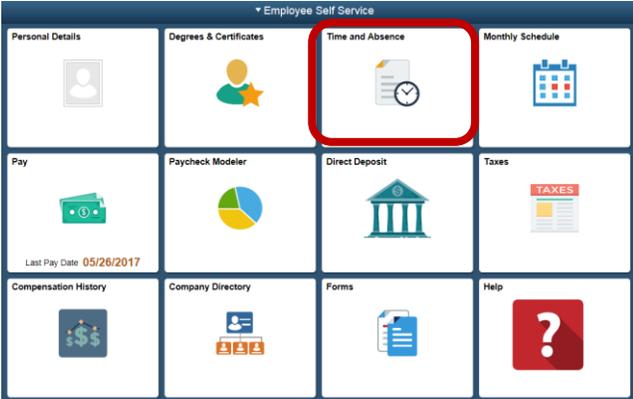
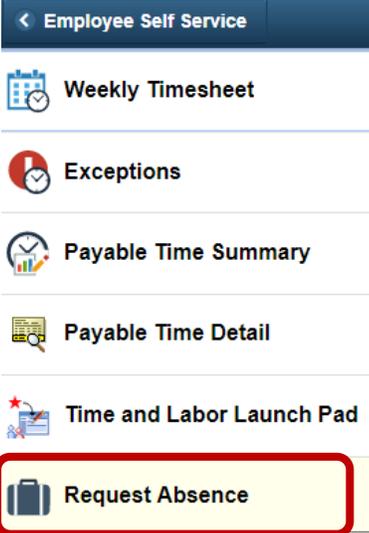
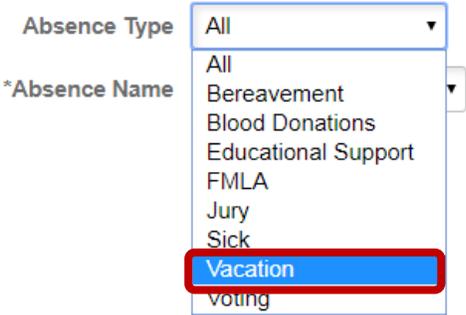


OneUSG Connect Job Aid

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

Step	Command	Action
1.	Login to:	OneUSG Connect
2.	Select:	<p>ACTION ONE: Request Leave</p> <p>From Employee Self Service, select the Time and Absence tile</p> 
3.	Select:	<p>Click the Request Absence link.</p> 
4.	Select:	<p>Under Absence Type, select Vacation.</p> 

5. Select: Under Absence Name, select **Vacation**.

Absence Type

*Absence Name

6. Select The **calendar icon** to select **start date** 12/18/17 and **end date** 12/22/17. Hour duration (40 hours) will populate from your default schedule.

Absence Type

*Absence Name

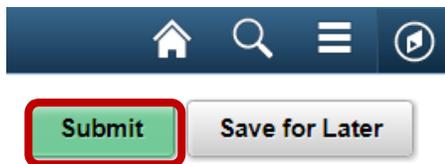
*Start Date 

End Date 

Original Start Date 

Duration Hours

7. Select: Click the **Submit** button in the upper right hand corner.



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

9. Select: **ACTION TWO: Submit Timesheet**
From *Time and Absence*, select **Weekly Timesheet**.



10. Confirm: View By is **Calendar Period** and date is **12/1/17**.

Select Another Timesheet

*View By

*Date   Total Report

11. 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. Absence

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

12. 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

13. 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

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



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

