How Do I Submit a Request to Change an Employee's Time and Absence Approver?

Navigation

Follow this procedure if you wish to have the time and absence approver changed for an employee. This will submit a request to have that change made.

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **My Team** tile.
3. Locate the employee you wish to request the change in Time and Absence Approver for and click the green **action** button (located next to their name).
4. Click **Time Management**.
5. Click **Submit Request to Change Time and Absence Approver**.
6. On the **Request Change Time and Absence Approver** page, verify the employee you wish to request the approver change for is listed in the top left corner.
7. Select or enter the requested **transaction date**. This date should reflect the first date of a future pay period.
8. In the **Time & Absence Approver** field, enter the first and last name of the new approver. If needed, select the **look up** icon.
   a. Expand the **Search Criteria** section.
   b. Enter either Employee ID, First Name, or Last Name and click **Search**.
   c. Select the individual who is the new time approver.
9. Click **Next** in the upper right corner.
10. Enter **comments** regarding the request for the new time and absence approver.

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11. If needed, you can attach supporting documentation:

    a. Click **Add Attachment**.

    b. Click **My Device**.

    c. Locate and select the attachment.

    d. Click **Upload**.

    e. Click **Done**.

12. Click the **Submit** button.

13. On the confirmation page, review the approval chain for your request.

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