

Technology Outreach

all employees use the OneUSG Connect system to

3. From the

(the KSU logo).

You can tell it to



- 4. Log in using your and (See Figure 3).
- 5. Click (See Figure 3).



6. You will be taken to the



7. Click the

8. Click

next to

(See Figure 5).

(See Figure 5).



9. Once inside , you can view basic information about your direct employees, and perform certain actions for those employees.

To approve your Teams time:

1. Click on the tile.

.

2. Click

3. On the

5. To approve an employees' time submitted, click their

Shepherd	Derek	0158743	0 Office/Clerical Lead	16.00	16.00	40.00	0.00	0.00
an, <u>s</u>	Mark	0288710	2;Office/Clerical Assistant	16.00	16.00	40.00	0.00	0.00
	Francisco Stev	eris pizie	4130346. 	Contraction Participation Part	ranțo Pio Sen	1938 	- Añser Aller	f

6. From the tab, click the you can click (See Figure 13).

next to the times you wish to approve, or

7. Click (See Figure 13).



As a supervisor, you are not only approving the timecard, but you should also be verifying the accuracy of the time being submitted by your employee.

8. Click to confirm.

9. A confirmation will appear. Click-

Managers are able to view and approve absence requests that their employees submit. The following will show you how to approve absence requests submitted by an employee:

1. From the page, click on the tile.



2. You will then be taken to the Page. Click the to review the submitted leave request.

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•	03/06/2018		illeet	Nort Pro-	03/01/2018	
Routed		. Vocation .16		-		00.000000 2 0000000

3. Click to Approve the requested sick leave.

Non-restriction of the second stranger		and the second						
All actives I Regime 1 Proved Bands								
	Absence Details							
End.0.00/06/2010	Ahearan Name Sick Lonyo							
	Start Date 03/06/2018							
			Original Start Data_02/06/2019					
Partial Days None								
Current Balance 0.00 Hours A Disclaimer								
▼ Requester Comments								
	There are no requ	iester comments						
	Request History	>						

4.