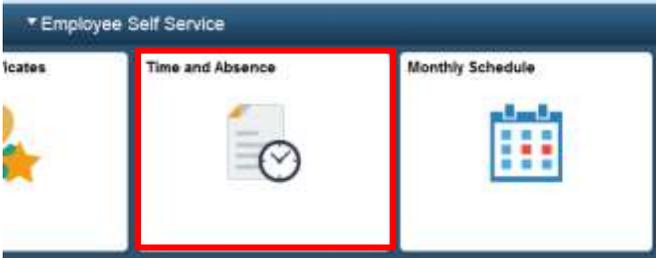
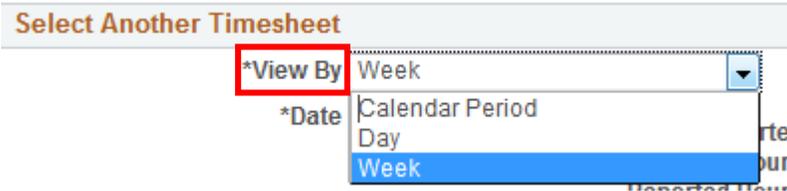
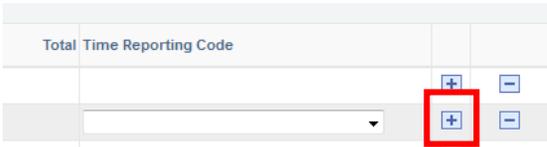


# OneUSG Connect Job Aid

## Graduate Assistant- Entering Time

Step	Command	Action
1.	Login to:	<ul style="list-style-type: none"> <li>OneUSG Connect through <b>MyVSU</b>, select <i>Access to OneUSG Connect</i>.</li> </ul>
2.	Click:	<ul style="list-style-type: none"> <li>From the <b>Employee Self Service</b> page, click the <b>Time and Absence</b> tile.</li> </ul> 
3.	Click:	<ul style="list-style-type: none"> <li>On the Time page, click the Weekly Timesheet link.</li> </ul> 
4.	Set:	<p><b>Set the Timesheet View</b></p> <ol style="list-style-type: none"> <li>Be default, the <b>View By</b> selection is set to <b>Week</b>. To view the entire month, click the <b>View By</b> drop down and select <b>Calendar Period</b>.</li> </ol>  <ol style="list-style-type: none"> <li>If the date does not reflect the first day of your current pay period, click the <b>Calendar</b> icon and select another date. Click the <b>Refresh</b> icon displayed to update the page information.</li> </ol>
5.	Click:	<ul style="list-style-type: none"> <li>If no row for entering time is viewable, click <b>+</b> sign on timesheet to insert a row.</li> </ul> 

6.	Enter:	<ul style="list-style-type: none"> <li>Enter total hours worked per day and select ACA tracking from drop down.</li> </ul> 
7.	Select:	<ul style="list-style-type: none"> <li>Select submit to record hours worked.</li> </ul> 
8.	Select:	<ul style="list-style-type: none"> <li>A confirmation message will appear. Click OK</li> </ul> <p><input checked="" type="checkbox"/> The Submit was successful. Time for the Day of 2017-06-12 is submitted</p> 
9.	View:	<ul style="list-style-type: none"> <li>Information is now shown as reported time.</li> </ul> 
10.	End:	<ul style="list-style-type: none"> <li>Complete the Task/Sign Out of Application</li> <li>If finished working in the system, sign out of the application by clicking the Action List icon on the NavBar.</li> </ul>  <ul style="list-style-type: none"> <li>Click the Sign Out option in the listing.</li> </ul>
<b>General Tips:</b>		<ul style="list-style-type: none"> <li>Best practice is to enter time at least weekly. You can easily go from one week to the next using the <a href="#">Previous Week</a> <a href="#">Next Week</a> links on the timesheet.</li> <li>Use these tabs to view summary by week. Or status of payable time approvals.</li> </ul> 