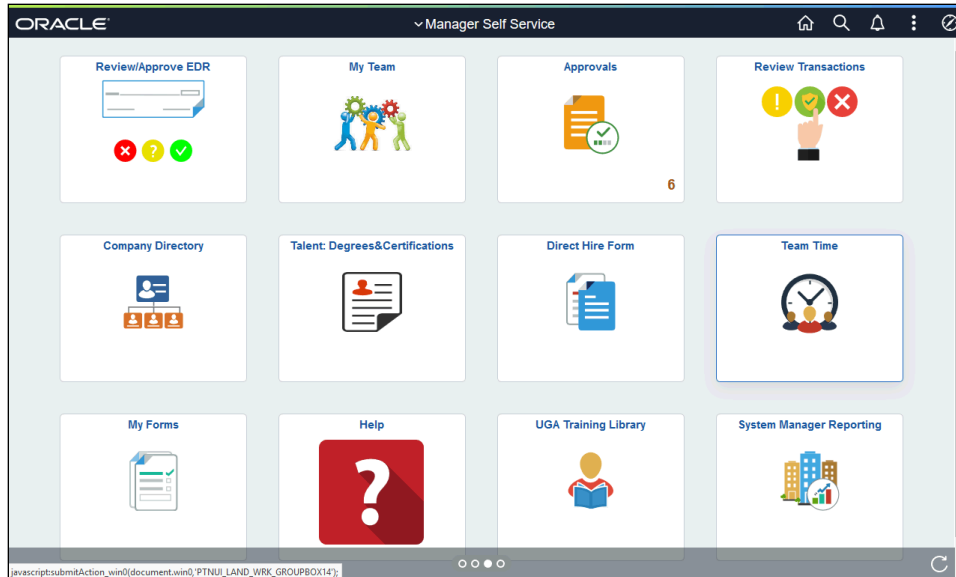

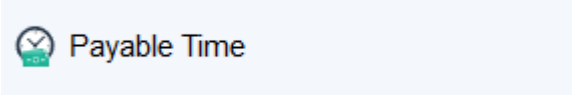


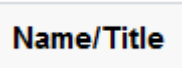
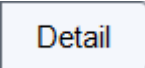


## Viewing an Employee's Payable Time as a Supervisor



Step	Action
1.	<p>From the Manager Self Service homepage in One USG Connect, click the <b>Team Time</b> tile.</p> 
2.	<p>The Team Time page is displayed.</p> <p>Click the <b>Payable Time</b> link.</p> 
3.	<p>The Team Time page is displayed with options to search for the appropriate employee with payable time.</p> <p>Click the <b>Filter</b> button.</p> <p><b>Note:</b> The Get Employees button will return all employees under your supervision.</p> 

Step	Action
4.	<p>The Filters menu is displayed.</p> <p>Enter the appropriate information in the available search field(s).</p>
5.	<p>Click the <b>Done</b> button.</p> 
6.	<p>The Team Time page is displayed with the searched employee(s).</p> <p>Choose the appropriate employee from the <b>Name/Title</b> field.</p> 
7.	<p>The Payable Time Summary field for the selected employee is displayed. If necessary, Enter the appropriate information in the <b>From</b> and <b>Through</b> date fields to navigate between pay periods.</p>
8.	<p>The Payable Time Summary for the selected dates is displayed.</p> <p>To expand the Time Summary, click the <b>Detail</b> button.</p> 
9.	<p>There are three status types:</p> <p><b>Approved, Needs Approval, and Taken by Payroll.</b></p> <p>Throughout the pay period, Payable Time (which is different than Reported Time) will stay in the <b>Needs Approval</b> status. This status is changed to <b>Approved</b>, centrally, right before Payroll runs. When the time is included in the employee's paycheck, the status is changed to <b>Taken by Payroll</b>.</p>
10.	<p><b>End of Procedure.</b></p>