

Reporting Time Using the Elapsed Timesheet (Hourly Employees) (ESS Job Aid)

Introduction

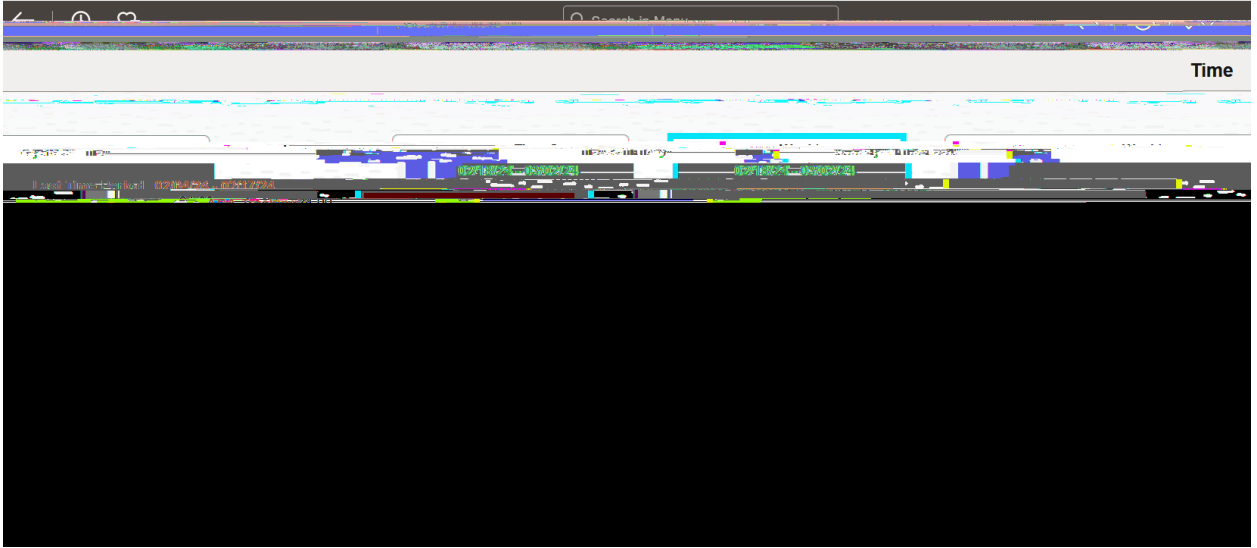
This job aid describes the steps for hourly employees to report their time using the elapsed weekly timesheet in OneUSG Connect.

Instructions

1. Log into .

Employee Self Service > Time and Absence > Weekly Timesheet

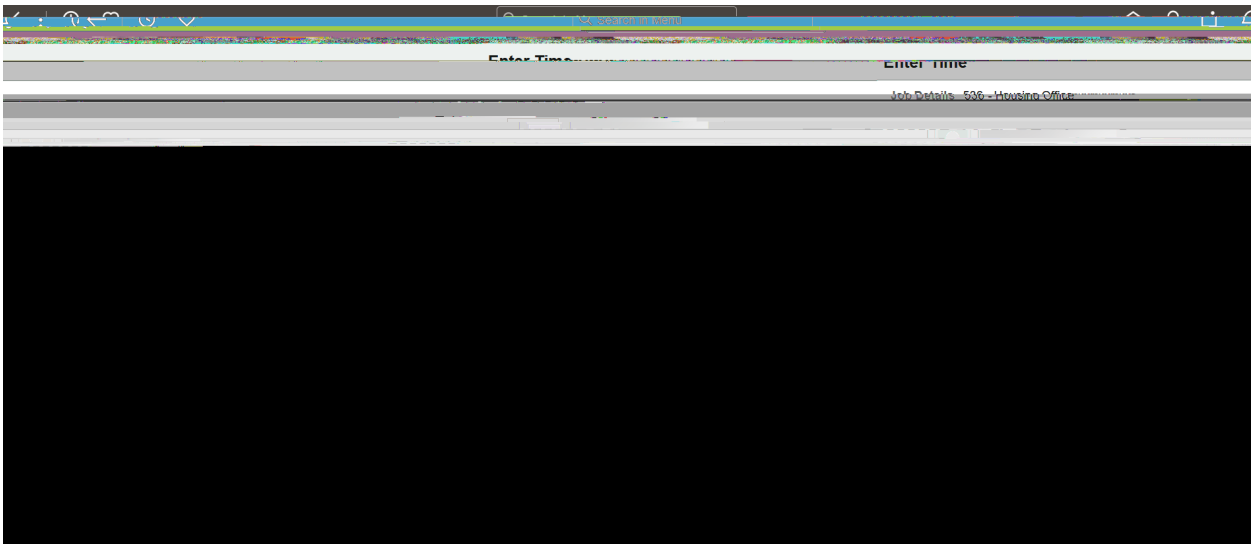
2. Click the tile.



