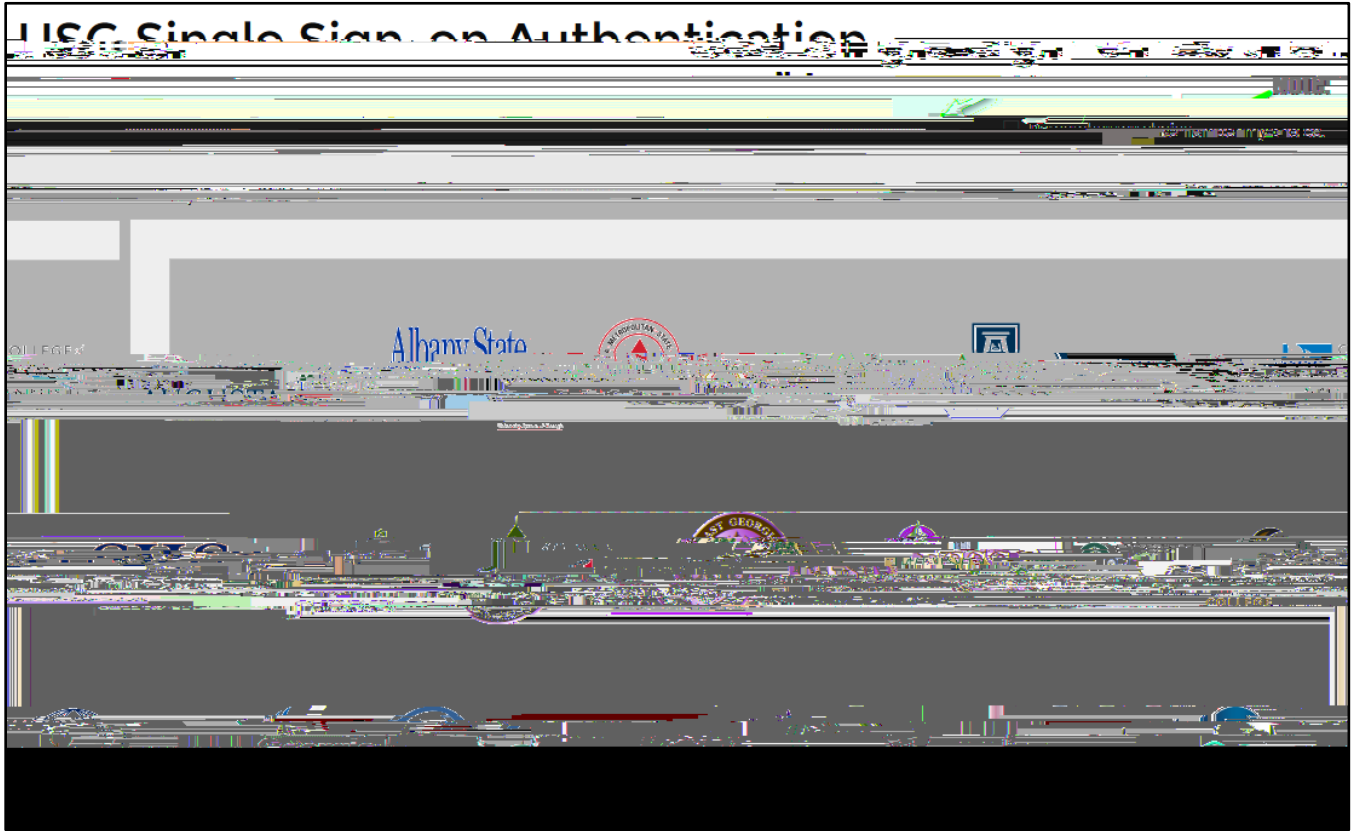




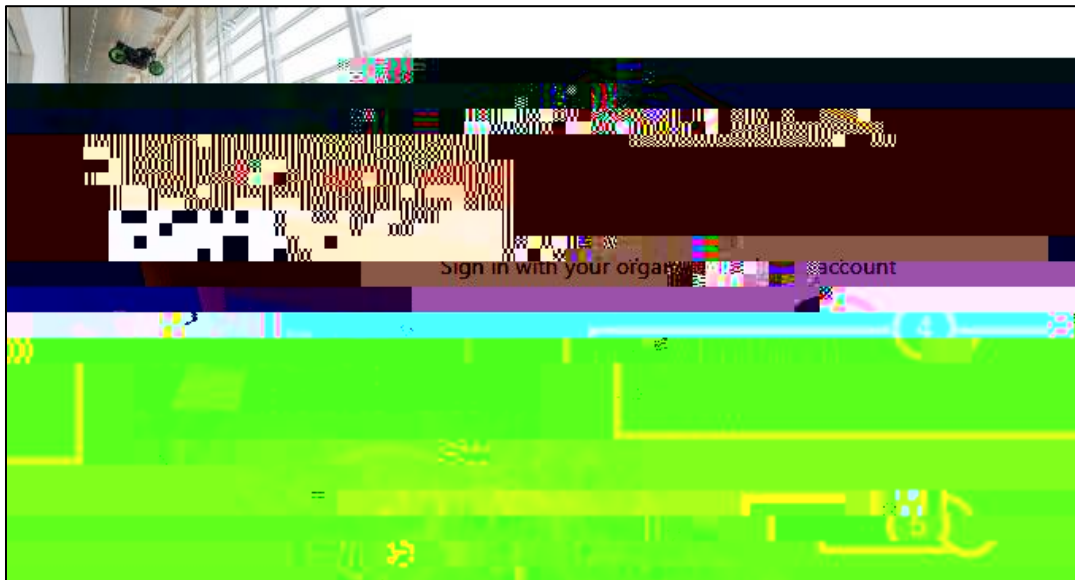
all employees use the OneUSG Connect system to

3. From the _____ screen, choose your _____ (the KSU logo).

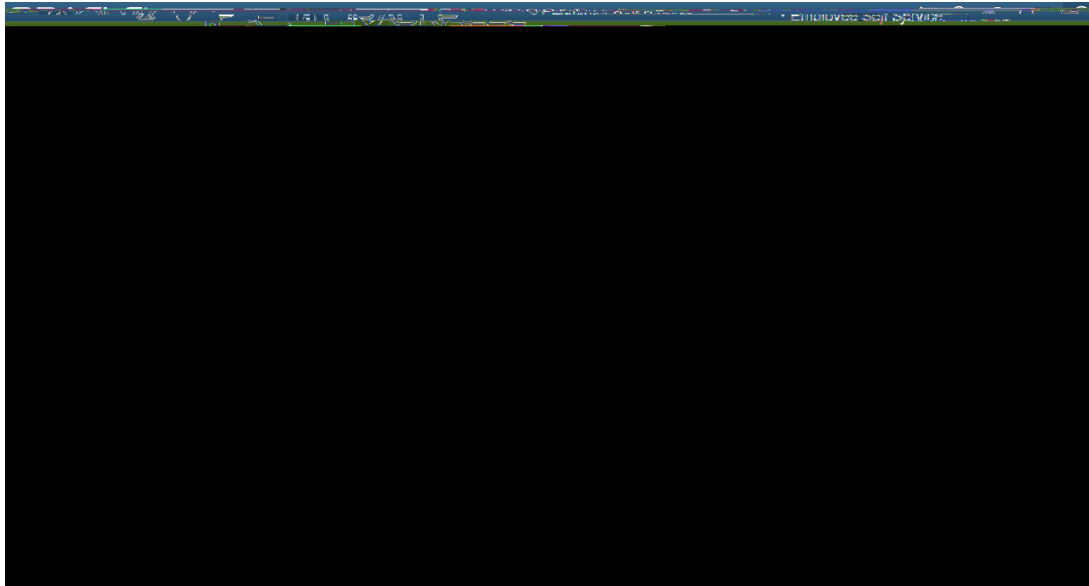
You can tell it to _____.



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

