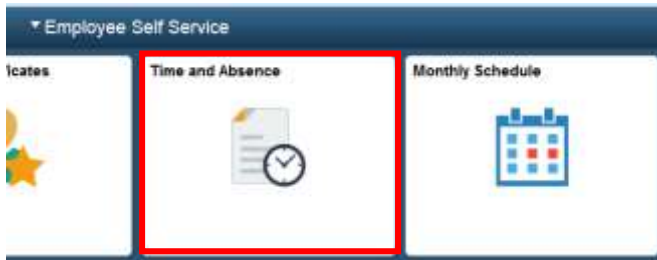
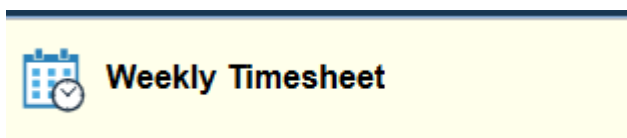
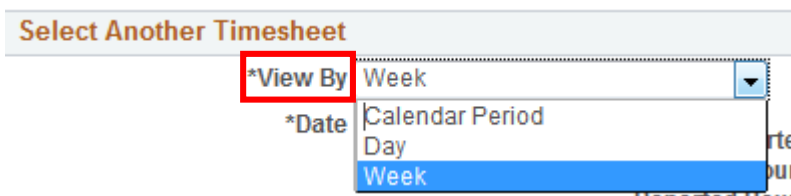
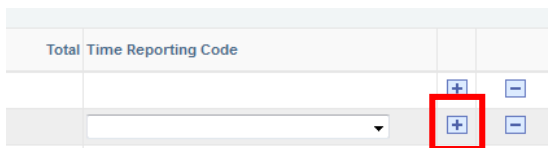


OneUSG Connect Job Aid

Part-time Faculty- Entering Time

Step	Command	Action
1.	Login to:	<ul style="list-style-type: none"> OneUSG Connect, select <i>Access to OneUSG Connect</i>. System will require 2-factor authentication even when on campus.
2.	Click:	<ul style="list-style-type: none"> From the Employee Self Service page, click the Time and Absence tile. 
3.	Click:	<ul style="list-style-type: none"> On the Time page, click the Weekly Timesheet link. 
4.	Set:	<p>Set the Timesheet View</p> <ol style="list-style-type: none"> 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.  <ol style="list-style-type: none"> 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:	<ul style="list-style-type: none"> If no row for entering time is viewable, click + sign on timesheet to insert a row. 

6.	Enter:	<ul style="list-style-type: none">Enter total hours worked per day and select ACA tracking from drop down. <div><div>Mon 6/12</div><div>Total</div><div>Time Reporting Code</div><div>4</div><div>00ACA - ACA Tracking</div></div>																				
7.	Select:	<ul style="list-style-type: none">Select submit to record hours worked. <div><div>Submit</div></div>																				
8.	Select:	<ul style="list-style-type: none">A confirmation message will appear. Click OK <div><div><input checked="" type="checkbox"/> The Submit was successful. Time for the Day of 2017-06-12 is submitted</div><div>OK</div></div>																				
9.	View:	<ul style="list-style-type: none">Information is now shown as reported time. <div><div>Reported Time Status</div><div>Summary</div><div>Exceptions</div><div>Payable Time</div><div><div>Reported Time Status</div><div>Per</div><table><thead><tr><th>Date</th><th>Reported Status</th><th>Total</th><th>TRC</th><th>Description</th></tr></thead><tbody><tr><td>06/05/2017</td><td>Submitted</td><td>4.00</td><td>00ACA</td><td>ACA Tracking</td></tr><tr><td>06/06/2017</td><td>Submitted</td><td>6.00</td><td>00ACA</td><td>ACA Tracking</td></tr><tr><td>06/07/2017</td><td>Submitted</td><td>4.00</td><td>00ACA</td><td>ACA Tracking</td></tr></tbody></table></div></div>	Date	Reported Status	Total	TRC	Description	06/05/2017	Submitted	4.00	00ACA	ACA Tracking	06/06/2017	Submitted	6.00	00ACA	ACA Tracking	06/07/2017	Submitted	4.00	00ACA	ACA Tracking
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10.	End:	<ul style="list-style-type: none">Complete the Task/Sign Out of ApplicationIf finished working in the system, sign out of the application by clicking the Action List icon on the NavBar. <div><div></div></div> <ul style="list-style-type: none">Click the Sign Out option in the listing.																				
General Tips:		<ul style="list-style-type: none">You can easily go from one week to the next using the links on the timesheet. <div><div>Previous Week</div><div>Next Week</div></div>																				
		<ul style="list-style-type: none">Use these tabs to view summary by week. Or status of payable time approvals. <div><div>Reported Time Status</div><div>Summary</div><div>Exceptions</div><div>Payable Time</div></div>																				