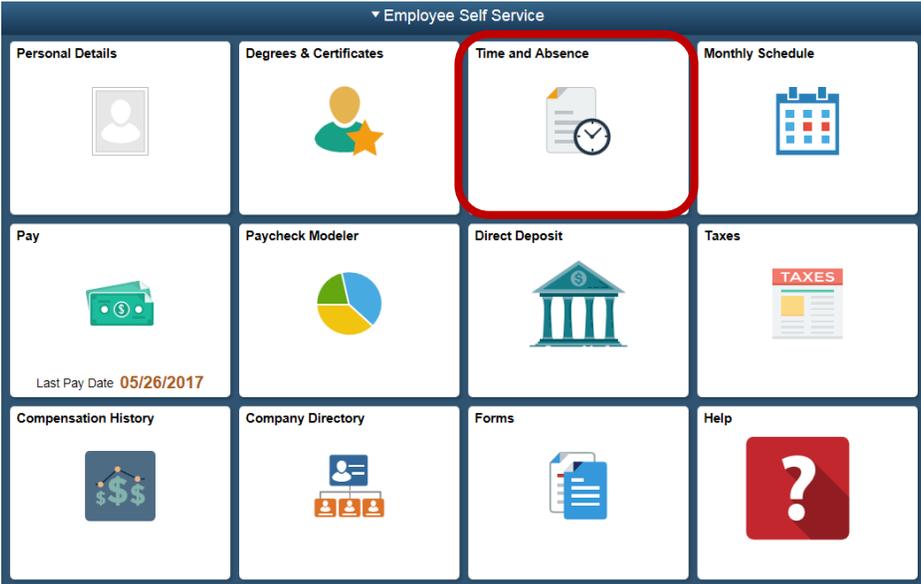


# OneUSG Connect Job Aid

## Viewing Approved Time and/or Absence using the Elapsed Timesheet (Employee)

Step	Command	Action
1.	Login to:	<ul style="list-style-type: none"> <li>OneUSG Connect</li> </ul>
2.	Select:	<ul style="list-style-type: none"> <li>Employee Self Service</li> <li>Select the <b>Time and Absence</b> tile</li> </ul> 
3.	Select:	<ul style="list-style-type: none"> <li><b>Weekly Timesheet</b></li> </ul> 

**Confirming Payable Time Approval on the Timesheet**

4. Select: Change View By option to Calendar Period.

Actions ▾

Select Another Timesheet

\*View By Calendar Period ▾

\*Date 06/18/2017 31 ↻

Total Reported Hours 80.00

Reported Hours 80.00

5. Select: Click the Payable Time tab on your timesheet.

Submit

Reported Time Status | Summary | Absence | Exceptions | Payable Time

Reported Time Status

6. View: You can now see each individual day worked in the Date column. The Payable Status column will show each time entry and that status of those entries. If the Payable Status shows as Approved, your manager has approved your time.

Reported Time Status | Summary | Absence | Exceptions | Payable Time

Payable Time Viewing Option

By TRC and Status Total E

By TRC, Status and Day

Show In Detail View Full Detail

Payable Time ? Pe

Date	TRC	Description	TRC Type	Payable Status	Quantity
06/19/2017	00REG	Regular	Hours	Approved	8.50
06/20/2017	00REG	Regular	Hours	Approved	8.50
06/21/2017	00REG	Regular	Hours	Approved	8.50
06/22/2017	00REG	Regular	Hours	Approved	8.50
06/23/2017	00REG	Regular	Hours	Approved	6.00
06/26/2017	00REG	Regular	Hours	Approved	4.00
06/27/2017	00REG	Regular	Hours	Approved	6.50
06/28/2017	00REG	Regular	Hours	Approved	8.50
06/29/2017	00REG	Regular	Hours	Approved	8.50
06/30/2017	00REG	Regular	Hours	Approved	6.00

### Confirming Absence Approval on the Timesheet

7. Select: Change View By option to Calendar Period.

Actions ▾

Select Another Timesheet

\*View By Calendar Period ▾

\*Date 06/18/2017 📅 🔄

Total Reported Hours 80.00

Reported Hours 80.00

8. Select: Click the Absence tab on your timesheet.

Submit

Reported Time Status | Summary | **Absence** | Exceptions | Payable Time

Reported Time Status

9. View: You can now see each individual day worked in the Date column. The Status column will show each time entry and that status of those entries. If the Status shows as Approved, your manager has approved your absence event on the timesheet.

Absence Events ?

Absence Take 📅

*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor
06/26/2017	06/26/2017	Sick Leave	4.50	Hours	Details	Approved	Approval Monitor
06/27/2017	06/27/2017	Sick Leave	2.00	Hours	Details	Approved	Approval Monitor

### How to View Your Reported Time Summary

10. Select: Change View By option to Calendar Period.

Actions ▾

Select Another Timesheet

\*View By Calendar Period ▾

\*Date 06/18/2017 📅 🔄

Total Reported Hours 80.00

Reported Hours 80.00

11. Select: Click the Summary tab on your timesheet.

Submit

Reported Time Status | **Summary** | Absence | Exceptions | Payable Time

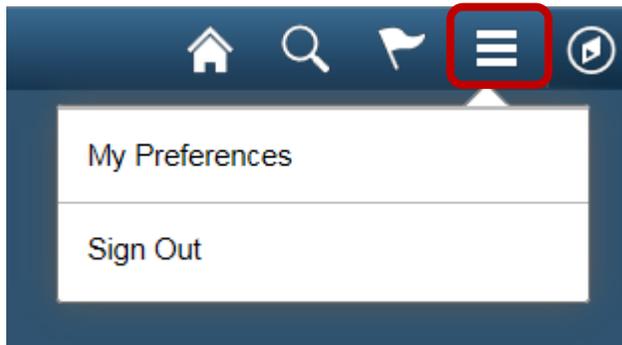
Reported Time Status

12. View: Here, you can see your Reported Time Summary for hours worked, absence event, and total reported hours. This is helpful when you need an overview of all hours worked and any absences logged for that time period.

Reported Time Status				
Summary				
Absence				
Exceptions				
Payable Time				
<b>Reported Time Summary</b>				
Personalize   Find       1-4 of 4				
Category	Total	Week 1 (6/18-6/24)	Week 2 (6/25-7/1)	
Hours Worked	73.50	40.00	33.50	
Absence Event	6.50		6.50	
Total Reported Hours	80.00	40.00	40.00	
Time with no Category				

13. **Complete the Task and Sign Out of Application**

14. Select:
- If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



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

