# How Do I View an Employee's Daily Reported and Scheduled Time?

## Navigation

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **Team Time** tile.
3. Select **Monthly Time Calendar**.
4. Above the **View Criteria** section, click the **Daily Time Calendar** link.
5. In the **Employee Selection** criteria section, enter the **Name** or **Employee ID** of the employee you wish to view and click the **Get Employees** button. To retrieve all of your employees, leave all fields blank in the section and click the **Get Employees** button.
6. In the **View Criteria** section:
    a. In the **Date** field, enter or use the **Calendar** Look Up icon to see a different date.
    b. To limit hours you are viewing, update the **Start Time** and **End Time** fields using the drop downs. This is helpful if you are viewing employees who use punch time.
    c. In the **Reported or Payable Hours** section, select the type of hours you wish to view.
    d. In the **Display Options**, ensure **Show Schedule** is selected.
    e. Click the **Refresh View** button.
7. Review the resulting details in the **Daily Time Calendar**. The legend explains the shadings for each entry. To see the details of reported or worked time, click the link for that day.




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