

## How Do I View My Weekly Reported Time?

### Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Time and Absence** tile.
3. On the **Time** page, click **Weekly Timesheet**.
4. The **Timesheet** opens to the **current week**. To change the **Timesheet** dates you wish to view, use either the **Previous Week** or **Next Week** links. You can also use enter or select a date and then click the **Refresh** icon (green arrows).
5. Any time you have reported is listed on your **Timesheet**. Click the **Summary** tab to see a summary of the types of reported time you have for the time period you are viewing.
6. NOTE: Remember that **Reported Time** is the actual time you record in the timesheet or that is recorded from Web Clock or Kaba Time Clock punches. Reported Time is converted into **Payable Time**, where rounding rules may take place to adjust the time for which you are paid.

