How Do I Report My Time Using the Weekly Elapsed Timesheet?

(Hourly Employees)

Navigation

- 1. Log into OneUSG Connect.
- 2. From Employee Self Service, click the Time and Absence tile.
- 3. On the Time page, click the Weekly Timesheet link.
- 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).
- For the Elapsed Timesheet, you need to enter total number of hours worked each day. Each week lists three rows; most of the time you will only need one row.
 - a. Enter the number of hours worked each day.
 - b. Click the Time Reporting Code dropdown and select the appropriate entry. This is usually "OOREG Regular."
 - c. If you need to enter different time entries for one day, use an additional row. Click the Add (+) icon at the end of the row if more rows are needed.
- 6. If you submitted any absence during the pay period, you can review them by clicking on the Absence tab (below the Submit button). Record any absences not submitted through the Request Absence selection on the Time page.
- Your total reported time will appear on the Reported Time Status tab (below the Submit button).
- 8. Click the Submit button to submit your timesheet.

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- 9. Click **OK** on the **Confirmation** page.
- 10. Your timesheet is now available for your manager (or designated time approver) to approve.



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