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.
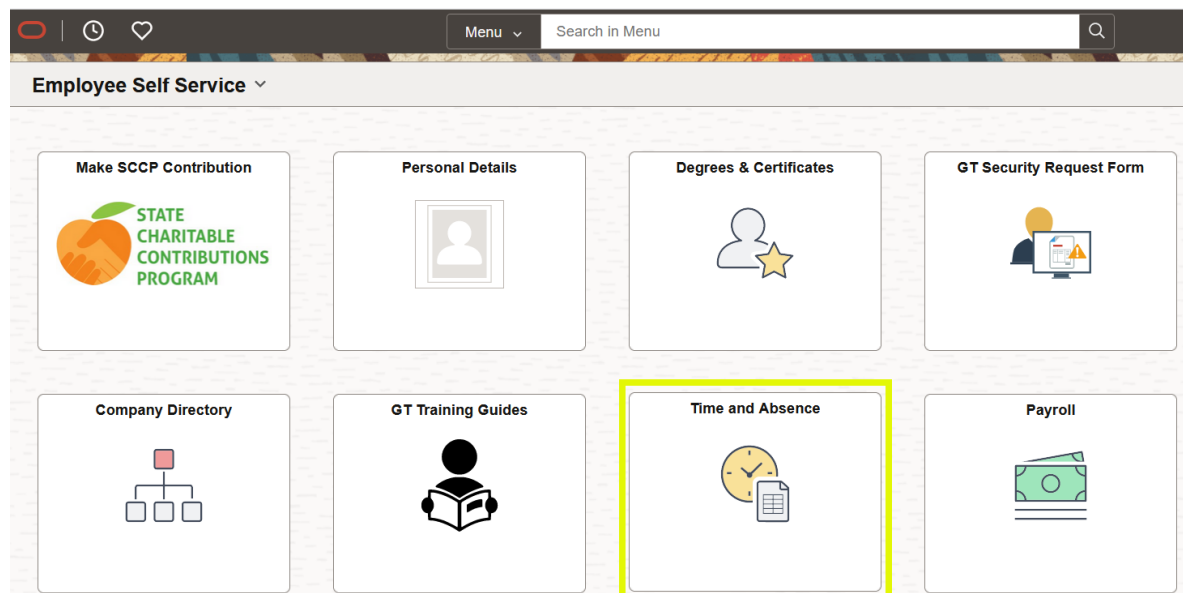
Instructions

1. Log into **OneUSG Connect**.
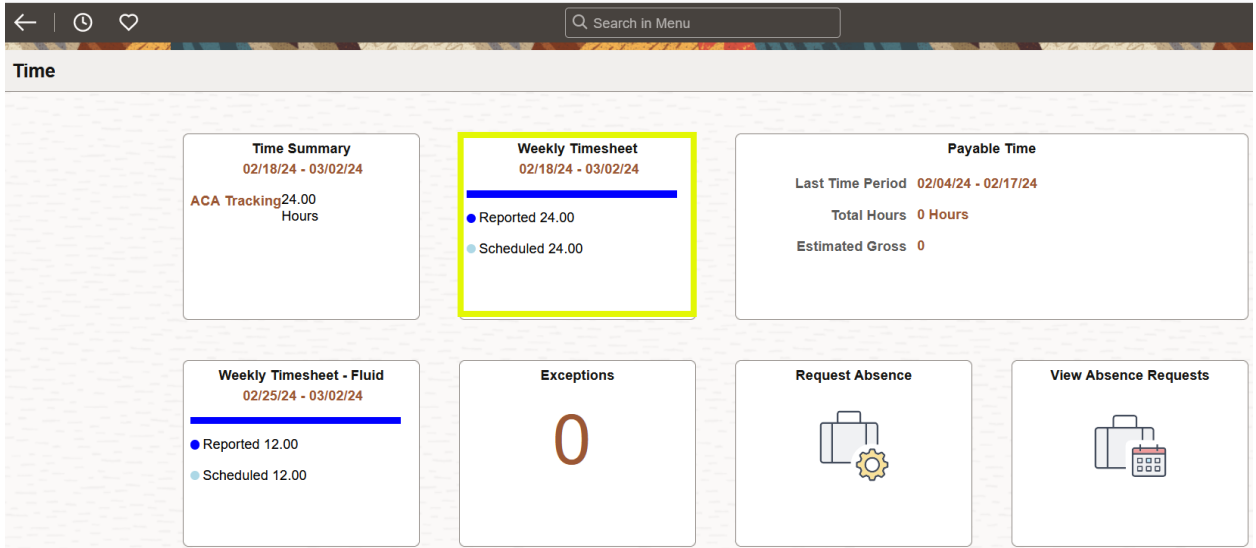
   Navigation:
   Employee Self Service > Time and Absence > Weekly Timesheet

