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How Do I Report My Time for Multiple Jobs Using the Weekly Punch Timesheet?

(Hourly Employees)

Navigation

- 1. Log into OneUSG Connect.
- 2. From Employee Self Service, click the Time and Absence tile.
- On the Time page, click the Weekly Timesheet link.
- 4. Select the job you are punching in for.
 - a. On the **Select Job** tab, select the job title for the position for which you are recording your time.
- 5. 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).
- 6. The **Punch Timesheet** requires you to log your start and end times for each day, including meal breaks. For each day, enter the following:
 - a. In the In field, enter the time you started work for that date.
 - b. In the **Lunch** field, enter the time you started your meal break.
 - c. In the second In field, enter the time you returned from your meal break.
 - d. In the **Out** field, enter the time you ended work for that date.
 - e. Leave the Time Reporting Code field empty.
 - f. Leave the **Quantity** field empty.
 - g. If you wish to enter comments for a particular day, click the Add **Comments** bubble icon and enter your comments.
- 7. (If applicable) If you submitted any absences during the pay period, you can review them by clicking on the Absence tab (below the Submit

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button). Submit any unrecorded absences through the **Request Absence** selection on the **Time** page.

- Your total reported time will appear on the Summary tab (below the Submit button).
- 9. Click the Submit button to submit your timesheet.
- 10. Click **OK** on the **Confirmation** page.
- 11. Your timesheet is now available for your manager (or designated time approver) to approve.

