How Do I Report My Time Using the Weekly Punch Timesheet?
(Hourly Employees)

**Navigation**

1. Log into OneUSG HCM. [www.sgsc.edu/oneusg](http://www.sgsc.edu/oneusg), click button top right corner “access to oneusg connect”
2. If the Employee Self Service page is not displayed, click the blue NavBar and select Employee Self Service from the drop down listing.
3. On the Employee Self Service page, click the Time and Absence tile.
4. On the Time page, click the Weekly Timesheet link.

**Set the Timesheet View**

5. On the Timesheet page, validate the View By option is set to Week; updated the default setting, as needed by clicking the Drop Down icon and selecting Week from the listing.
6. Validate the date displayed in the Select Another Timesheet section of the page.
   a. 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. NOTE: You may also use the Previous Week and Future Week links to increment the timesheet by one week.

**Enter In/Out Times**

7. On the Timesheet page, enter the following:
   a. In: Time you start work
   b. Out: Time you leave work
8. Do not complete the Task Profile ID field; leave this selection blank.
9. To add comments for a particular day, click that day’s Comments icon in the Add Comments column.

10. If you work multiple shifts in one day, click the + sign to add another row to enter your in and out time. Do not use the Lunch column as a part-time employee.

Review Your Timesheet for Errors and Omissions

11. On the Timesheet page, review the Reported Time Summary tab at the bottom of the page, which displays reported hours.

12. If errors and omissions are noted during your review of the Reported Time Summary tab information, return to the Time Entry section of the page and make any needed corrections.

Submit the Timesheet

13. 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 be made after clicking the Submit button.

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

15. When the message indicates the submittal process was successfully completed, click the OK button.

Complete the Task/Sign Out of Application

16. If finished working in the system, sign out of the application by clicking the Action List icon on the NavBar.

17. Click the Sign Out option in the listing.