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Approver



Step	Action
1.	<p>From the Time Approver Self Service homepage in OneUSG Connect, click the <b>Team Time</b> tile.</p> <p><b>Team Time</b></p> 
2.	<p>The Team Time page is displayed.</p> <p>Click the <b>Request Absence</b> link.</p> 
3.	<p>A list of your employees is displayed.</p> <p>Select the appropriate employee.</p>

Step	Action
4.	<p>The Request Absence page is displayed.</p> <p><b>Note:</b> The Absence Type field is not a required field. You can use this field to filter the options in the Absence Name list.</p> <p>Click the <b>Absence Type</b> drop-down list.</p>
5.	<p>Select the appropriate absence type from the displayed list.</p>
6.	<p>Click the <b>Absence Name</b> drop-down list.</p>
7.	<p>Absence Name is required. The list is filtered by the Absence Type.</p> <p>Choose the appropriate absence name from the list.</p>

Step	Action
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12.