How Do I Report My Time Using the Weekly Punch Timesheet?

(Hourly Employees)

Navigation

1. Log into OneUSG HCM. www.valdosta.edu/oneusg, click button top right corner "*access to oneusg connect*"

2. If the **Employee Self Service** page is not displayed, click the blue **NavBar** and select **Employee Self Service** from the drop down listing.

3. On the **Employee Self Service** page, click the **Time and Absence** tile.

4. On the **Time** page, click the **Weekly Timesheet** link.

Set the Timesheet View

5. On the **Timesheet** page, validate the **View By** option is set to **Week**; updated the default setting, as needed by clicking the **Drop Down** icon and selecting **Week** from the listing.

6. Validate the date displayed in the **Select Another Timesheet** section of the page.

   a. 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. NOTE: You may also use the **Previous Week** and **Future Week** links to increment the timesheet by one week.

Enter In/Out Times

7. On the **Timesheet** page, enter the following:

   a. In: Time you start work

   b. Out: Time you leave work

8. Do not complete the Task Profile ID field; leave this selection blank.

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9. To add comments for a particular day, click that day's Comments icon in the Add Comments column.

10. If you work multiple shifts in one day, click the + sign to add another row to enter your in and out time. Do not use the Lunch column as a part-time employee.

Review Your Timesheet for Errors and Omissions

11. On the **Timesheet** page, review the **Reported Time Summary** tab at the bottom of the page, which displays reported hours.

12. If errors and omissions are noted during your review of the **Reported Time Summary** tab information, return to the **Time Entry** section of the page and make any needed corrections.

Submit the Timesheet

13. 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 be made after clicking the **Submit** button.

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

15. When the message indicates the submittal process was successfully completed, click the **OK** button.

Complete the Task/Sign Out of Application

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

17. Click the **Sign Out** option in the listing.

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