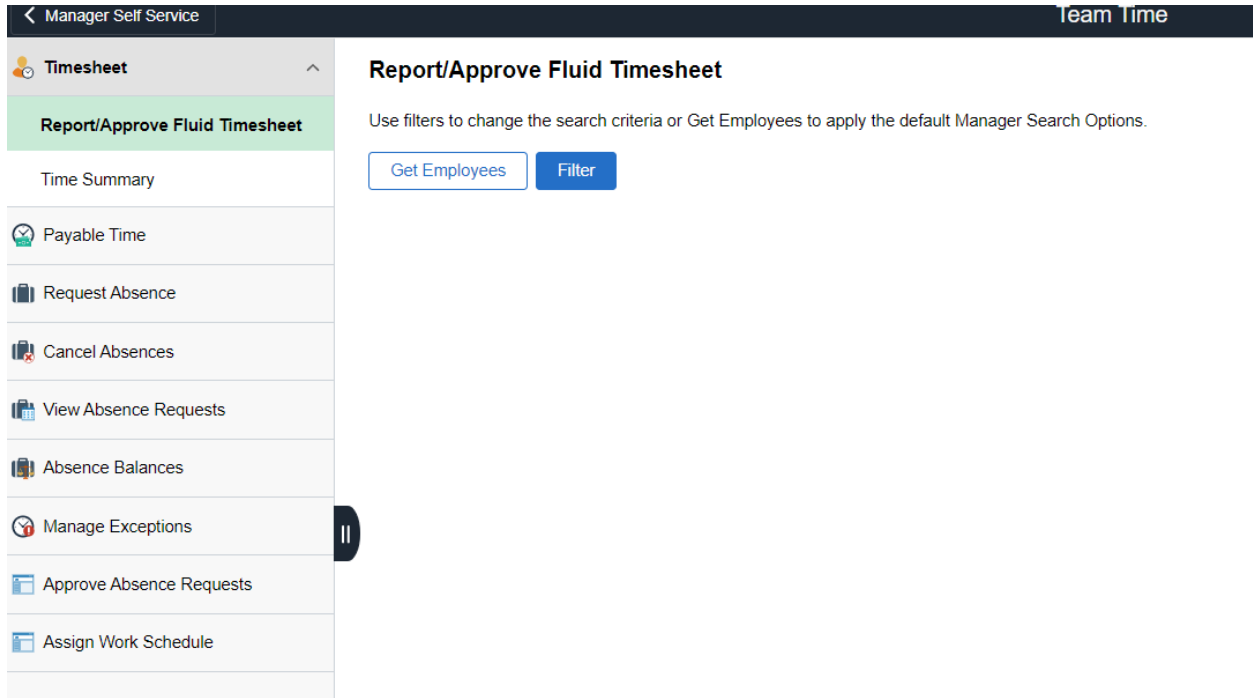
Entering Time for an Elapsed Time Employee as a Manager

1. MSS> Team Time Tile

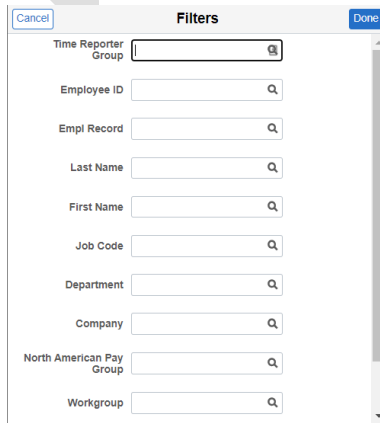


OneUSG Connect HREL 6.22 DRAFT Job Aid

The Team Time Page is displayed with options to search for the appropriate employee(s).



2. Click on **Filter** to search by specific filter options such as Time Reporter Group, Employee Name, Employee ID, etc and click **Done**. To search for all employees click on **Get Employees** – by selecting this option it will populate all employees assigned to you.



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- To view for a specific date range. Click on the date and the calendar window appears.

