

How Do I Report My Time Using The Elapsed Timesheet (Hourly Employees)? (ESS Job Aid)

USGKB0010888 - Latest Version

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Introduction

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

Instructions

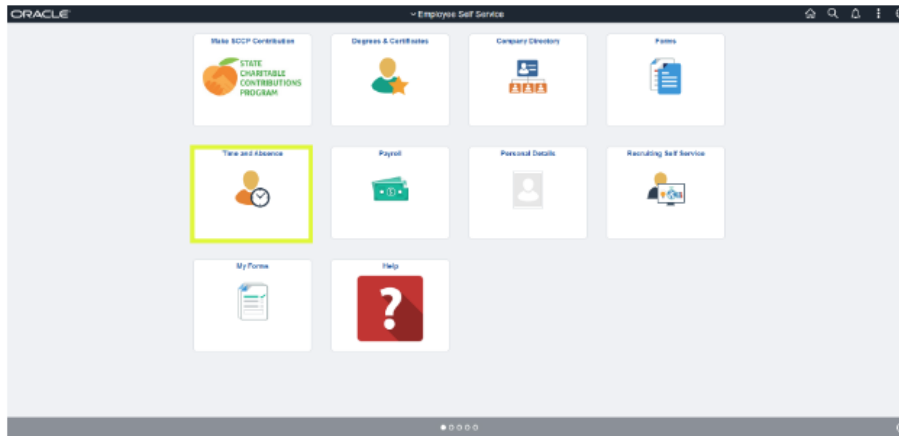
1. Log into **OneUSG Connect**.

Navigation:

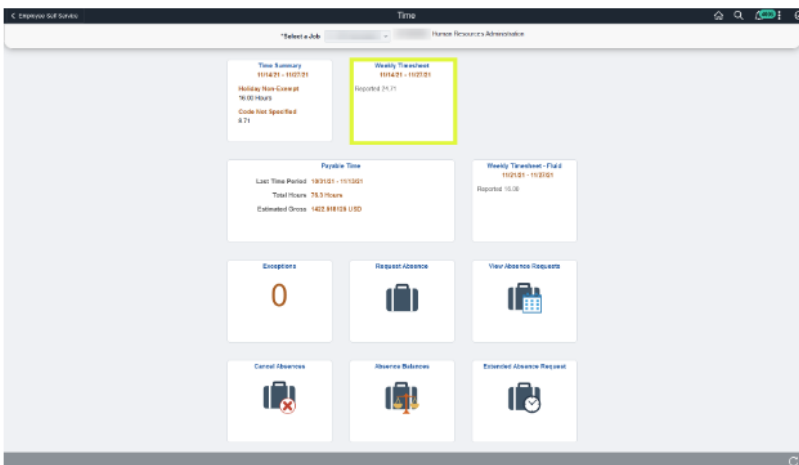
Employee Self Service > Time and Absence > Weekly Timesheet

2. Click the **Time and Absence** tile.

Note: Employee Self Service options may vary depending on your employee type.



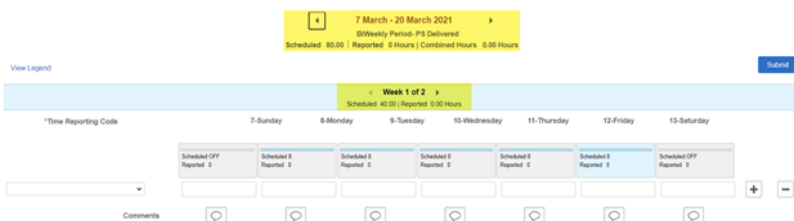
3. Click **Weekly Timesheet**.



4. The **Enter Time** panel is displayed with the payroll period at the top. If necessary, click the appropriate arrow in the date field to select the pay period where you want to report time.

Note: Employees cannot enter time for previous pay periods, only current and future periods. Contact your manager for entries on previous periods.

5. To navigate between weeks in the pay period click the appropriate arrow in the Week field.



Note: Click payroll period hyperlink to open calendar.

6. Enter the total number of hours worked each day for the Elapsed timesheet.
 - a. Select the **Time Reporting Code** you want to enter hours from the drop down.
 - b. This is usually the time reporting code of "00REG – Regular."
 - c. Time Reporting Code options may vary depending on your employee type.

d. 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.

7. Click **Submit** to submit your timesheet.

Submit must be clicked after time is entered to ensure the changes are saved. If **Submit** is not clicked the time will not be recorded or processed.

8. **Confirmation Panel** will appear at the top of the page.

9. Your timesheet is now available for your manager (or designated time approver) to approve.