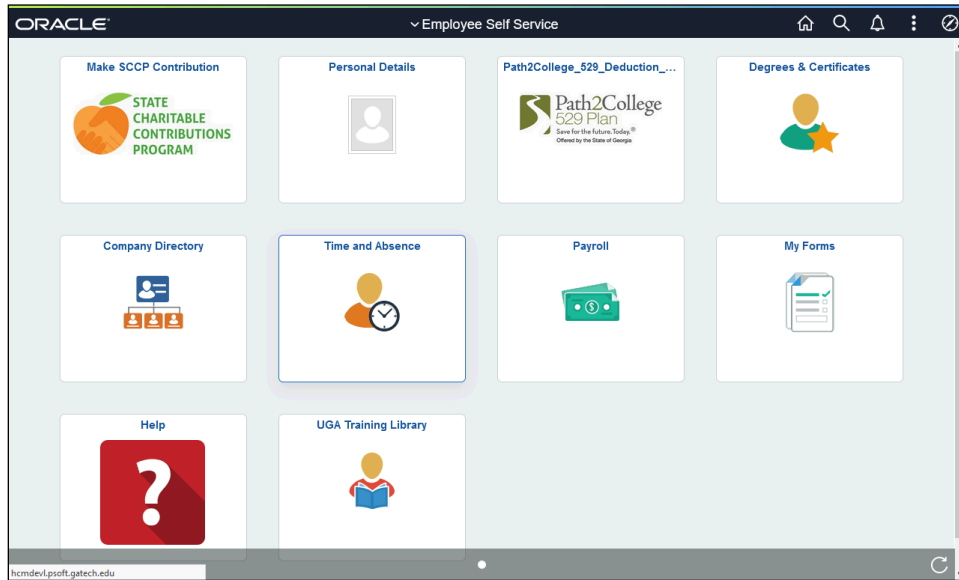

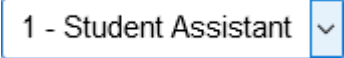


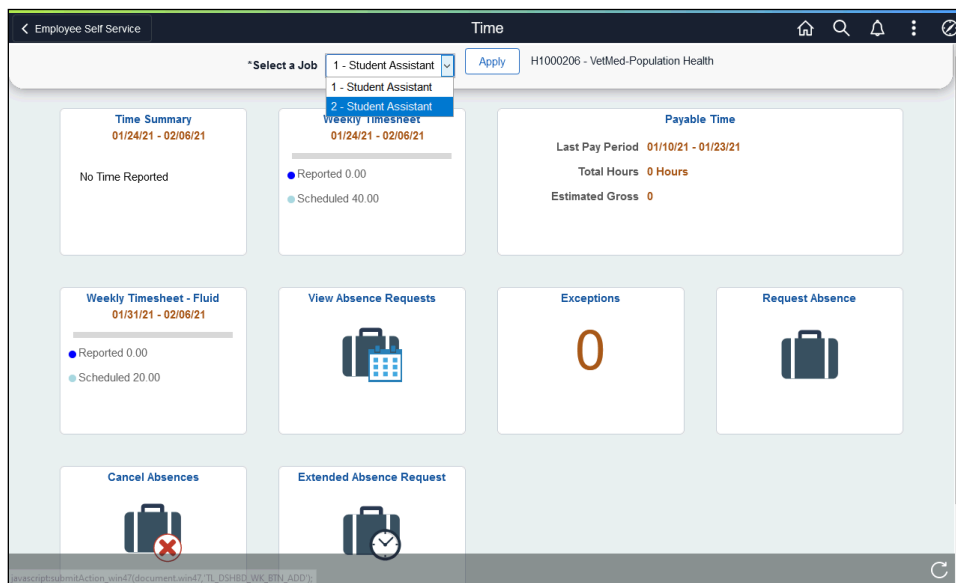


## Entering Time via Manual Entry with Multiple Jobs

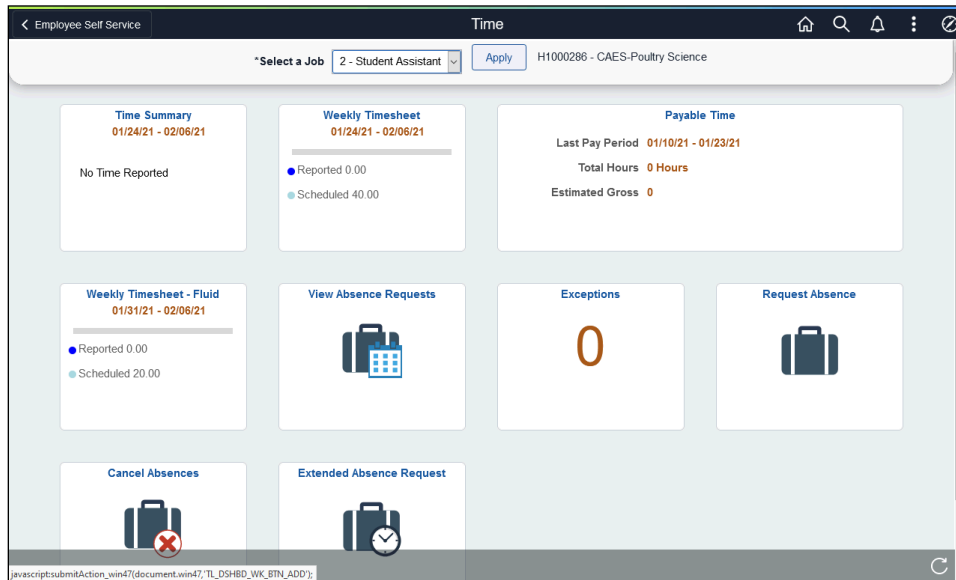




| Step | Action   |
|------|--|
| 1.   | <p>From Employee Self Service homepage in OneUSG Connect, click the <b>Time and Absence</b> tile.</p> <p><b>Time and Absence</b></p>  |
| 2.   | <p>The Time page is displayed. This page displays your current job(s).</p> <p>Click the <b>*Select a Job</b> drop-down menu.</p>      |



| Step | Action   |
|------|--|
| 3.   | From the displayed list, select the appropriate job to enter time.<br><div style="background-color: #0070C0; color: white; padding: 2px 5px; display: inline-block;">2 - Student Assistant</div> |



| Step | Action  |
|------|---|
| 4.   | The selected job and corresponding department are displayed. You can use the department information to verify you have selected the appropriate job.<br><br><b>Note:</b> The selected job is not active on the timesheet until applied.<br><br>Click the <b>Apply</b> button.<br><div style="border: 1px solid #0070C0; border-radius: 5px; padding: 5px 15px; display: inline-block; margin-top: 5px;">Apply</div> |
| 5.   | With the appropriate job selected, click the <b>Weekly Timesheet</b> tile.  |
| 6.   | The Enter Time page is displayed.<br><br>Enter the time you started working in the <b>In</b> field for the corresponding date.  |
| 7.   | Enter the time you stopped working in <b>Out</b> field for the corresponding date.  |
| 8.   | Enter the time you started working in the <b>In</b> field for the subsequent date.  |
| 9.   | If you take a meal break, enter the start time in the <b>Lunch</b> field for the corresponding date.  |
| 10.  | Enter the return time in the second <b>In</b> field for the corresponding date.   |
| 11.  | Enter the time you left for the day in the <b>Out</b> field for the corresponding date.   |



| Step | Action   |
|------|--|
| 12.  | The <b>Time Reporting Code</b> should be left blank.<br><b>Time Reporting Code</b> |

Enter Time

BIWeekly Period- PS Delivered  
Scheduled 40.00 | Reported 0.00 Hours | Combined Hours 0.00 Hours

View Legend

| Day Summary                                       | In         | Lunch      | In         | Out        | Time Reporting Code | Quantity | Comments |
|---|------------|------------|------------|------------|---------------------|----------|----------|
