

Manually Entering Your Time as a Student Employee

Step	Action
1.	From the Employee Self Service in OneUSG Connect, click the Time and Absence tile.
2.	The Time page is displayed.
	Click the Weekly Timesheet tile.
3.	The Enter Time page is displayed. Enter your arrival time in the In field. Note: You can enter time with a colon and AM/PM or use military time.
4.	Enter the time out for meals in the Lunch field.
5.	Enter the return time from lunch in the In field.
6.	At the end of shift, enter the time in the Out field.

7. Enter appropriate information into the

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