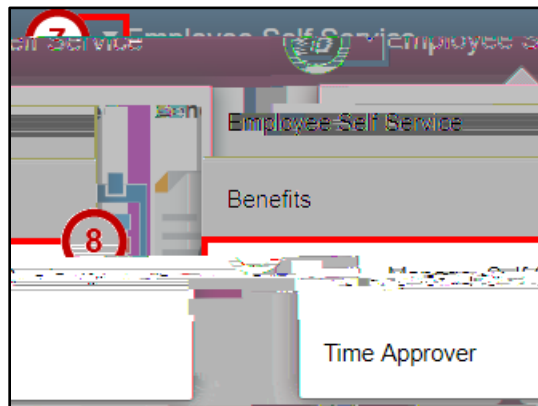


6. You will be taken to the Home Page.



7. Click the [redacted] next to [redacted] (See Figure 5).

8. Click [redacted] (See Figure 5).



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

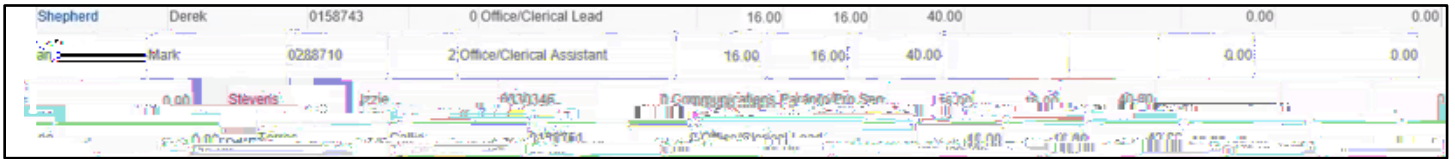
To approve your Teams time:

