How Do I Approve Payable Time for My Team?

Navigation

1. Log into OneUSG HCM.
2. If the **Manager Self Service** page is not displayed, click on the blue **NavBar** and select **Manager Self Service** from the drop down listing.
3. On the **Manager Self Service** page, click the **Team Time** tile.
4. On the **Team Time** page, click **Approve Payable Time** in the menu listing.

Select a Team to View (Optional)

5. The **Approve Payable** Time page displays team information related to your "default" manager position. If you have multiple teams assigned to you and desire to view a different team, click the **Job** field and select the appropriate job title from the listing. NOTE: In this context, your "default" manager position is based on an alphabetical sort of all job titles assigned to you.

Select Employees to Review

6. On the **Approve Payable** Time page, click the **Get Employees** button and retrieve a listing of all team members with time entries to act on.
7. Review the **Start Date** and **End Date** displayed in the **Change Time in View** section.
8. If the **Start Date** and/or **End Date** need to be updated, click the **Choose a date** icon and select a new **Start** and/or **End Date**. Click the **Refresh** icon displayed to the right of the **End Date** field.

Review the Payable Time Summary

9. The **Time Summary** section of the page displays **Total Payable Hours** and **Hours Worked** for team members.
10. Review the summary information, paying close attention to employees with no time reported or with totals exceeding a "normal" schedule.

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11. If desired, click the **Demographics** tab to review additional employee-related information, including: **Employee ID**, **Job Code**, **Location Code**, **Position Number**, **Reports To ID** and **Paygroup**.

Identify and Investigate Time Entry Issues

12. Click the **Last Name** field associated with an employee transfer to the **Approval Details** section of the **Approve Payable Time** page.
13. Review the daily time entry information, using the various tabs, links, and icons displayed in the **Approval Details** section.
14. Click the **Return to Approval Details** link, as needed, and prepare to update or act on the time entries.

Make Corrections and Updates to Employee Time

15. To correct a time entry error, click the **Adjust Reported Time** link.
16. Enter your changes on the **Adjust Reported Time** page.
17. Click the **Save** button.
18. Click the **Return to Approval Details** link.

Require the Employee to Make Corrections and Updates (Pushback)

19. On the **Approve Payable Time** page in the **Employee Payable Summary** section, click the **Last Name** of the desired employee to approve.
20. Click the **Select All** link displayed at the bottom of the **Approval Details** section to enable all of the checkboxes associated with the time entries.
21. Click the checkbox(es) again, as needed, to unselect any time entries to exclude from the **Push Back** action.
22. Click the **Push Back** button displayed at the bottom of the page.
23. The system displays an informational message, requesting confirmation of the push back action.
24. Click the **Yes** button to continue.
25. When the system indicates the process was successful, click the **OK** button.

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26. Click the **Return to Approval Summary** link displayed at the bottom of the page.

Approve Employee Time

27. On the **Approve Payable Time** page in the **Employee Payable Summary** section, click the **Last Name** of the desired employee to approve.
28. Click the **Select All** link displayed at the bottom of the **Approval Details** section to enable all of the checkboxes associated with the time entries.
29. Click the checkbox(es) again, as needed, to unselect any time entries to exclude from the **Approval** action.
30. Click the **Approve** button displayed at the bottom of the page.
31. The system displays an informational message, requesting confirmation of the approval action.
32. Click the **Yes** button to continue.
33. When the system indicates the process was successful, click the **OK** button.
34. Click the **Return to Approval Summary** link displayed at the bottom of the page.

Reject (Deny) Employee Time

35. On the **Approve Payable Time** page in the **Employee Payable Summary** section, click the **Last Name** of the desired employee to approve.
36. Click the **Select All** link displayed at the bottom of the **Approval Details** section to enable all of the checkboxes associated with the time entries.
37. Click the checkbox(es) again, as needed, to unselect any time entries to exclude from the **Deny** action.
38. Click the **Deny** button displayed at the bottom of the page.
39. The system displays an informational message, requesting confirmation of the deny action.
40. Click the **Yes** button to continue.

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41. When the system indicates the process was successful, click the **OK** button.
42. Click the **Return to Approval Summary** link displayed at the bottom of the page.

Act on the Next Employee in the Payable Summary Listing

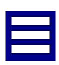
43. On the **Approve Payable Time** page, click the **Next Employee** link displayed at the top right of the page.

Begin a New Search

44. On the **Approve Payable Time** page, click the **Return to Approval Summary** link displayed at the bottom left of the page.
45. Update the search criteria and click the **Get Employees** button.

Complete the Task/Sign Out of the Application

46. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



47. Click the **Sign Out** option in the listing.

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