## OneUSG Connect Job Aid
### Part-time Faculty- Entering Time

<table>
<thead>
<tr>
<th>Step</th>
<th>Command</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Login to: | - OneUSG Connect, select *Access to OneUSG Connect.*  
      |         | - System will require 2-factor authentication even when on campus. |
| 2.   | Click:   | - From the *Employee Self Service* page, click the *Time and Absence* tile. |
| 3.   | Click:   | - On the Time page, click the Weekly Timesheet link. |
| 4.   | Set:     | **Set the Timesheet View**  
      |         | 1. Be default, the *View By* selection is set to *Week*. To view the entire month, click the *View By* drop down and select *Calendar Period*.  
      |         | a. If the date does not reflect the first day of your current pay period, click the *Calendar* icon and select another date. Click the *Refresh* icon displayed to update the page information. |
| 5.   | Click:   | - If no row for entering time is viewable, click + sign on timesheet to insert a row. |
6. **Enter:**
   - Enter total hours worked per day and select ACA tracking from drop down.

   ![Image showing a table with a row for Monday, 6/12, and columns for Time Reporting Code and 4 in the Time Reporting Code column.]

7. **Select:**
   - Select submit to record hours worked.

   ![Image showing a submit button highlighted.]

8. **Select:**
   - A confirmation message will appear. Click OK

   ![Image showing a checkmark, text saying The Submit was successful. Time for the Day of 2017-06-12 is submitted, and an OK button.]

9. **View:**
   - Information is now shown as reported time.

   ![Image showing a table with columns for Date, Reported Status, Total, TRC, and Description. The dates are 06/05/2017, 06/06/2017, and 06/07/2017, respectively. The Reported Status is Submitted, the Total is 4.00, the TRC is 00ACA, and the Description is ACA Tracking.]

10. **End:**
    - Complete the Task/Sign Out of Application
    - If finished working in the system, sign out of the application by clicking the Action List icon on the NavBar.

    ![Image showing an icon and text that says Click the Sign Out option in the listing.]

**General Tips:**
- You can easily go from one week to the next using the links on the timesheet.
- Use these tabs to view summary by week or status of payable time approvals.

![Image showing a table with columns for Reported Time Status, Summary, Exceptions, and Payable Time highlighted.]

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