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 on the left.
   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.
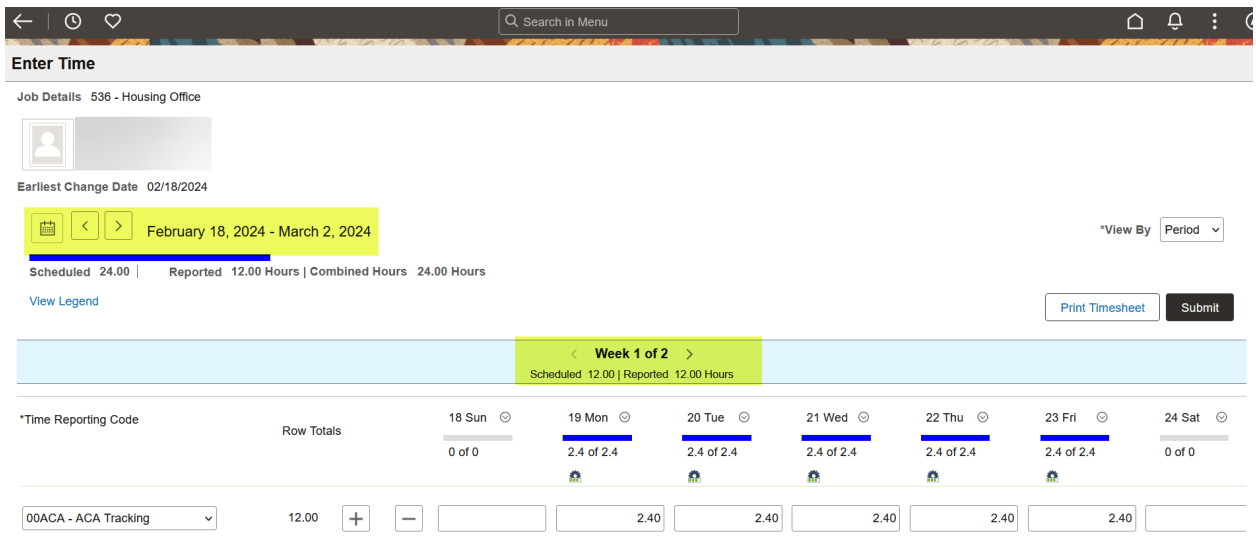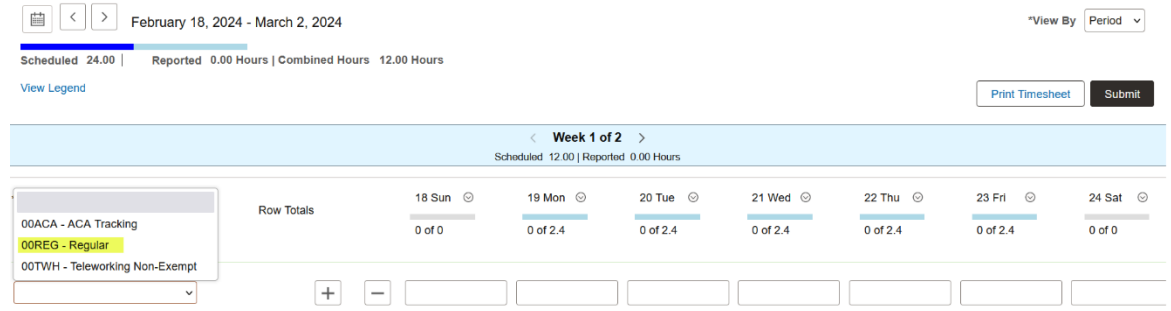

