Overview/Description

This job aid provides the steps necessary to edit a timesheet that has been locked due to a mid-period change.

Prerequisite(s)

Employee has a mid-period change to their Time Reporter Data panel. This will result in a “lock” on the timesheet. The employee will need to unlock the timesheet so that edits can be made.

Instructions

1. Access OneUSG Connect for Active USG Employees.
   a. Navigate to the USG Faculty and Staff Portal located at https://oneusgconnect.usg.edu.
   b. Select OneUSG Connect in the Active USG Employees section.
How Do I Adjust My Timesheet for Mid-Period Changes?
Employee Self Service Job Aid
ES213.06
11/26/2019

2. Open Weekly Timesheet from Employee Self Service.

**Navigation**
Employee Self Service (Homepage) > Time and Absence > Weekly Time Sheet

a. Select the **Time and Absence** tile.

![Time and Absence tile](image)

b. Select **Weekly Timesheet**.

![Weekly Timesheet](image)

3. Update Timesheet.

The timesheet will default to the Sunday of the week in which you are viewing.

a. Change the **View By** field to “Week.”

![Updated Timesheet](image)
If a mid-period change has occurred during the week in which you are viewing, you should see the message highlighted in the screenshot below.

![Screenshot of Timesheet](image-url)

You will also notice the dates before and after the date of the mid-period change are not editable.

b. To edit these dates, you will have to adjust the **View By Date** to be effective the date of the mid-period change.

   In this example, the mid-period change was effective 11/12/2019.
   - Change the Date field to “11/12/2019.”
   - Click the green arrows 🔄 to refresh the page.
   - Once the date is adjusted, the fields will unlock so that time can be entered for the remaining dates in the week.

![Updated Timesheet](image-url)