Middle Georgia State University

Entering Time for a Punch Timesheet Employee with a Mid-Period Change as a Supervisor
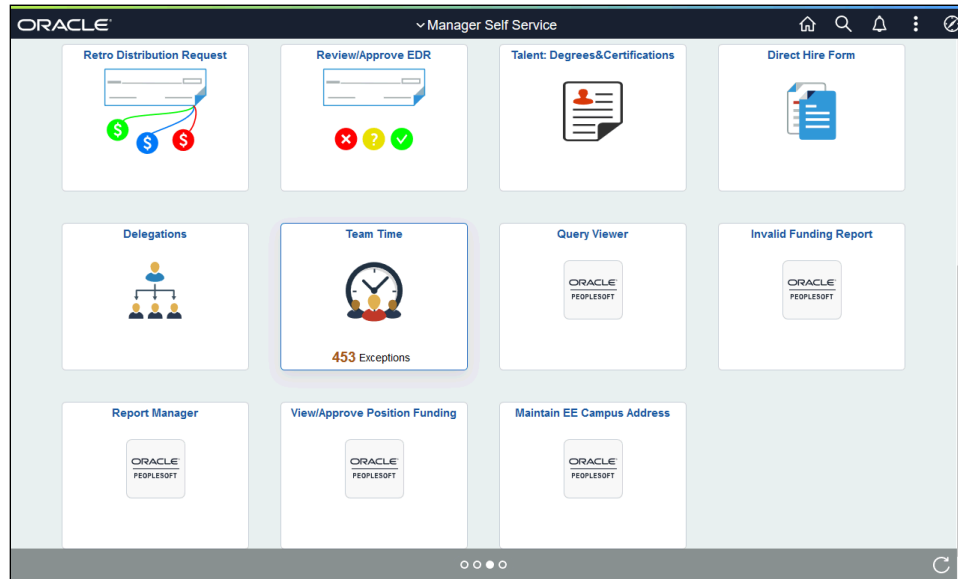
Step	Action
1.	From the Manager Self Service homepage in OneUSG Connect, click the **Team Time** tile.
2.	The TeamTime page is displayed. Click the **Filter** button to search for an employee(s).
3.	The Filters menu is displayed. Enter the appropriate information in the available search field(s).
4.	Select the appropriate employee from the search results.

Middle Georgia State University

Step	Action
5.	Click the **Done** button. Done
6.	The Team Time page is displayed with the searched employee. Chose the appropriate employee in the **Name/Title** field to access their timesheet.
7.	The timesheet for the selected is displayed with a notification stating a mid-period time reporting profile change exists. **Note:** The mid-period change only displays on the corresponding pay period. You can use the pay period banner to locate the appropriate week.
8.	Scroll if need to display the mid-period change effective date. **Note**: You cannot enter time for these dates until you change the pay period to match the effective date of the mid-period change.
9.	To select the mid-period change effective date, click the Pay **Period** link. **21 February - 6 March 2021**
10.	The Calendar is displayed. Select the **date** the mid-period change begins. 2
11.	The pay period is displayed starting with the mid-period change effective date. Enter the appropriate arrival time in the **In** field. **Note:** You can enter time with a colon and AM/PM or use military time.
12.	Enter the employee's departure time for the day in the **Out** field.
13.	Continue entering time as necessary for dates the employee worked.
14.	Once all time information is entered, click the **Submit** button. Submit
15.	A confirmation message is displayed that the timesheet is submitted for the selected period. **Timesheet is Submitted for the period 2021-03-02 - 2021-03-15**
16.	You have completed the steps to enter hours for a punch timesheet employee with a mid-period change in OneUSG Connect. **End of Procedure.**