**How Do I View the Details of an Employee’s Payable Time?**

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| Navigation |

1. Log into OneUSG Connect.
2. From **Manager** **Self** **Service**, click the **Team Time** tile.
3. Select **Payable Time Detail**.
4. In the **Employee** **Selection** **Criteria** section, enter the **Employee** **Name** or **ID** and click the **Get** **Employees** button. To see all of your employees, leave all fields blank and click the **Get** **Employees** button.
5. Select the **Last** **Name** link to view the **Payable** **Time** **Detail**.
6. If needed, update the **Start** **Date** and **End** **Date** fields to view a different time period. Click the **Refresh** icon.
7. Click the **Expand** icon for **Payable** **Status** **Filter** to limit the types of payable status you wish to view.
8. The **Overview** tab includes the date, timesheet status, Time Reporting code, and quantity (hours).
9. The **Cost** **and** **Approval** tab provides the User ID and the timestamp of when the timesheet was approved.
10. To view another employee, click the **Return** **to** **Select** **Employee** link and select another employee.