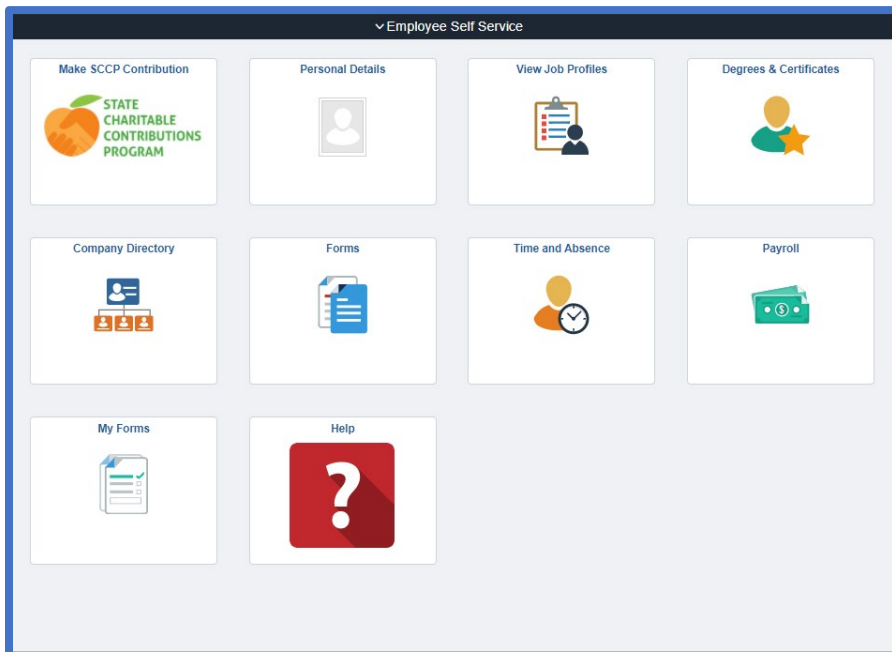



How Do I Report My Time Using the Elapsed Timesheet as an Employee

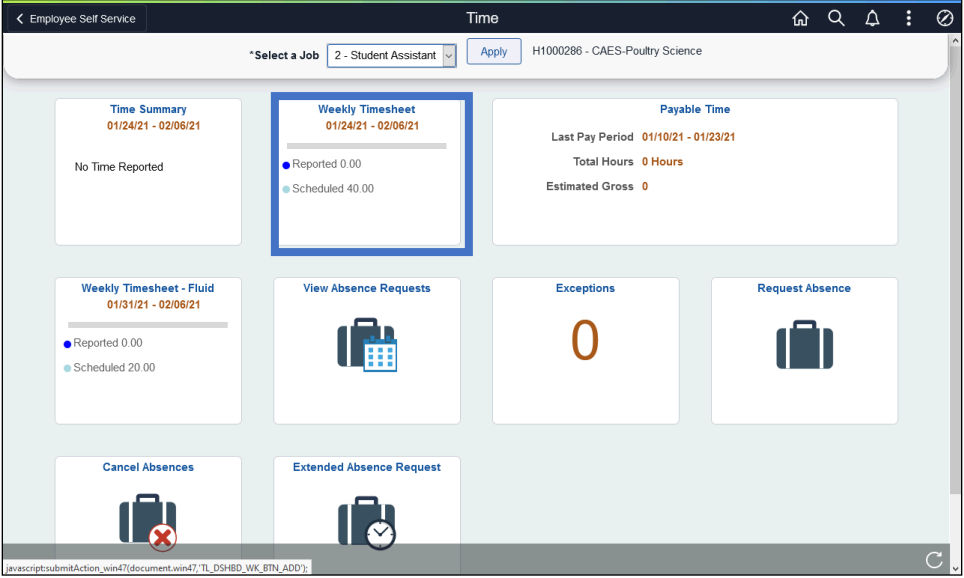
This job aid describes the steps for hourly employees to report their time using the weekly elapsed time sheet.

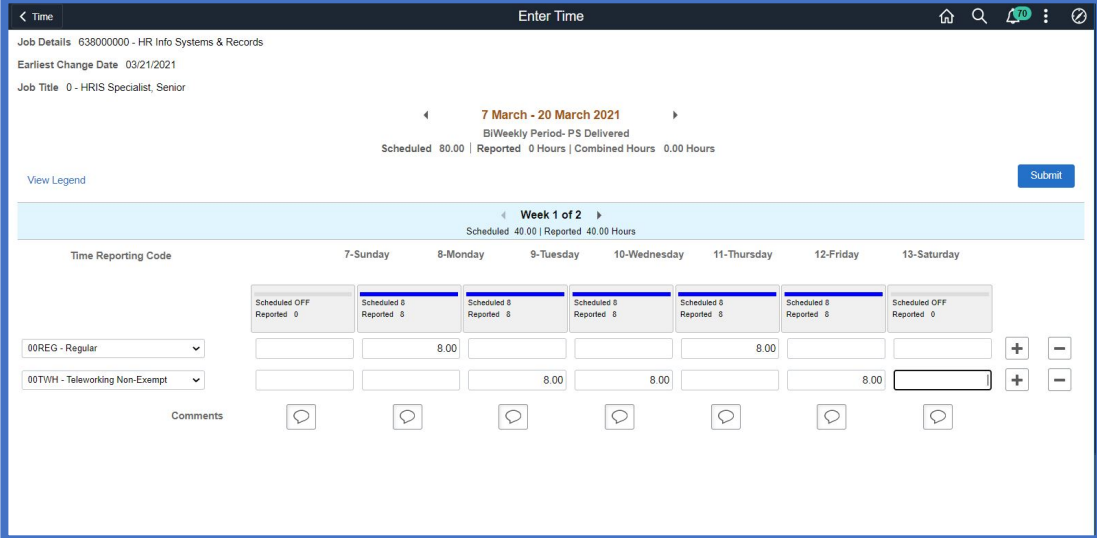

Navigation

Employee Self Service > Time and Absence > Weekly Timesheet



Step	Action
1.	From Employee Self Service homepage in OneUSG Connect, click the Time and Absence file. <div data-bbox="365 1627 678 1885" style="border: 2px solid blue; padding: 5px; margin: 10px 0;">  </div>

Step	Action
2.	<p>The Time page is displayed.</p>  <p>Click the Weekly Timesheet tile.</p>
Step	Action
3.	<p>Change the dates displayed to the dates you wish to enter time, as needed.</p> <p>To view a particular date or different period, you can click Previous Week and Next Week or either click within Date and enter or select the desired date by clicking on the "Calendar".</p> <p>Refresh (green arrows) will need to be clicked in order for the changes to be seen.</p> <p>Note: The View By of the timesheet being set to "Day", "Week", or "Calendar Period" will determine if the time sheet displays "Previous or Next Day", "Previous or Next Week", or "Previous or Next Period".</p>

Step	Action
4.	<p>Enter the total number of hours worked each day for the Elapsed timesheet.</p>  <p>Select the Time Reporting Code you want to enter hours from the drop down. This is usually the time reporting code of "00REG – Regular". Time Reporting Code options may vary depending on your employee type. Enter the number of hours worked each day. Note: If NO hours are worked, leave each field empty. DO NOT enter zeros on any day of the timesheet.</p>
5.	<p>Click the Submit button.</p> 
6.	<p>A message is displayed indicating your timesheet was submitted.</p>
7.	<p>You have completed the steps to manually enter your time for multiple jobs in OneUSG Connect.</p>