How Do I Report My Time Using the Weekly Punch 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. The **Punch Timesheet** requires you to log your start and end times for each day, including meal breaks. For each day, enter the following:

   a. In the **In** field, enter the time you started work for that date.
   
   b. In the **Lunch** field, enter the time you started your meal break.
   
   c. In the second **In** field, enter the time you returned from your meal break.
   
   d. In the **Out** field, enter the time you ended work for that date.
   
   e. Leave the **Time Reporting Code** field empty.
   
   f. Leave the **Quantity** field empty.
   
   g. If you wish to enter comments for a particular day, click the **Add Comments** bubble icon and enter your comments.
6. (If applicable) If you submitted any absences during the pay period, you can review them by clicking on the **Absence** tab (below the **Submit** button). Submit any unrecorded absences via the **Request Absence** feature on the **Time** page.

7. Your total reported time will appear on the **Summary** tab (below the **Submit** button).

8. Click the **Submit** button to submit your timesheet and any newly added absence requests. After any 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

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