How Do I Approve Time?

Managers are required to approve all non-exempt employees’ reported time in order for OneUSG Connect to process it into payable time.

Time Approver Tile

1. Log into OneUSG Connect.
2. On the Time Approver page, click the Time Approver tile.
3. Click Report Time.
4. To see a list of all of your employees, click the Get Employees button.
5. The Time Summary displays the employees’ reported hours, hours to be approved and scheduled hours. To approve an employee’s time, select the employee’s Last Name link.
6. Click in the Select box to select individual days or click the Select All button.
7. Take the appropriate approval action:
   a. To approve selected lines, click Approve.
   b. To deny selected lines, click Deny.
   c. To send a line back to an employee, click Push Back.
   d. Denied and pushed back time entries are not available to become payable time. The employee may delete the erroneous entry and resubmit if applicable. You may then approve the resubmitted time.
8. Click Yes to confirm your action.
9. Click OK on the confirmation page.
10. The **Reported Time Status** shows the status of each day's time entry. To select another employee, click **Next Employee** (in the **Select Another Timesheet** box) or click **Return to Select Employee**.