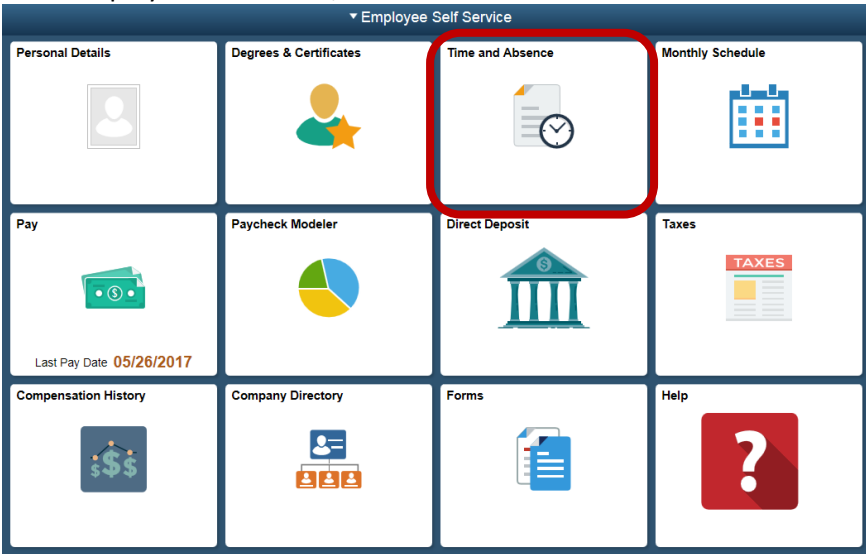
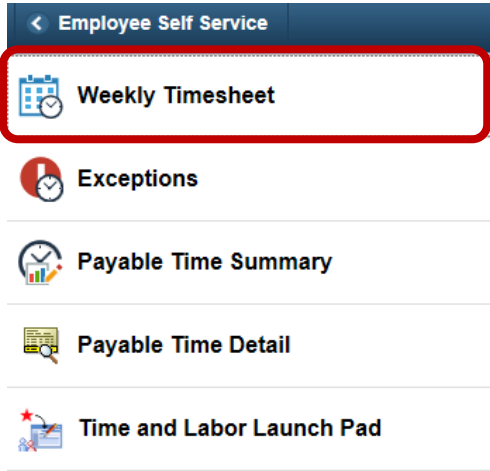
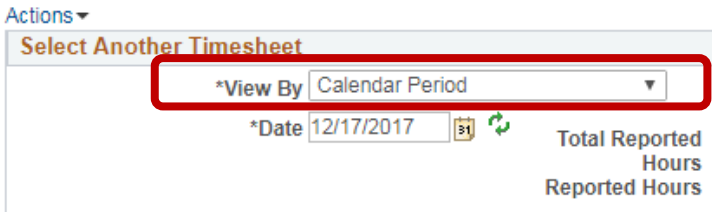


# OneUSG Connect Job Aid

## Submitting First January 2018 Biweekly (Due 12/6/17 by 9AM)



Step	Command	Action
1.	Login to:	<a href="#">OneUSG Connect</a>
2.	Select:	<p>From Employee Self Service, select the <b>Time and Absence</b> tile</p> 
3.	Select:	<p><b>Weekly Timesheet</b></p> 
4.	Validate:	<p>One the Timesheet page, confirm that the <b>View By</b> option is set to <b>Calendar Period</b>:</p> 

5. Validate: Confirm date displayed is **12/17/2017**. If not, click the **Choose a Date (calendar)** icon and select the date. Click the **Refresh** icon displayed to the right of the date field to update the page information.

Actions ▾

Select Another Timesheet

\*View By Calendar Period ▾

\*Date 12/17/2017  

Reported time on or after 11/19/2017 is for a  
The Payable Time page will populate after p

From Sunday 12/17/2017 to Saturday 12

Time Reporting Code

Submit

Reported Time Status Summary Leave

Calendar

December 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: Absence requests must be submitted for the mandatory leave days of **12/18/2017-12/22/2017**. To submit your request on the Timesheet, 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

7. Select: 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

8. Complete: Update the default **Start Date** to **12/18/2017** and **End Date** values as **12/22/2017**. Click the **Drop Down** icon associated with the **Absence Name** field and select **Vacation**.

The screenshot shows the 'Absence Events' form. The 'Absence Take' button is visible. The form contains three main fields: '\*Start Date' with the value '12/18/2017', 'End Date' with the value '12/22/2017', and 'Absence Name' with a dropdown menu set to 'Vacation'. Red boxes highlight these three fields.

**Note:** If you have available Comptime, you still need to submit this absence request as **Vacation**. Due to the cascade rules, the system will first take any remaining Comptime balance that you have and then take from available Vacation balance.

9. Select Click **Details** and verify that your start and end dates reflect **12/18/2017-12/22/2017**. Click **Calculate Duration**  
Click **OK**

The screenshot shows the 'Absence Events' table. The table has columns for '\*Start Date', 'End Date', 'Absence Name', 'Duration', 'Unit Type', and 'Details'. The 'Details' link in the last row is highlighted with a red box.

*Start Date	End Date	Absence Name	Duration	Unit Type	Details
12/18/2017	12/22/2017	Vacation		Hours	Details

The screenshot shows the 'Absence Detail' form. The 'Start Date' is '12/18/2017' and the 'End Date' is '12/22/2017'. Below these are 'Original Start Date' (12/18/2017), 'Filter by Type' (All), '\*Absence Name' (Vacation), and 'Partial Days' (None). The 'Duration' field is empty, followed by the unit 'Hours'. A 'Calculate Duration' button is highlighted with a red box.

The screenshot shows the 'Comments' section with a 'Reporter Comments:' text area.

OK

Cancel

10. Verify and Select

The **Holiday time for 12/25/2017-12/29/2017** should already be reflected on your timesheet. Verify that your total hours are correct and click the **Submit** button.

From Sunday 12/17/2017 to Saturday 12/30/2017 ?

		Time Reporting Code	
+	-	<input type="text"/>	<input type="text"/>
+	-	<input type="text"/>	<input type="text"/>

**Submit**

[Reported Time Status](#) | [Summary](#) | [Leave / Compensatory Time](#)

**Absence Events** ?

Absence Take

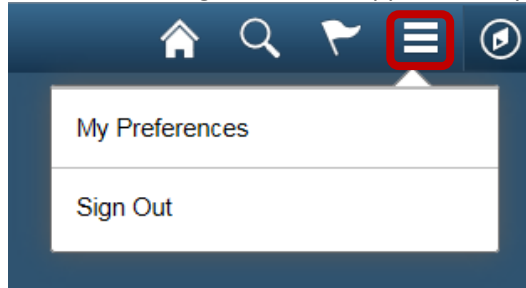
*Start Date	End Date	Absence Name	Duration
12/18/2017 <input type="button" value="Calendar"/>	12/22/2017 <input type="button" value="Calendar"/>	Vacation <input type="button" value="Dropdown"/>	

11. Select:

A message indicates the submittal process was successfully completed. Click the **OK** button.

12. Select:

Remember to sign out of the application by clicking the **Action List** icon on the **NavBar**.



13. Select:

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