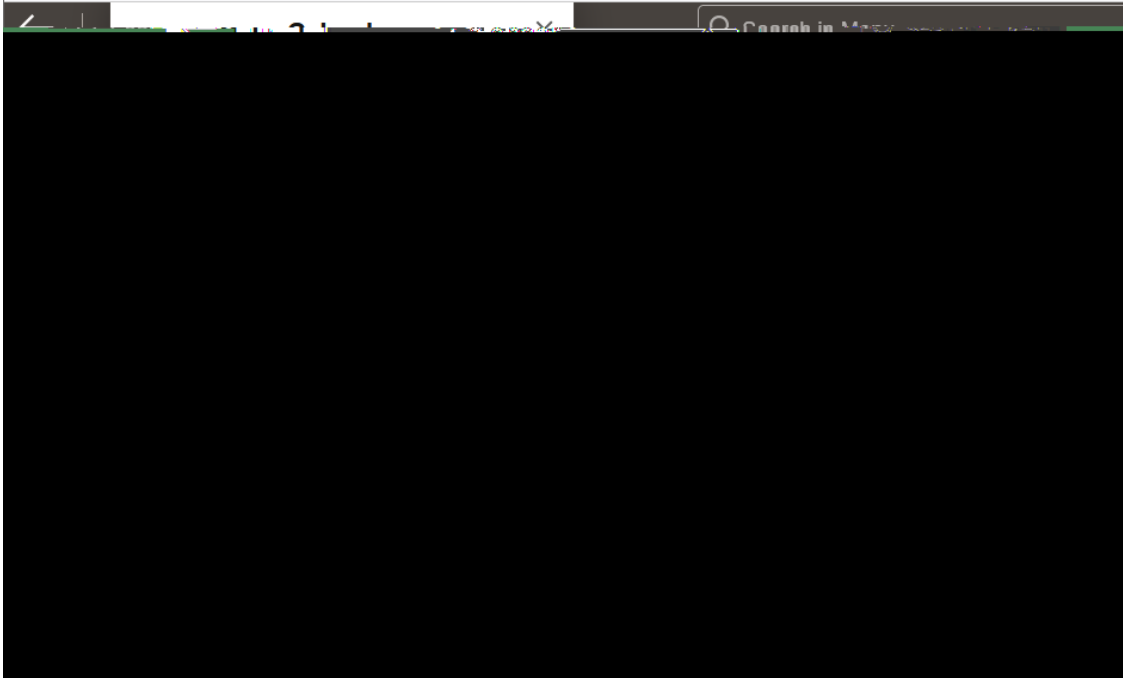
4. The panel is displayed with the payroll period on the left. If necessary, click the appropriate arrow in the date field to select the pay period where you want to report time.

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.



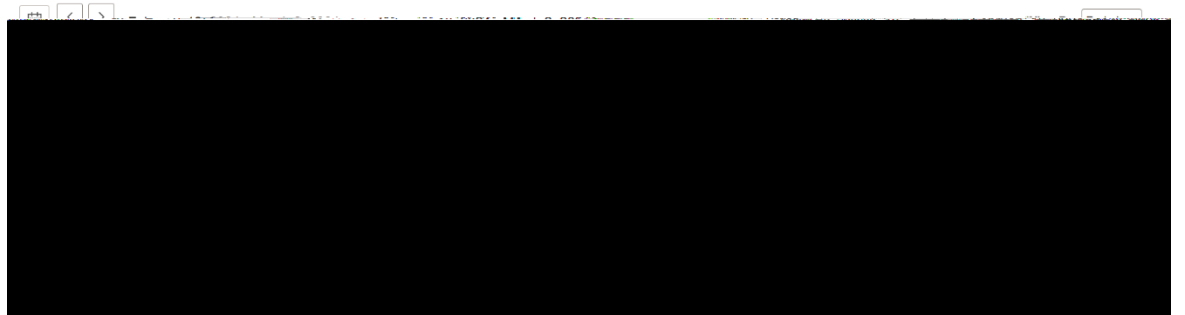
Click the calendar icon to open the calendar.



6. Enter the total number of hours worked each day for the Elapsed timesheet.

- a. Select the [redacted] you want to enter hours from the drop down.
- b. Time Reporting Code options may vary depending on your employee type.

“00REG – Regular.”



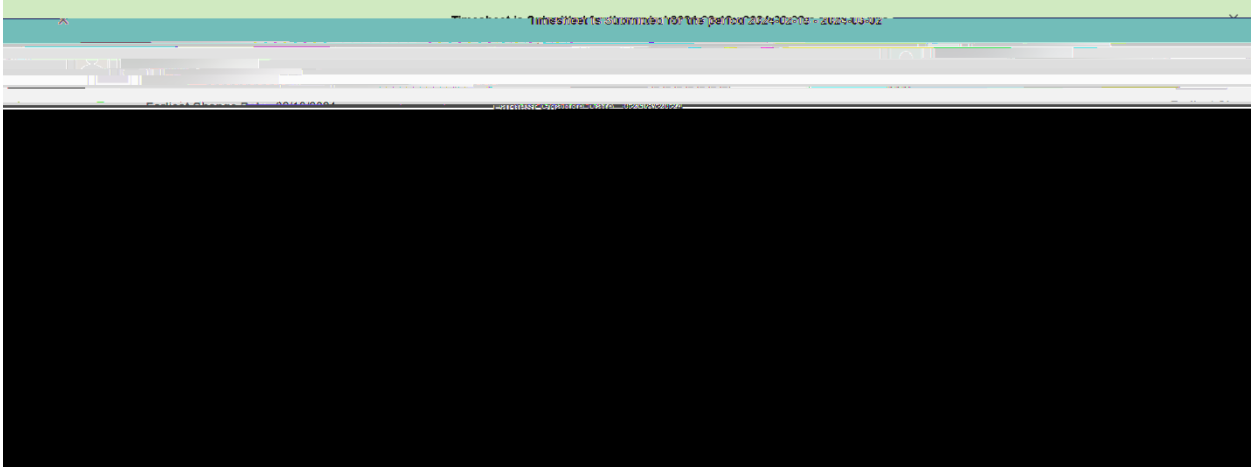
: “00ACA – ACA Tracking”

c. Enter the number of hours worked each day.

If hours are worked on a certain day, leave that field empty.
enter zeros on any day of the timesheet.

7. Click to submit your timesheet.

must be clicked after time is entered to ensure the changes are saved.



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