

How Do I Report My Time Using the Weekly Elapsed Timesheet? (Hourly Employees)

Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Time and Absence** tile.
3. On the **Time** page, click the **Weekly Timesheet** link.
4. The **Timesheet** opens to the **current week**. To change the **Timesheet** dates you wish to view, use either the **Previous Week** or **Next Week** links. You can also use enter or select a date and then click the **Refresh** icon (green arrows).
5. For the **Elapsed Timesheet**, you need to enter total number of hours worked each day. Each week lists three rows; most of the time you will only need one row.
 - a. Enter the number of **hours** worked each day.
 - b. Click the **Time Reporting Code** dropdown and select the appropriate entry. This is usually "**00REG – Regular.**"
 - c. If you need to enter different time entries for one day, use an additional row. Click the **Add (+)** icon at the end of the row if more rows are needed.
6. If you submitted any absence during the pay period, you can review them by clicking on the **Absence** tab (below the **Submit** button). Record any absences not submitted through the **Request Absence** selection on the **Time** page.
7. Your total reported time will appear on the **Reported Time Status** tab (below the **Submit** button).
8. Click the **Submit** button to submit your timesheet.



9. Click **OK** on the **Confirmation** page.
10. Your timesheet is now available for your manager (or designated time approver) to approve.

