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

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.
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.