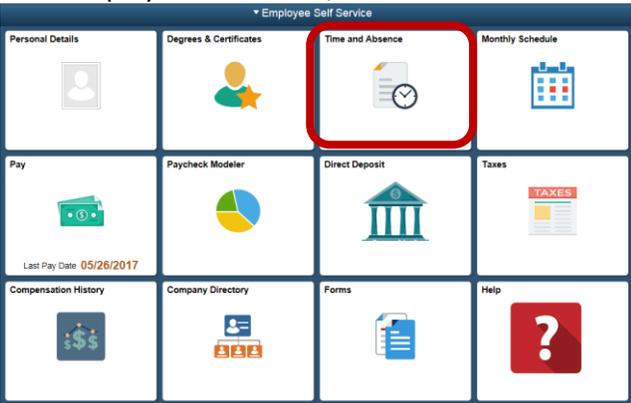
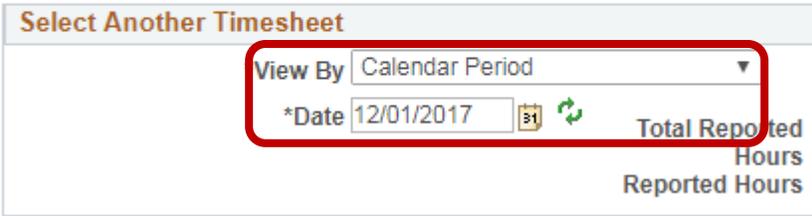


# OneUSG Connect Job Aid

Submitting December Timesheet for Part Time Faculty and Graduate Assistants (Due 12/6/17 by 9AM)

Step	Command	Action
1.	Login to:	<a href="#">OneUSG Connect</a>
2.	Select:	<p>From Employee Self Service, select the <b>Time and Absence</b> tile</p> 
3.	Select:	<p>Weekly Timesheet</p> 
4.	View & Select:	<ul style="list-style-type: none"> <li>Change the <b>View By</b> date to <b>Calendar Period</b> in the dropdown menu</li> <li>Modify the <b>Date</b> range to reflect 12/1/2017-12/31/2017 and click the green refresh arrows</li> </ul> <p><u>Graduate Assistant</u></p> <p>Actions ▾</p> <p>Select Another Timesheet</p> 
5.	Enter:	<ul style="list-style-type: none"> <li>Enter all ACA Tracking hours worked for the dates of 12/1/2017-12/31/2017.</li> <li><b>No action is needed for the mandatory leave days or holidays</b></li> </ul>

6. Select: Select the **ACA Tracking** option for the **Time Reporting Code** in the time entry row

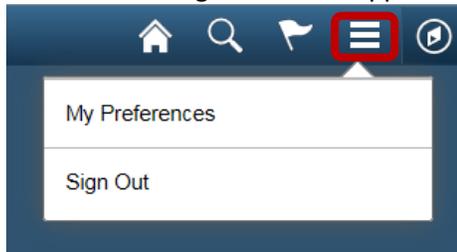


The screenshot shows a time entry interface. At the top, it displays the date range "From Friday 12/01/2017 to Sunday 12/31/2017" with a help icon. Below this is a "Time Reporting Code" dropdown menu. The selected option is "00ACA - ACA Tracking". There are plus and minus buttons to the left of the dropdown. Below the dropdown is a "Submit" button.

7. Select: Click the **Submit** button to submit all time worked for the month of December.

8. Select: A confirmation page will display asking if you want to submit. Click **Ok**.

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



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

