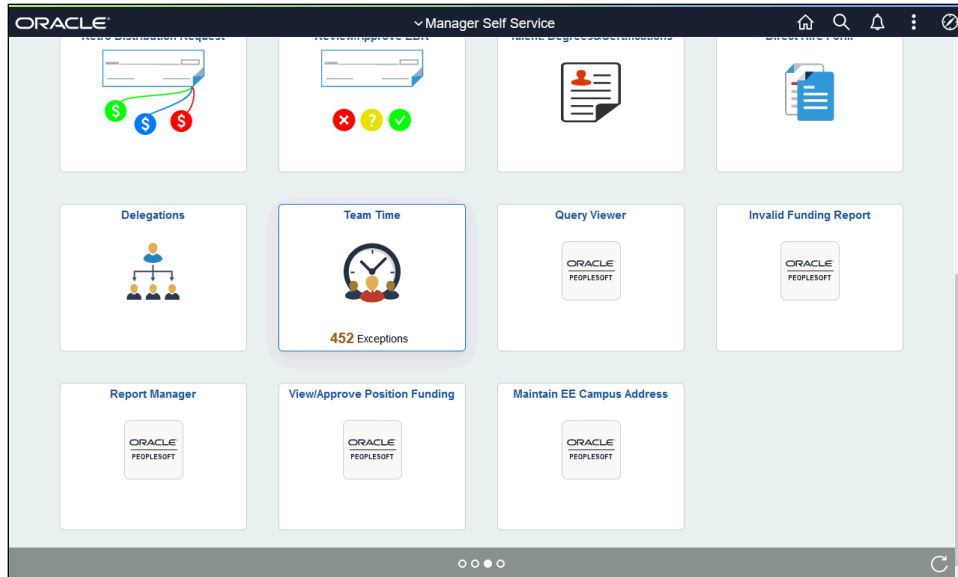




Entering Time for a Punch Time Employee as a Supervisor



Step	Action
1.	From the Manager Self Service homepage in OneUSG Connect, click the Team Time tile.
2.	The Team Time page is displayed with options to search for the appropriate employee(s). 
3.	The Filters menu is displayed. Enter the appropriate information in the available search field(s).
4.	Select the appropriate employee from the returned search results. Empl ID Display Name
5.	Click the Done button. 
6.	The Team Time page is displayed with the searched employee. Chose the appropriate employee in the Name/Title field to access their timesheet.

Step	Action				
7.	<p>The Weekly Timesheet page is displayed.</p> <p>Enter the employee's arrival time in the In field.</p> <p>Note: You can enter time with a colon and AM/PM or use military time.</p>				
8.	<p>Enter the employee's departure time in the Out field.</p>				
9.	<p>Enter the employee's arrival time in the In field for the next appropriate date.</p>				
10.	<p>If the employee took a meal break, enter the time out for meals in the Lunch field.</p>				
11.	<p>Enter the return time from lunch in the In field.</p>				
12.	<p>At the end of shift, enter the time in the Out field.</p>				
13.	<p>Enter appropriate information for additional date(s) in the time entry fields as needed.</p> <p>Note: The Time Reporting Code can be left blank.</p> <table border="1" data-bbox="363 793 1062 856"> <tr> <td data-bbox="363 793 537 856">In</td> <td data-bbox="537 793 781 856">Lunch</td> <td data-bbox="781 793 959 856">In</td> <td data-bbox="959 793 1062 856">Out</td> </tr> </table>	In	Lunch	In	Out
In	Lunch	In	Out		
14.	<p>Once all time information is entered, click the Submit button.</p> <div data-bbox="363 919 532 982" style="border: 1px solid black; background-color: #4a7ebb; color: white; padding: 5px; display: inline-block; margin: 10px;">Submit</div>				
15.	<p>The time is submitted to approval workflow, and a confirmation message is displayed.</p>				
16.	<p>You have completed the steps to enter time for punch time employee as a supervisor in OneUSG Connect.</p> <p>End of Procedure.</p>				