Entering Job Differentials Using Task Profile IDs as a Supervisor

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the Manager Self Service page, click the <strong>Team Time</strong> Tile.</td>
</tr>
<tr>
<td>2.</td>
<td>The Team Time page is displayed. Click the <strong>Filter</strong> button.</td>
</tr>
<tr>
<td>3.</td>
<td>The Filters menu is displayed. Enter the appropriate employee information into the search fields.</td>
</tr>
<tr>
<td>4.</td>
<td>With the employee information entered, click in the <strong>Done</strong> button.</td>
</tr>
<tr>
<td>5.</td>
<td>The records for the employee are displayed. Click the appropriate <strong>Name/Title</strong> link.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
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<tr>
<td>6.</td>
<td>The selected employee Weekly Timesheet is displayed. To make more work room available, click the <strong>Collapse Menu</strong> button.</td>
</tr>
<tr>
<td>7.</td>
<td>The employee's Weekly Timesheet is expanded. Scroll, if necessary, to view additional information. <strong>Weekly Timesheet</strong></td>
</tr>
<tr>
<td>8.</td>
<td>To apply a job differential to the reported time, click the <strong>Task Profile ID</strong> lookup magnifying glass in the appropriate row. <strong>Task Profile ID</strong></td>
</tr>
<tr>
<td>9.</td>
<td>The Task Profile ID Lookup window is displayed. Select the appropriate <strong>Task Profile ID</strong>. <strong>Note:</strong> The Description column indicates the hourly rate for the differential. <strong>Task Profile ID</strong></td>
</tr>
<tr>
<td>10.</td>
<td>The selected Task Profile ID is applied. To apply a Task Profile ID to part of a shift, click the <strong>Add</strong> button in the appropriate row. <strong>Add</strong></td>
</tr>
<tr>
<td>11.</td>
<td>A new row is added to the selected date. You can use the multiple rows to enter and adjust the total time to apply part of the shift to a Task profile ID. Enter appropriate times in the <strong>In</strong> and <strong>Out</strong> fields for both the rows. <strong>In</strong> <strong>Out</strong></td>
</tr>
<tr>
<td>12.</td>
<td>With the time split between the two rows, you can apply the Task Profile IDs to the split. Click the lookup magnifying glass under the <strong>Task Profile ID</strong> column for the appropriate row. <strong>Task Profile ID</strong></td>
</tr>
<tr>
<td>13.</td>
<td>The Task Profile ID Lookup window is displayed. Select the appropriate Task Profile ID. <strong>Task Profile ID</strong></td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td>14.</td>
<td>Once all Task Profile IDs are assigned to the shift(s), click the <strong>Submit</strong> button.</td>
</tr>
<tr>
<td></td>
<td><img src="submit_button.png" alt="Submit" /></td>
</tr>
<tr>
<td>15.</td>
<td>A message is displayed confirming your submission.</td>
</tr>
<tr>
<td></td>
<td><strong>Submitted Successfully</strong></td>
</tr>
<tr>
<td>16.</td>
<td>You have successfully completed the steps to apply a job differential using Task Profile IDs in OneUSG Connect.</td>
</tr>
<tr>
<td></td>
<td><strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>