Team Time

Weekly Timesheet
Job Details 1062424 - LAF-Public Safety

Corporal
[Return to Select Employee](#)
- 1

Earliest Change Date 11/15/2020

*View By

7 March - 13 March 2021

Weekly
Scheduled 36.00 | Reported 0 Hours | Combined Hours 0.00 Hours

[View Legend](#)

*Time Reporting Code

	8-Monday	9-Tuesday	10-Wednesday	11-Thursday	12-Friday	13-Saturday	13-Saturday
Scheduled OFF	Scheduled OFF	Scheduled OFF	Scheduled 12	Scheduled 12	Scheduled OFF	Scheduled OFF	Scheduled OFF
Reported 0	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0
Comments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The Timesheet page is displayed.

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Earliest Change Date 11/15/2020

*View By Calendar Period

7 March - 20 March 2021

BiWeekly Period- PS Delivered
Scheduled 38.00 | Reported 7.6 Hours | Combined Hours 7.60 Hours | Unapproved Time 7.60

[View Legend](#)

[Submit](#)

Week 1 of 2
Scheduled 19.00 | Reported 7.60 Hours | Unapproved Time 0.00

*Time Reporting Code	7-Sunday	8-Monday	9-Tuesday	10-Wednesday	11-Thursday	12-Friday	13-Saturday
	Scheduled OFF Reported 0	Scheduled 3.8 Reported 3.8	Scheduled 3.8 Reported 3.8	Scheduled 3.8 Reported 0	Scheduled 3.8 Reported 0	Scheduled 3.8 Reported 0	Scheduled OFF Reported 0
00REG - Regular		3.80	3.80				
Comments							

Manage Approvals

Select All [Approve](#)

Date	Reported Status	Total	TRC	Description	Scheduled Work Hours
<input type="checkbox"/> 03/08/2021	Needs Approval	3.80	00REG	Regular	3.80
<input type="checkbox"/> 03/09/2021	Needs Approval	3.80	00REG	Regular	3.80

4. Enter hours and select the appropriate Time Reporting Code (TRC).

5. Click [Submit](#) button.

- The time is submitted to the approval workflow, and a confirmation message is displayed at the top of the page.

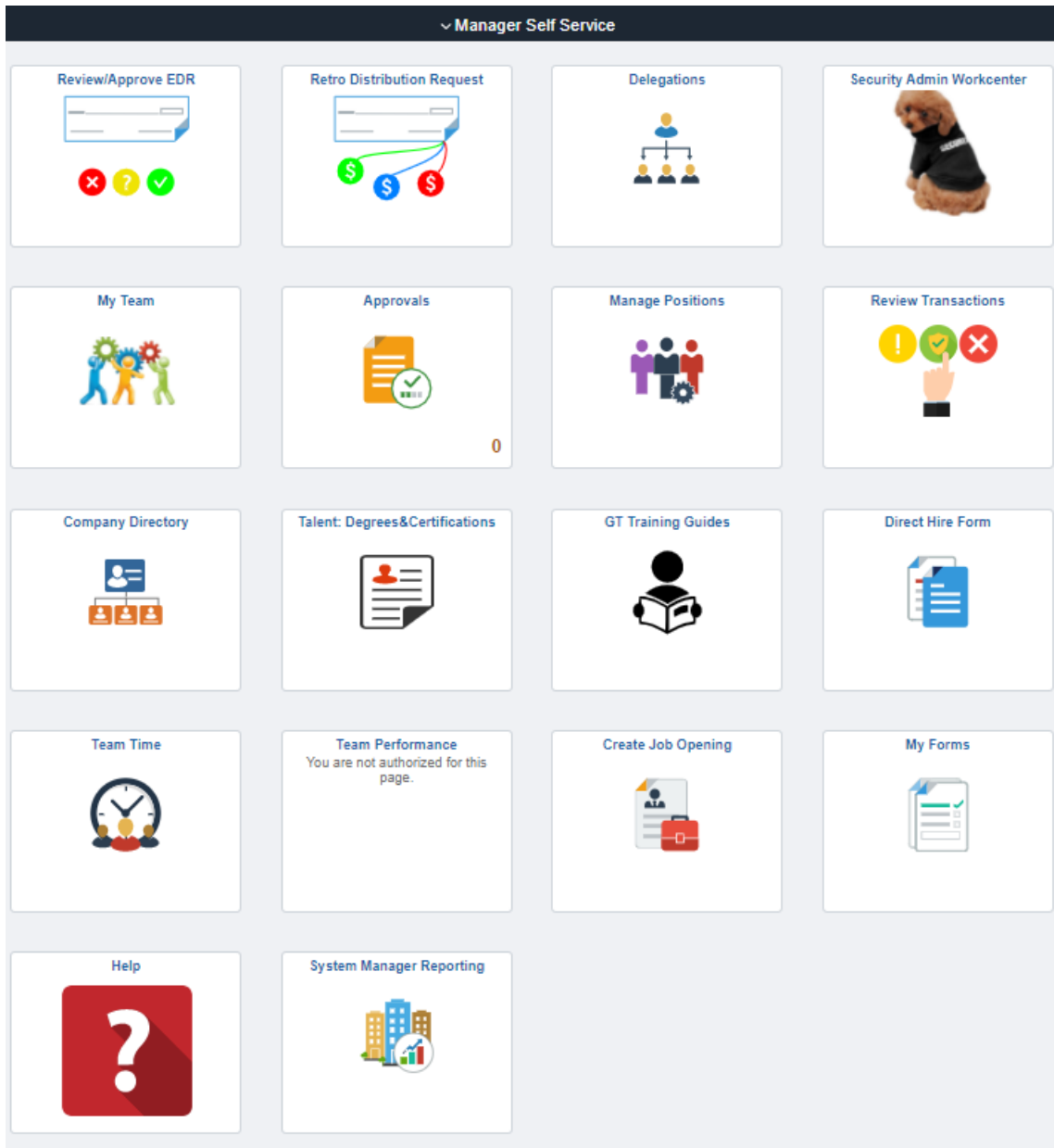
Timesheet is Submitted for the period 2021-03-07 - 2021-03-20

