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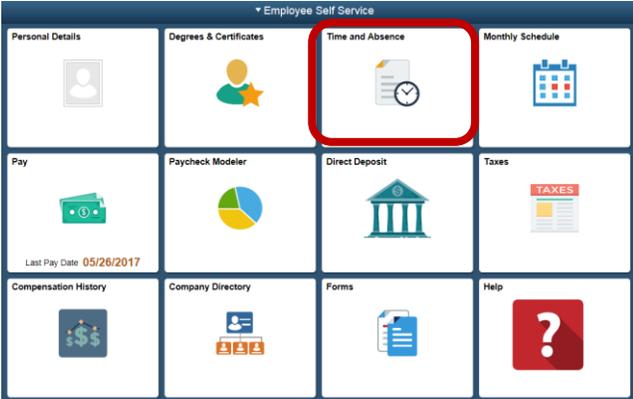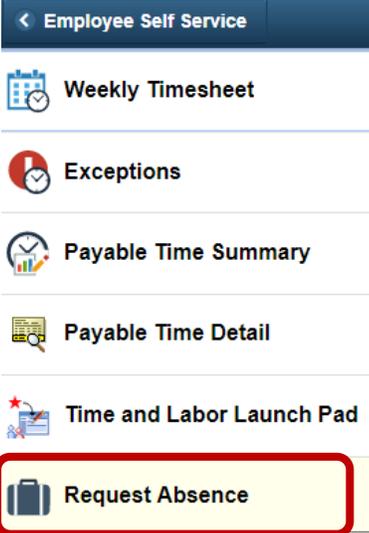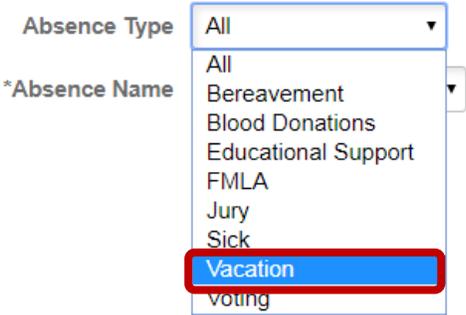
Submitting December Payroll for 12-Month Faculty & Monthly Staff (Due 12/6/17 by 9AM)

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

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

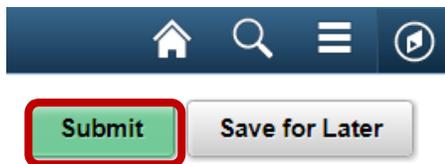|		
6.	Select	The **calendar icon** to select **start date** 12/18/17 and **end date** 12/22/17. Hour duration (40 hours) will populate from your default schedule.

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**.

11.	Select:	Click **Submit** on your timesheet.
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**.
		My Preferences
		Sign Out
15.	Select:	Click the **Sign Out** option in the listing.
		My Preferences
		Sign Out