

How Do I View My Weekly Reported Time?

Navigation

1. Log into OneUSG HCM.
2. If the **Employee Self Service** page is not displayed, click the blue **NavBar** and select **Employee Self Service** from the drop down listing.
3. On the **Employee Self Service** page, click the **Time** tile.
4. On the **Time** page, click the **Weekly Timesheet** link.

View the Current Week Time Report

5. On the **Timesheet** page, validate the **Date** displayed in the **Select Another Timesheet** section and make any needed updates.
6. If the **Date** is changed, click the **Refresh** icon to update the page display.
7. Review the listing of time entries for each day.
8. Validate the entries for each day, paying close attention to work days with no time reported or work days with daily totals which exceed the normal schedule for "regular time."

Enter or Update Time in the Weekly Time Report (Before Time Admin is Run)

9. On the **Timesheet** page, click a work day row to update. NOTE: Time entries cannot be updated or added using the page after the Time Admin process runs.
10. On the **Time Details** page, click in the **Time Reporting Code** field.
11. Select an item from the listing.
12. Click in the **Quantity** field and enter the number of hours worked for the selected **Time Reporting Code**.
13. Click the **Submit** button.
14. The system displays an informational message on the **NavBar**, indicating the update was successfully submitted or identifying errors which must be



corrected. Resolve any noted issues and click the **Submit** button again, as needed.

15. When the message indicates the submittal was successful, click the **OK** button.
16. Click the < **Time** button at the top left side of the **NavBar** to return to the **Weekly Timesheet** page.

Delete a Time Entry in the Weekly Time Report

17. On the **Report Time** page, click the time entry row to delete.
18. Review the information displayed on the **Time Details** page and confirm you have selected the correct entry to delete.
19. Then, click the **Delete** button.
20. When the system redisplay the **Report Time** page for the day, confirm the erroneous time entry has been removed.
21. Click the < **Time** button at the top left side of the **NavBar** to return to the **Weekly Timesheet** page.

Complete the Task/Sign Out of Application

22. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



23. Click the **Sign Out** option in the listing.

