



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** file.
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).

Timesheet

Employee ID
Empl Record 0
Earliest Change Date 04/21/2019

Communications Parapro/Pro

Actions ▾

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 04/07/2019 Refresh Refresh

Total Reported Hours 0.00
Reported Hours 0.00 Print Timesheet Punch Timesheet

The Payable Time page will populate after processing is complete. Absences are processed once each pay period.

From Sunday 04/07/2019 to Saturday 04/13/2019 Personalize Find 1-3 of 3 Last

Time Reporting Code	Sun 4/7	Mon 4/8	Tue 4/9	Wed 4/10	Thu 4/11	Fri 4/12	Sat 4/13	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Payable Time

Reported Time Status Personalize Find 1 of 1

Date	Total	TRC	Description	Comments
	0.00			

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.



- Enter the number of **hours** worked each day. **Do Not** enter zeros on any day on the timesheet. If no hours were worked – leave empty.
- Click the **Time Reporting Code** dropdown and select the appropriate entry. This is usually “**00REG – Regular.**”
- 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.

Timesheet

Employee ID
Empl Record 0
Earliest Change Date 04/21/2019

Communications Parapro/Pro

Actions ▾

Select Another Timesheet

*View By Week ▾ Previous Week Next Week

*Date 04/07/2019 [calendar icon] [refresh icon]

Total Reported Hours 0.00
Reported Hours 0.00

Print Timesheet Punch Timesheet

The Payable Time page will populate after processing is complete. Absences are processed once each pay period.

From Sunday 04/07/2019 to Saturday 04/13/2019 [help icon]

Personalize | Find [magnifying glass icon] [print icon]

Time Reporting Code	Sun 4/7	Mon 4/8	Tue 4/9	Wed 4/10	Thu 4/11	Fri 4/12	Sat 4/13	Total
+ - 00REG - Regular ▾		8	8	8	8	8		
+ - ▾								
+ - ▾								

Submit

- 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.

Submit

Reported Time Status | Summary | Leave / Compensatory Time | **Absence** | Exceptions | Payable Time

Absence Events [help icon] Personalize [magnifying glass icon]

Absence Take Forecast Results [refresh icon]

*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
04/12/2019	04/12/2019	Vacation	8.00 Hours		Details	Needs Approval	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forecast	Edit

Add Absence Event

- Your total reported time will appear on the **Reported Time Status** tab (below the **Submit** button).



Submit

Reported Time Status						Summary	Leave / Compensatory Time	Absence	Exceptions	Payable Time
Reported Time Status						Personalize	Find			1-5 of 5
Date	Reported Status	Total	TRC	Description	Add Comments					
04/08/2019	Needs Approval	8.00	00REG	Regular						
04/09/2019	Needs Approval	8.00	00REG	Regular						
04/10/2019	Needs Approval	8.00	00REG	Regular						
04/11/2019	Needs Approval	8.00	00REG	Regular						
04/12/2019	Needs Approval	8.00	00VAC	Vacation						

- Click the **Submit** button to submit your timesheet. After all time entries (Reported Time and/or Leave Time) are made, the **Submit** must be clicked. If **Submit** is not clicked, the time will moved to a Saved status and will not be processed.

Timesheet

Submit Confirmation



The Submit was successful.

Time for the Week of 2019-04-07 to 2019-04-13 is submitted

OK

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