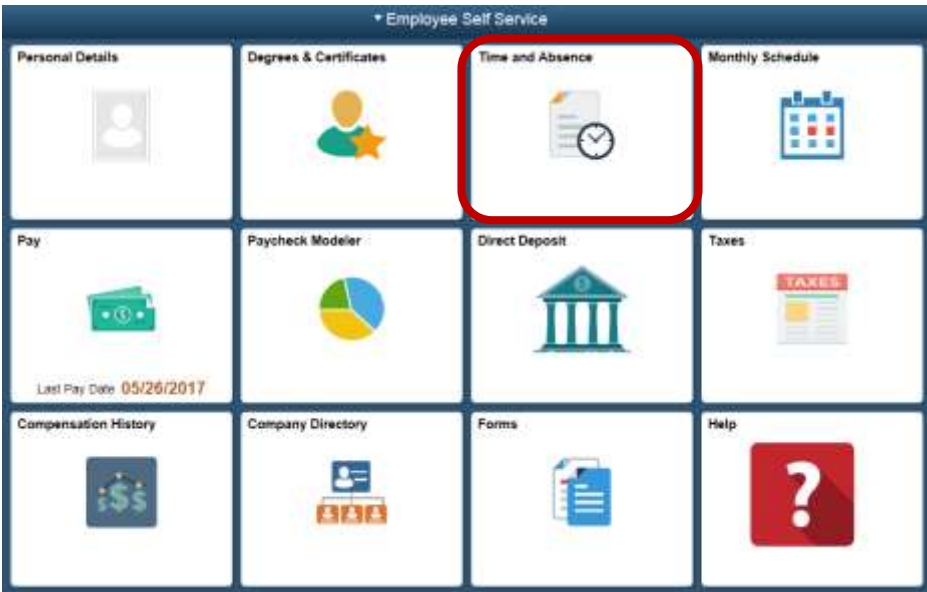
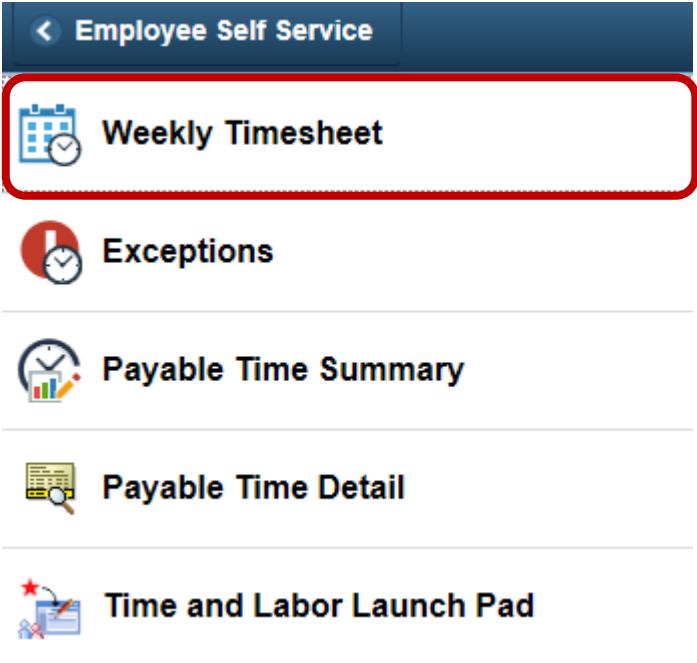


OneUSG Connect Job Aid

Reporting Time Using the Weekly Elapsed Timesheet (Hourly Empl.)



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

4. Validate:
- One the Timesheet page, confirm that the **View By** option is set to **Week**:

Actions ▾

Select Another Timesheet

View By: **Week** ▾

*Date: 05/14/2017  



Total Reported Hours: 40.00

Reported Hours: 40.00

5. Validate:
- Confirm that the date displayed in the **Select Another Timesheet** section of the page.
 - If the date does not reflect the first day of your current pay period, click the **Choose a Date (calendar)** icon and select another date. Click the **Refresh** icon displayed to the right of the date field to update the page information.

Select Another Timesheet

*View By: Week ▾

*Date: 05/14/2017  

From Sunday 05/14/2017 to Saturday 05/20/2017

Sun 5/14	Mon 5/15
	8.00

Submit

Reported Time Status | Summary | Absen

Reported Time Status

Calendar

May 2017

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Current Date

6. Select:
- On the Timesheet page, enter the number of hours worked for each day.

From Sunday 05/14/2017 to Saturday 05/20/2017 ?





Sun 5/14	Mon 5/15	Tue 5/16	Wed 5/17	Thu 5/18	Fri 5/19
	8.00	8.00	8.00	8.00	8.00

7. Select:
- Click the **Drop Down** icon associated with the **Time Reporting Code** field for each time entry and select an appropriate value from the listing.