NOTE: After the timesheet is submitted it is important to make sure to **Approve** so the adjustment is properly processed on the next payroll processing cycle.

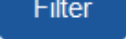
Entering Time for Punch Time Employee as a Manager

1. MSS> Team Time Tile

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The Team Time Page is displayed with options to search for the appropriate employee(s).

2. Click on  to search by specific employee and click Done.
- To search for all employees click on Get Employees – by selecting this option it will populate all employees assigned to you.

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Manager Self Service Team Time

Timesheet

- Report/Approve Fluid Timesheet
- Time Summary
- Payable Time
- Request Absence
- Cancel Absences
- View Absence Requests
- Absence Balances
- Manage Exceptions
- Approve Absence Requests
- Assign Work Schedule

Report/Approve Fluid Timesheet

Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.

The Weekly Timesheet page is displayed.

*View By

7 March - 13 March 2021
Weekly

Scheduled 19.50 | Reported 6.50 Hours | Combined Hours 6.50 Hours | Unapproved Time 6.50

[View Legend](#)

Select All

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status
07 Sunday Mer Reported 6.50 / Scheduled OFF	<input type="text" value="1:00:00PM"/>	<input type="text" value="4:00:00PM"/>	<input type="text" value="4:30:00PM"/>	<input type="text" value="8:00:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Needs Approval

Note: You can enter time with a colon and AM/PM or use military time.

3. Enter the punch times accordingly.
 - Enter the employee's arrival time in the **In** field.
 - If the employee took a meal break, enter the **Out** time for meals in the **Lunch** field
 - Enter the return time from lunch in the **In** field

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- At the end of shift, enter the time in the **Out** field.

Note: The Time Reporting Code can be left blank

Enter appropriate information for additional date(s) in the time entry fields as needed.

4. Click the  button once all time information is entered.

- The time is submitted to the approval workflow, and a confirmation message is displayed.

Timesheet is Submitted for the period 2021-03-07 - 2021-03-20

NOTE: After the timesheet is submitted it is important to make sure to **Approve** so the adjustment is properly processed on the next payroll processing cycle.