

## **OneUSG Connect Job Aid**

## Graduate Assistant- Entering Time

Step	Command	Action				
1.	Login to:	OneUSG Connect through <b>MyVSU</b> , select <i>Access to OneUSG Connect</i> .				
2.	Click:	From the Employee Self Service page, click the Time and Absence tile.				
3.	Click:	On the Time page, click the Weekly Timesheet link.				
4.	Set:	<ul> <li>Set the Timesheet View         <ul> <li>Be default, the View By selection is set to Week. To view the entire month, click the View By drop down and select Calendar Period.</li> </ul> </li> <li>Select Another Timesheet         <ul> <li>*View By Week</li> <li>*Date</li> <li>Calendar Period</li> <li>Day</li> <li>Week</li> <li>If the date does not reflect the first day of your current pay period, click the Calendar icon and select another date. Click the Refresh icon displayed to update the page information.</li> </ul> </li> </ul>				
5.	Click:	<ul> <li>If no row for entering time is viewable, click + sign on timesheet to insert a row.</li> <li>Total Time Reporting Code</li> <li>Total Time Reporting Code</li> </ul>				

0.	Enter:	• Enter total hours worked per day and select ACA tracking from drop down.					
			Mon To 6/12	tal Time Report	ting Code		
			4	00ACA - AC	A Tracking		
7.	Select:	• Selec	ct submit to record hours w	orked			
		_					
			Submit				
8.	Select:	• A cor	nfirmation message will app	ear. Click OK			
		🗹 The S	Submit was successful.				
		Time	e for the Day of 2017-06-12 is s	ubmitted			
		OK					
9.	View:	• Infor	mation is now shown as rep	oorted time.			
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