1. Click on the [redacted] tile.

2. Click [redacted].

3. On the

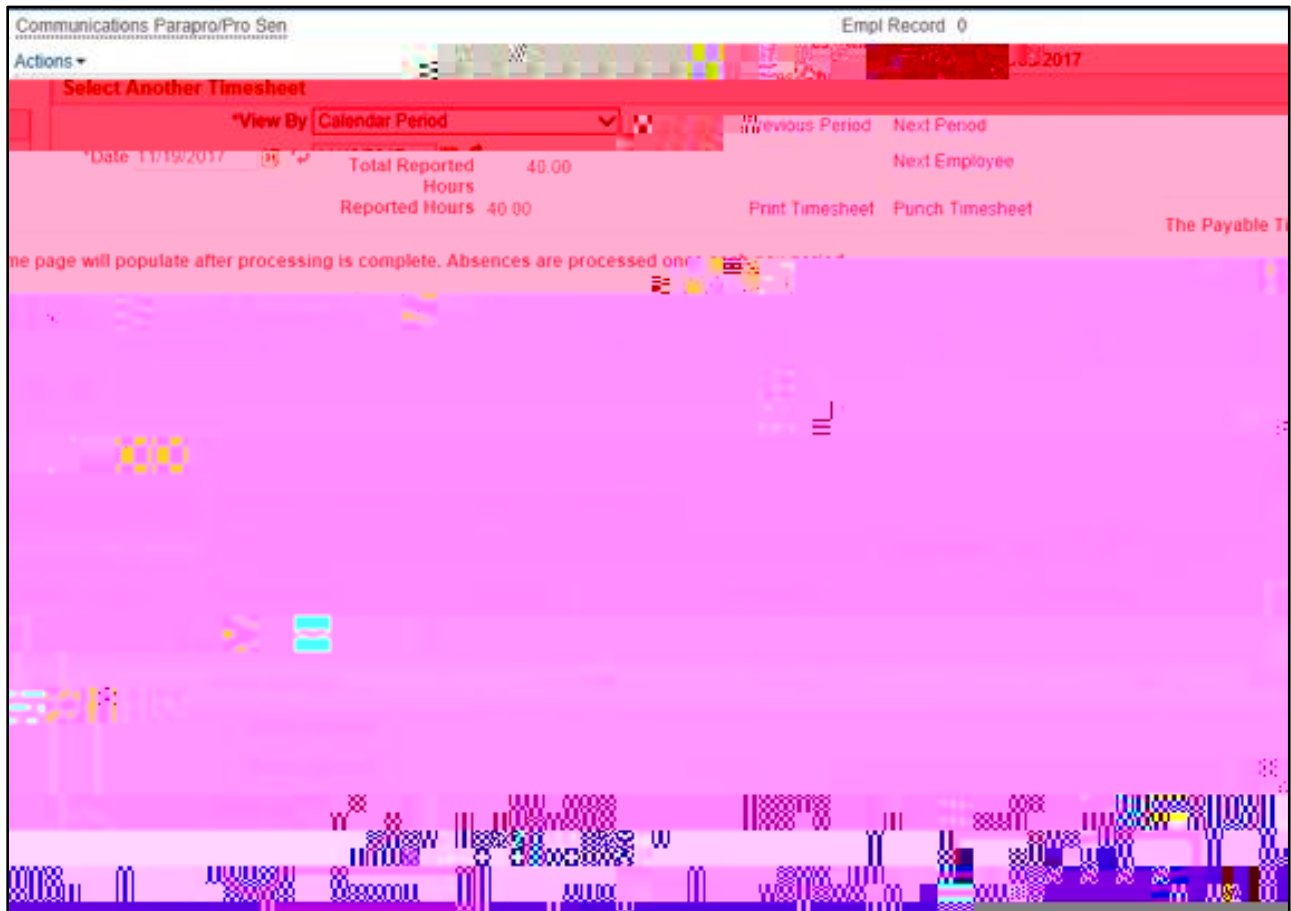
5. To approve an employees' time submitted, click their



Employee Name	ID	Position	Reported Hours	Approved Hours	Remaining Hours	Other Values
Shepherd, Derek	0158743	Office/Clerical Lead	16.00	16.00	40.00	0.00, 0.00
Mark	0288710	Office/Clerical Assistant	16.00	16.00	40.00	0.00, 0.00
Stevens, Jizle	0100145	Communications Paraprofessional	16.00	16.00	40.00	0.00, 0.00

6. From the tab, click the next to the times you wish to approve, or you can click (See Figure 13).

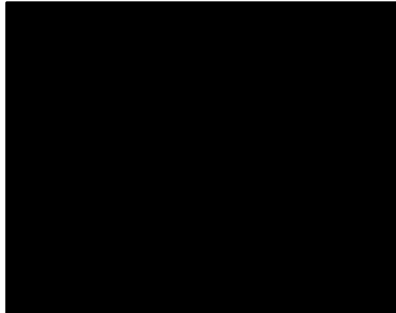
7. Click (See Figure 13).



