How Do I Enter Time for My Employees?

Navigation

1. Log into OneUSG Connect.
2. On the Manager Self Service page, click the Team Time tile.

Select an Employee

4. On the Report Time page, enter the desired information in the Employee Selection Criteria section.
5. Click the Get Employees button.
6. Click the link associated with the employee’s LastName to proceed to the timesheet.

For Non-Exempt Employees Using the Web Clock, Punch Timesheet or Kaba Time Clock

7. Use the Punch Timesheet to record the In/Lunch/Out times for the employee. If you do not see the In/Meal/Out fields for each day, select the Punch Timesheet link in the Select Another Timesheet section.
8. Enter or use the Calendar icon to update the date for time entry and click the Refresh icon. You can also use the Previous Week and Next Week links.
9. If needed, you can review any absence the employee submitted by clicking the Absence tab. Be sure to approve/deny any absences that you have not worked.
10. Enter the following times for each day as needed: In (begin work), Lunch (start meal break), In (return from meal break), and Out (end work).
11. After entering all times, click the Submit button.
12. Click OK when you receive the confirmation.
13. Use the **Elapsed Timesheet** to record hours worked for the employee. If you see fields to record In/Meal/Out times, click the **Elapsed Timesheet** link in the **Select Another Timesheet** section.

14. Enter or use the **Calendar** icon to update the date for time entry and click the **Refresh** icon. You can also use the **Previous Week** and **Next Week** links.

15. If needed, you can review any absences the employee submitted by clicking the **Absence** tab. Be sure to approve/deny any absences that you have not worked.

16. For each day you need to record, enter total hours worked in the appropriate field in the first available row.

17. Use the **Time Reporting Code** dropdown to select the appropriate selection. This is typically **00REG - Regular**.

18. Click the **Submit** button.

19. Click **OK** when you receive the confirmation.