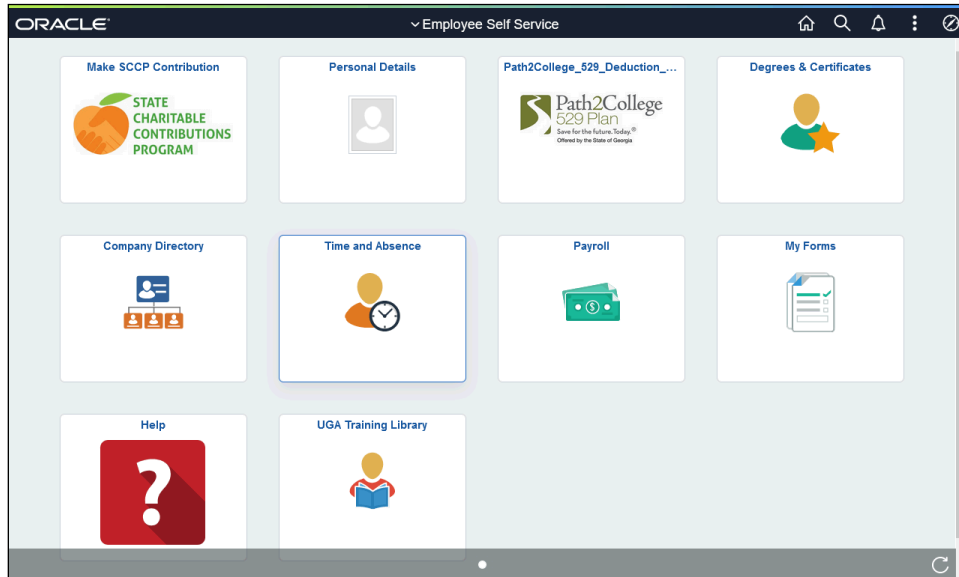





## Manually Entering Your Time as a Student Employee





Step	Action
1.	From the Employee Self Service in OneUSG Connect, click the <b>Time and Absence</b> tile.
2.	The Time page is displayed.  Click the <b>Weekly Timesheet</b> tile.
3.	The Enter Time page is displayed. Enter your arrival time in the <b>In</b> field.  <b>Note:</b> You can enter time with a colon and AM/PM or use military time.
4.	Enter the time out for meals in the <b>Lunch</b> field.
5.	Enter the return time from lunch in the <b>In</b> field.
6.	At the end of shift, enter the time in the <b>Out</b> field.
7.	Enter appropriate information into the time entry fields on additional dates as needed.
8.	Once all time information is entered, click the <b>Submit</b> button. 
9.	The time is submitted to approval workflow, and a confirmation message is displayed.  <b>Note:</b> The hours reported each day and workflow progress is displayed in the Day Summary column.
10.	You have successfully completed the steps to manually enter time in OneUSG Connect. <b>End of Procedure.</b>