

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

