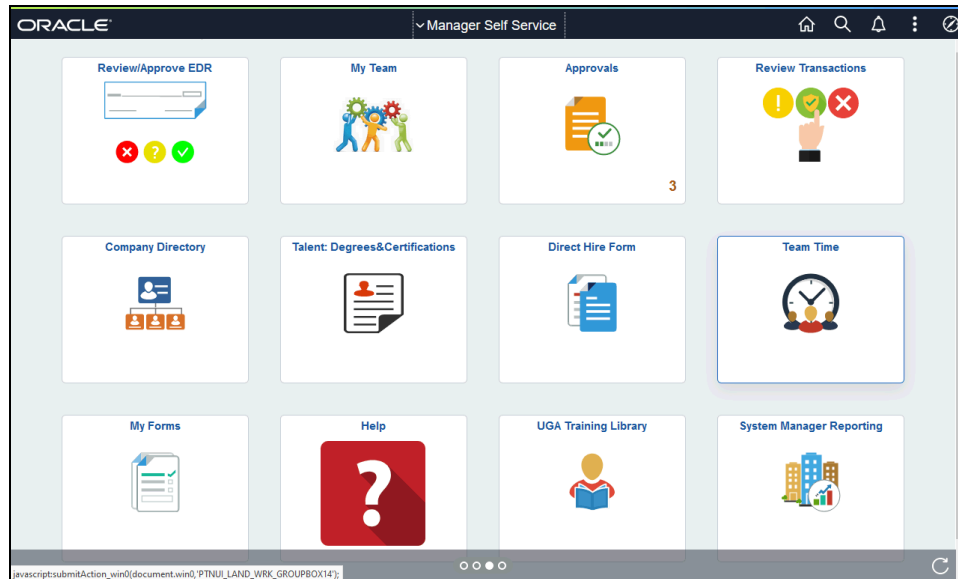



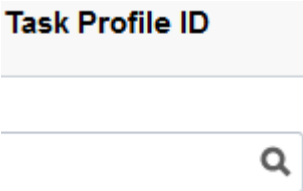







Entering Job Differentials Using Task Profile IDs as a Supervisor



Step	Action						
1.	From the Manager Self Service page, click the Team Time Tile.						
2.	The Team Time page is displayed. Click the Filter button. 						
3.	The Filters menu is displayed. Enter the appropriate employee information into the search fields.						
4.	With the employee information entered, click in the Done button. 						
5.	The records for the employee are displayed. Click the appropriate Name/Title link. <table border="1" data-bbox="354 1669 1286 1690"> <thead> <tr> <th>Name/Title</th> <th>Exceptions</th> <th>Hours to be Approved</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Name/Title	Exceptions	Hours to be Approved			
Name/Title	Exceptions	Hours to be Approved					

Step	Action
6.	<p>The selected employee Weekly Timesheet is displayed.</p> <p>To make more work room available, click the Collapse Menu button.</p> 
7.	<p>The employee's Weekly Timesheet is expanded. Scroll, if necessary, to view additional information.</p> <p>Weekly Timesheet</p>
8.	<p>To apply a job differential to the reported time, click the Task Profile ID lookup magnifying glass in the appropriate row.</p> 
9.	<p>The Task Profile ID Lookup window is displayed.</p> <p>Select the appropriate Task Profile ID.</p> <p>Note: The Description column indicates the hourly rate for the differential.</p> 
10.	<p>The selected Task Profile ID is applied.</p> <p>To apply a Task Profile ID to part of a shift, click the Add button in the appropriate row.</p> 
11.	<p>A new row is added to the selected date. You can use the multiple rows to enter and adjust the total time to apply part of the shift to a Task profile ID.</p> <p>Enter appropriate times in the In and Out fields for both the rows.</p>
12.	<p>With the time split between the two rows, you can apply the Task Profile IDs to the split.</p> <p>Click the lookup magnifying glass under the Task Profile ID column for the appropriate row.</p> 
13.	<p>The Task Profile ID Lookup window is displayed.</p> <p>Select the appropriate Task Profile ID.</p>

Step	Action
14.	Once all Task Profile IDs are assigned to the shift(s), click the Submit button. 
15.	A message is displayed confirming your submission. 
16.	You have successfully completed the steps to apply a job differential using Task Profile IDs in OneUSG Connect. End of Procedure.