Entering Time for a Punch Timesheet Employee with a Mid-Period Change as a Supervisor

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>From the Manager Self Service homepage in OneUSG Connect, click the <strong>Team Time</strong> tile.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Team Time" /></td>
</tr>
<tr>
<td>2.</td>
<td>The TeamTime page is displayed.</td>
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<tr>
<td></td>
<td>Click the <strong>Filter</strong> button to search for an employee(s).</td>
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<tr>
<td></td>
<td><img src="image" alt="Filter" /></td>
</tr>
<tr>
<td>3.</td>
<td>The Filters menu is displayed.</td>
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<tr>
<td></td>
<td>Enter the appropriate information in the available search field(s).</td>
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<tr>
<td>4.</td>
<td>Select the appropriate employee from the search results.</td>
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<tr>
<td></td>
<td><img src="image" alt="Empl ID Display Name" /></td>
</tr>
</tbody>
</table>
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.

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.

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.

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.**