Total Time Reporting Code

40.00 **00REG - Regular** ▾  

8. Select:
- Click the **Add (+)** icon at the end of a time row, as needed.

Thu 5/18	Fri 5/19	Sat 5/20	Total	Time Reporting Code
8.00	8.00		40.00	00REG - Regular ▾  
				▾  

- To enter time for additional **Time Reporting Codes**; enter the number of hours worked and populate the Time Reporting Code field for the newly inserted row.

Thu 5/18	Fri 5/19	Sat 5/20	Total	Time Reporting Code		
8.00	8.00		40.00	00REG - Regular	+	-
					+	-

9. **Review Your Absence Information (if applicable)**

10. Select:
- On the Timesheet page, click the **Absence** tab displayed in the **Absence Events** section.

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

Absence Events ?

Absence Take

*Start Date	End Date	Absence Name	Reason

Add Absence Event

11. Review:
- Review the information displayed on the **Absence Take** tab and validate the status of each absence request.

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

Absence Events ?

Absence Take

*Start Date	End Date	Absence Name	Reason

Add Absence Event

- Contact your supervisor to discuss any absence requests which are pending approval or missing from the **Absence Take** section.

12. **Enter Additional Absence Requests (Optional)**

13. Select:
- On the **Timesheet** page, click the **Add Absence Event** button displayed on the **Absence Take** tab.

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

Absence Events ?

Absence Take

*Start Date	End Date	Absence Name	Reason

Add Absence Event

14. Complete: • Update the default **Start Date** and **End Date** values as needed

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

Absence Events ?

Absence Take [icon]

*Start Date	End Date	Absence Name	Reason

Add Absence Event

15. Select: • Click the **Drop Down** icon associated with the **Absence Name** field and select an appropriate value from the listing.

Absence Events ?

Absence Take [icon]

*Start Date	End Date	Absence Name	Reason
05/14/2017 [calendar]	05/14/2017 [calendar]	Select Absence Nar [dropdown]	

Add Absence Event

16. View • For full day absences, go to step 25; for partial day absences, continue to Step 18

17. Enter Partial Day Absence Information (Optional)

18. Select: • Click the **Details** icon associated with the absence request

Absence Take [icon]

*Start Date	End Date	Absence Name	Reason	Unit Type	Details
05/14/2017 [calendar]	05/14/2017 [calendar]	Select Absence Nar [dropdown]			Details [icon]

19. Select: • Click the **Drop Down** icon associated with the **Partial Days** field and select an appropriate value from the listing:

- **All Days:** applies to the absence hours (duration) to all days in the absence date range
- **End Day Only:** applies the absence hours (duration) to the end date of the absence date range
- **Start Day Only:** applies the absence hours (duration) to the start date of the absence date range
- **Start and End Days:** applies the absence hours (duration) to the start and end date of the absence date range

Absence Detail ?

*Start Date

End Date

Original Start Date

Filter by Type

*Absence Name

Partial Days

Start Day Hours

Duration Hours

Calculate Duration

20. Select:
- Click the **Calculate Duration** button and click **OK**

Absence Detail ?

*Start Date

End Date

Original Start Date

Filter by Type

*Absence Name

Partial Days

Start Day Hours

Duration Hours

Calculate Duration

21. **Review Your Timesheet for Errors and Omissions**

22. Review:
- On the **Timesheet** page, review the **Reported Time Status** tab at the bottom of the page, which displays reported and scheduled hours.

Reported Time Status

Absence Events ?

Absence Take

*Start Date	End Date	Absence Name	Reason

Add Absence Event

23. Review
- If errors and omissions are noted during your review of the **Reported Time Status** tab information, return to the **Time Entry** section of the page and make any changes.

24. **Submit the Timesheet**

25. Select:
- After validating the time and leave information, click the **Submit** button.
Note: Clicking the Submit button is the equivalent of saving the timesheet; additional changes can still be made after clicking the Submit button.

Actions ▾

Select Another Timesheet

*View By: Week ▾

*Date: 05/14/2017 31 ↻

Total Reported Hours 40.00
Reported Hours 40.00

From Sunday 05/14/2017 to Saturday 05/20/2017 ?

Sun 5/14	Mon 5/15	Tue 5/16	Wed 5/17	Thu 5/18
	8.00	8.00	8.00	8.00

Submit

26. View:
- The system displays an informational message, indicating the submittal process was successful or identifying any errors which must be corrected. Resolve any noted errors and click the **Submit** button again, as needed.

27. Select:
- When the message indicates the submittal process was successfully completed, click the **OK** button.

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

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



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

