OneUSG Connect Job Aid

Submitting December Payroll for 10- Month Faculty (Due 12/6/17 by 9AM)

| Step	Command	Action
1.	Login to:	OneUSG Connect
2.	Select:	From Employee Self Service, select **Time and Absence** tile. **Time and Absence**
2.	Select:	**Weekly Timesheet.** ‹ Employee Self Service Weekly Timesheet Exceptions Payable Time Summary
3.	Confirm:	View By is **Calendar Period** and date is **12/1/17**. Select Another Timesheet *View By Calendar Period *Date 12/01/2017 Total Report
4.	Select:	Click **Submit** on your timesheet. Actions ▾ Time Source Schedule Select Another Timesheet *View By Calendar Period *Date 12/01/2017 Total Reported Hours Reported Hours 1 The Payable Time page will populate after processing is complete. Abse From Friday 12/01/2017 to Sunday 12/31/2017 ? Time Reporting Code Fri 12/1 00NTO - No Time Off Taken 6.00 00VAC - Vacation Submit
5.	Select:	Your will be prompted to confirm. Select **OK**. Please confirm if all the absence entries have been validated. (20000,216) Please confirm all of your absences/leave were entered for the pay period. If not, cancel and submit any absence requests before submitting the timesheet. OK Cancel
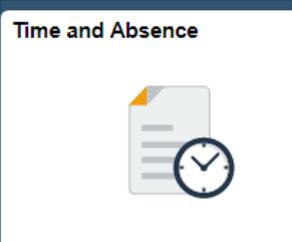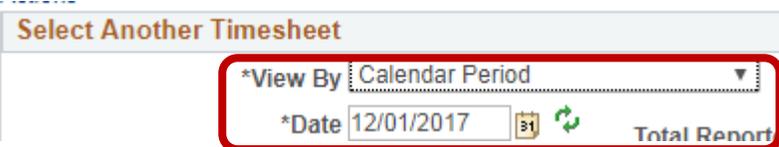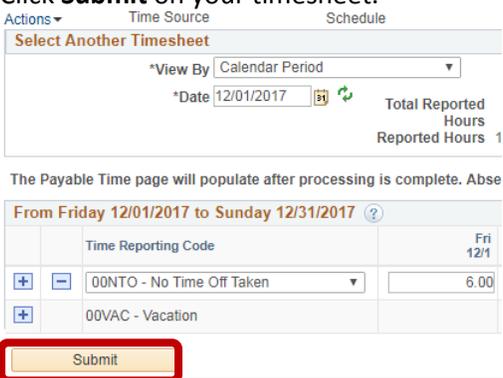
6.	Select:	You will receive a confirmation message. Select **OK**.

Submit Confirmation

☑ The Submit was successful.
Your timesheet for Period 2017-12-01 to 2017-12-31 is submitted. Your timesheet will be available for approval within an hour.

OK

7.	Select:	Remember to sign out of the application by clicking the **Action List** icon on the **NavBar**.

My Preferences
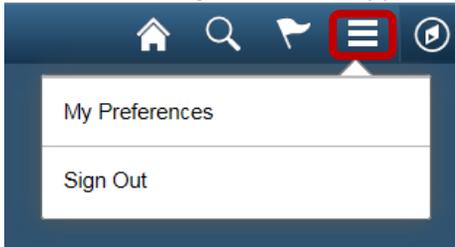
Sign Out

8.	Select:	Click the **Sign Out** option in the listing.

My Preferences

Sign Out