Note: Click the calendar icon to open the calendar.
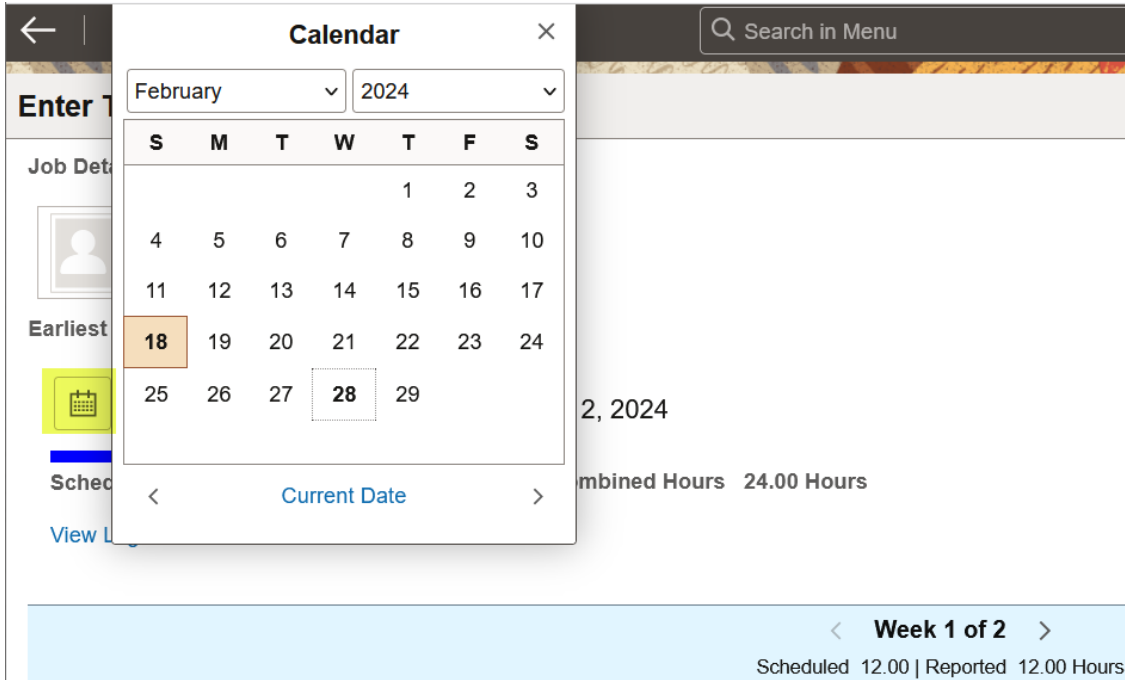
6. Enter the total number of hours worked each day for the Elapsed timesheet.

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

    Example 1: "00REG – Regular."

    Example 2: "00ACA – ACA Tracking"

c. Enter the number of hours worked each day.

Note: If **NO** hours are worked on a certain day, leave that 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 and then disappear.

Earliest Change Date 02/18/2024

📅 < > February 18, 2024 - March 2, 2024 *View By Period ▾

Scheduled 24.00 | Reported 8.00 Hours | Combined Hours 20.00 Hours

View Legend Print Timesheet Submit

< **Week 1 of 2** >
Scheduled 12.00 | Reported 8.00 Hours

*Time Reporting Code	Row Totals	18 Sun ⊘	19 Mon ⊘	20 Tue ⊘	21 Wed ⊘	22 Thu ⊘	23 Fri ⊘	24 Sat ⊘
		0 of 0	8 of 2.4	0 of 2.4	0 of 2.4	0 of 2.4	0 of 2.4	0 of 0
00REG - Regular ▾	8.00 ＋ ー		8.00					

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