How Do I View the Details of an Employee's Payable Time?

Navigation

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **Team Time** tile.
3. Select **Payable Time Detail**.
4. In the **Employee Selection Criteria** section, enter the **Employee Name** or **ID** and click the **Get Employees** button. To see all of your employees, leave all fields blank and click the **Get Employees** button.
5. Select the **Last Name** link to view the **Payable Time Detail**.
6. If needed, update the **Start Date** and **End Date** fields to view a different time period. Click the **Refresh** icon.
7. Click the **Expand** icon for **Payable Status Filter** to limit the types of payable status you wish to view.
8. The **Overview** tab includes the date, timesheet status, Time Reporting code, and quantity (hours).
9. The **Cost and Approval** tab provides the User ID and the timestamp of when the timesheet was approved.
10. To view another employee, click the **Return to Select Employee** link and select another employee.