Managing Timesheet Exceptions as a Time Approver
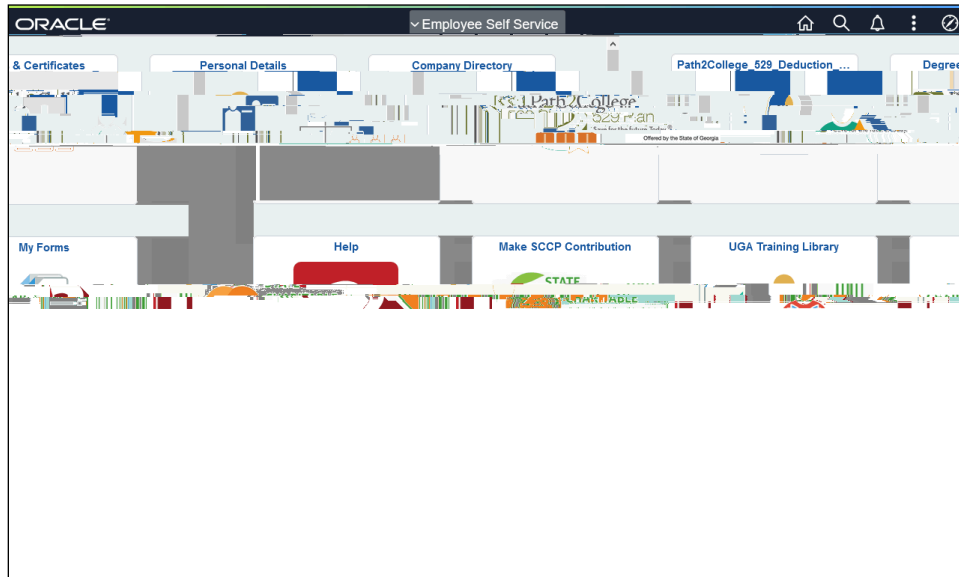
Step	Action
1.	From the Manager Self Service homepage in One USG Connect, click in the **Employee Self Service** field.
2.	Click the **Time Approver** menu.
3.	The Time Approver page is displayed. Click the **Team Time** tile. **Note:** The tile displays the number of exceptions that exist.
4.	The Team Time page is displayed.