

OneUSG Connect Job Aid

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

Step	Command	Action					
1.	Login to:	 OneUSG Co 	onnect				
2.	Select:	Employee S	Self Service				
		Select the 1	Time and Absence	tile Self Service			
		Employee Self Service Personal Details Derrees & Certificates Time and Absence Monthly Schedule					
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		8		\odot			
		Рау	Paycheck Modeler	Direct Deposit	TAXES		
		• (5) •					
		Last Pay Date 05/26/2017					
		Compensation History	Company Directory	Forms	Help		
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			ê ê ê				
3.	Select:	Weekly Tin	nesheet				
		< Employee Self Service					
		Weekly					
		Exceptio					
		Pavable	Time Summary				
		Payable					

Confir	ming Payabl	e Time Approva	l on the Tin	nesheet				
4.	Select:	Change View By option to Calendar Period.						
		Select Another Timesheet						
			*View By Calendar Period					
		*Date 06/18/2017 🛐 🖓 Total Reported 80.00						
					Reported	Hours Hours 80.00		
5.	Select:	Click the Payable Time tab on your timesheet.						
		Subi	nit					
		Reported Tir	Reported Time Status Summary Absence Exceptions Pavable Time					
		Reported Ti	me Status		11			
-	-	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						
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		Payable Time (2)					Pe	
		Date	TRC	Description	TRC Type	Payable Status	Quantity	
		2011012017		Description		i uyubic status	quantity	
		06/19/2017	OOREG	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	

 7. Select: Change View By option to Calendar Period. Actions - Select Another Timesheet							
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Hours Reported Hours 80.00	*Date 06/18/2017 🔂 Total Reported 80.00						
11. Select: Click the Summary tab on your timesheet.	Click the Summary tab on your timesheet.						
Submit							
Submit	Submit						
Reported Time Status Summary Absence Exceptions Pavable 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				
		Reported Time Summary		Personalize Find	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 t	he Task and Sign Out of Application					
		icon on the NavBar.		. , ,			
15.	Select:	Click the Sign Out option Q N My Preferences Sign Out	in the listing.				