OneUSG Connect Job Aid

Reporting Time Using the Weekly Elapsed Timesheet (Hourly Empl.)

<table>
<thead>
<tr>
<th>Step</th>
<th>Command</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Login to:</td>
<td>OneUSG Connect</td>
</tr>
<tr>
<td>2.</td>
<td>Select:</td>
<td>Employee Self Service</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Select the Time and Absence tile</td>
</tr>
<tr>
<td>3.</td>
<td>Select:</td>
<td>Weekly Timesheet</td>
</tr>
</tbody>
</table>

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**Employee Self Service**

**Weekly Timesheet**

- Exceptions
- Payable Time Summary
- Payable Time Detail
- Time and Labor Launch Pad
4. Validate: One the Timesheet page, confirm that the **View By** option is set to **Week**:

<table>
<thead>
<tr>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Select Another Timesheet</strong></td>
</tr>
<tr>
<td><strong>View By</strong> Week</td>
</tr>
<tr>
<td><strong>Date</strong> 05/14/2017</td>
</tr>
<tr>
<td>Total Reported Hours</td>
</tr>
<tr>
<td>Reported Hours</td>
</tr>
</tbody>
</table>

5. Validate:

- Confirm that the date displayed in the **Select Another Timesheet** section of the page.
- If the date does not reflect the first day of your current pay period, click the **Choose a Date (calendar)** icon and select another date. Click the **Refresh** icon displayed to the right of the date field to update the page information.

6. Select:

- On the Timesheet page, enter the number of hours worked for each day.

<table>
<thead>
<tr>
<th>From Sunday 05/14/2017 to Saturday 05/20/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 5/14</td>
</tr>
<tr>
<td>8.00</td>
</tr>
</tbody>
</table>

7. Select:

- Click the **Drop Down** icon associated with the **Time Reporting Code** field for each time entry and select an appropriate value from the listing.

<table>
<thead>
<tr>
<th>Total Time Reporting Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>40.00</td>
</tr>
</tbody>
</table>

8. Select:

- Click the **Add (+)** icon at the end of a time row, as needed.
To enter time for additional **Time Reporting Codes**; enter the number of hours worked and populate the Time Reporting Code field for the newly inserted row.

9. **Review Your Absence Information (if applicable)**

10. **Select:**
    - On the Timesheet page, click the **Absence** tab displayed in the **Absence Events** section.

11. **Review:**
    - Review the information displayed on the **Absence Take** tab and validate the status of each absence request.
    - Contact your supervisor to discuss any absence requests which are pending approval or missing from the **Absence Take** section.

12. **Enter Additional Absence Requests (Optional)**

13. **Select:**
    - On the Timesheet page, click the **Add Absence Event** button displayed on the **Absence Take** tab.
14. Complete:
- Update the default **Start Date** and **End Date** values as needed

15. Select:
- Click the **Drop Down** icon associated with the **Absence Name** field and select an appropriate value from the listing.

16. View
- For full day absences, go to step 25; for partial day absences, continue to Step 18

17. **Enter Partial Day Absence Information (Optional)**

18. Select:
- Click the **Details** icon associated with the absence request

19. Select:
- Click the **Drop Down** icon associated with the **Partial Days** field and select an appropriate value from the listing:
  - **All Days**: applies to the absence hours (duration) to all days in the absence date range
  - **End Day Only**: applies the absence hours (duration) to the end date of the absence date range
  - **Start Day Only**: applies the absence hours (duration) to the start date of the absence date range
  - **Start and End Days**: applies the absence hours (duration) to the start and end date of the absence date range
20. Select:  
   - Click the **Calculate Duration** button and click **OK**

21. **Review Your Timesheet for Errors and Omissions**

22. Review:  
   - On the **Timesheet** page, review the **Reported Time Status** tab at the bottom of the page, which displays reported and scheduled hours.

23. Review  
   - If errors and omissions are noted during your review of the **Reported Time Status** tab information, return to the **Time Entry** section of the page and make any changes.
24. **Submit the Timesheet**

25. **Select:**
   - After validating the time and leave information, click the **Submit** button.
   
   *Note: Clicking the Submit button is the equivalent of saving the timesheet; additional changes can still be made after clicking the Submit button.*

26. **View:**
   - The system displays an informational message, indicating the submittal process was successful or identifying any errors which must be corrected. Resolve any noted errors and click the **Submit** button again, as needed.

27. **Select:**
   - When the message indicates the submittal process was successfully completed, click the **OK** button.

28. **Complete the Task and Sign Out of Application**

29. **Select:**
   - If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.

30. **Select:**
   - Click the **Sign Out** option in the listing.