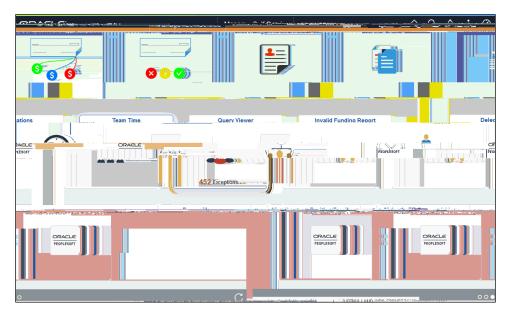


Approving an Employee's Punch Timesheet as a Supervisor



Step	Action
1.	From the Manager Self Service homepage in One USG Connect, clickathreTime tile. Team Time
2.	The Team Page is displayed with options to search for the appropriate employee time to approve. Click the Filter button. Filter
3.	The Filters menu is displayed. Enter the appropriate information in the available selfield(s).
4.	From the returned relss, select the appropriate employee. 1801234 Shay O'Neil



Step	Action
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