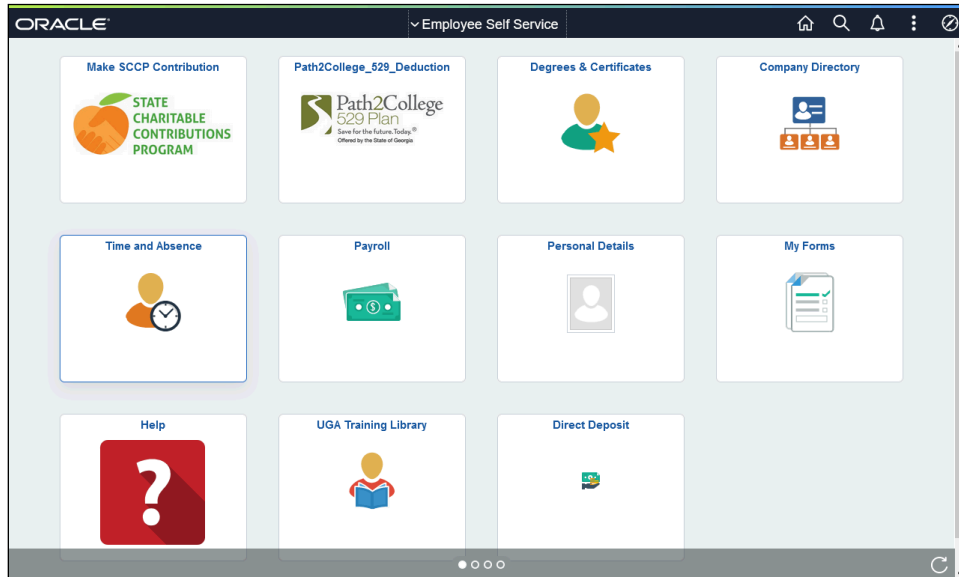
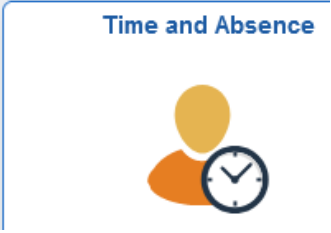
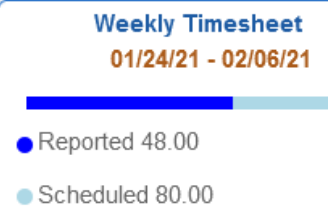




## Editing Your Pay from Schedule Time






Step	Action
1.	<p>From the Employee Self Service homepage in OneUSG Connect, click the <b>Time and Absence</b> link.</p> 
2.	<p>The Time and Absence page is displayed.</p> <p>Click the <b>Weekly Timesheet</b> tile.</p> 
3.	<p>The Enter Time page is displayed. On this page, you can review, edit, and submit your reported hours for the pay period.</p> <p>To edit your time, enter the updated information in the appropriate day field(s).</p>



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Step	Action
4.	When you are finished editing, click the <b>Submit</b> button. 
5.	A message is displayed stating the timesheet was submitted successfully.
6.	You have completed the steps to edit your pay from schedule time in the OneUSG Connect System. <b>End of Procedure.</b>