| 24 Sunday<br>Jan Reported 0.00 /Scheduled OFF     |            |            |            |            |                     |          |          |
| 25 Monday<br>Jan Reported 0.00 /Scheduled 4.00    | 9:00:00AM  |            |            | 11:00:00AM |                     |          |          |
| 26 Tuesday<br>Jan Reported 0.00 /Scheduled 4.00   | 11:00:00AM | 12:00:00PM | 12:30:00PM | 6:00:00PM  |                     |          |          |
| 27 Wednesday<br>Jan Reported 0.00 /Scheduled 4.00 |            |            |            |            |                     |          |          |
| 28 Thursday<br>Jan Reported 0.00 /Scheduled 4.00  |            |            |            |            |                     |          |          |
| 29 Friday<br>Jan Reported 0.00 /Scheduled 4.00    |            |            |            |            |                     |          |          |

| Step | Action   |
|------|--|
| 13.  | Repeat the steps as necessary to enter the appropriate times worked. |


Enter Time

BIWeekly Period- PS Delivered  
Scheduled 40.00 | Reported 0.00 Hours | Combined Hours 0.00 Hours

View Legend

| Day Summary                                       | In         | Lunch      | In         | Out        | Time Reporting Code | Quantity | Comments |
|---|------------|------------|------------|------------|---------------------|----------|----------|
| 24 Sunday<br>Jan Reported 0.00 /Scheduled OFF     |            |            |            |            |                     |          |          |
| 25 Monday<br>Jan Reported 0.00 /Scheduled 4.00    | 9:00:00AM  |            |            | 11:00:00AM |                     |          |          |
| 26 Tuesday<br>Jan Reported 0.00 /Scheduled 4.00   | 11:00:00AM | 12:00:00PM | 12:30:00PM | 6:00:00PM  |                     |          |          |
| 27 Wednesday<br>Jan Reported 0.00 /Scheduled 4.00 | 9:00:00AM  |            |            | 11:00:00AM |                     |          |          |
| 28 Thursday<br>Jan Reported 0.00 /Scheduled 4.00  | 1:00:00PM  |            |            | 6:00:00PM  |                     |          |          |
| 29 Friday<br>Jan Reported 0.00 /Scheduled 4.00    |            |            |            |            |                     |          |          |



| Step | Action  |
|------|---|
| 14.  | Click the <b>Submit</b> button.<br>      |
| 15.  | A message is displayed indicating your timesheet was submitted.   |
| 16.  | You have completed the steps to manually enter your time for multiple jobs in OneUSG Connect.<br><b>End of Procedure.</b> |