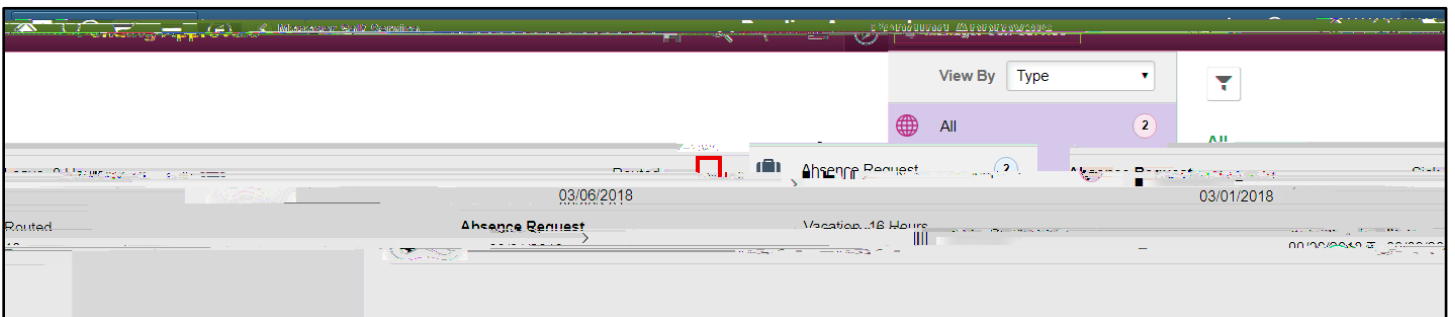
As a supervisor, you are not only approving the timecard, but you should also be verifying the accuracy of the time being submitted by your employee.

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:

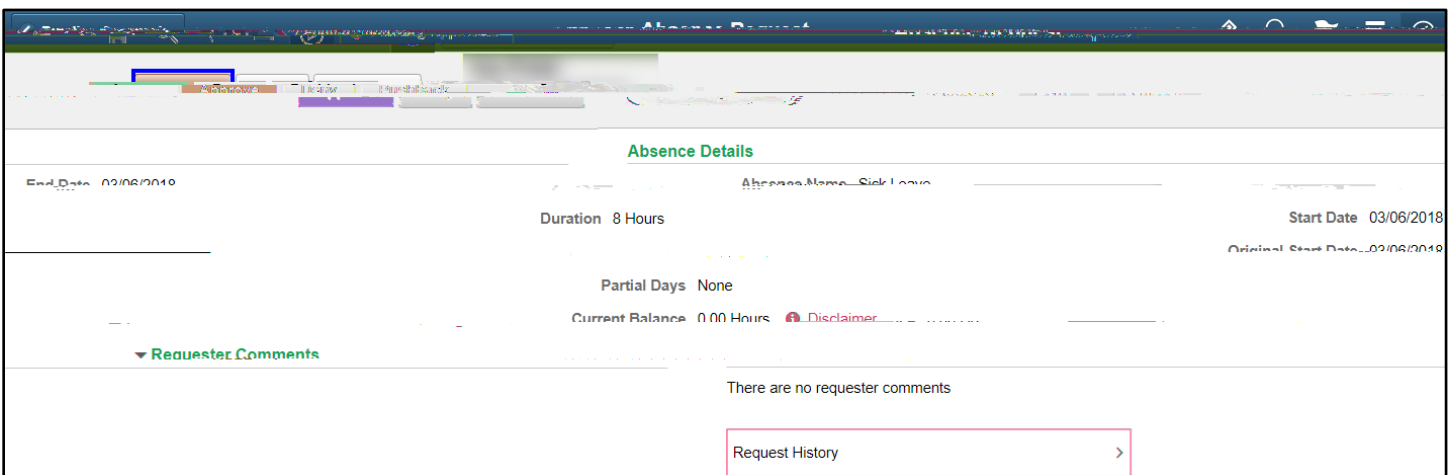
1. From the _____ page, click on the _____ tile.



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



3. Click _____ to Approve the requested sick leave.



4.

