

TL – Positive Punch Timesheet Reporters

Reporting Punch Time

General Description:

A Positive Punch Timesheet Reporter is generally a non-exempt benefited or non-benefited employee. Positive punch employees could include pay groups H, J, C, T, and W. This type of employee is required to enter IN and OUT punches for each shift worked on the timesheet for each day of the pay period.

Process Considerations:

The punch timesheet configuration is in the order of IN / MEAL / IN / OUT.

The MEAL punch is intended for the *non-exempt benefited* employee population. *Non-benefited employee's* punches should reflect only IN / OUT. To facilitate multiple IN / OUT punches in a day additional rows will need to be inserted.

The logical sequence of punch transactions could generate a TL exception if keyed out of order. Logical punch order is defined as follows:

- Begin shift requires IN punch.
- If no IN punch exists, then next logical punch is either MEAL or OUT.
- If no MEAL punch exists, then next logical punch is IN (returning from MEAL).
- End shift requires OUT punch.

Time format:

Hours, minutes, and seconds may be entered in one of two ways: using the 24-hour clock or standard clock.

- Using the 24-hour clock, enter 0745 and time will display as 7:45:00AM after selecting submit. A punch of 1630 will display as 4:30:00pm.
- Using the standard clock, enter hours as 8a, 8am, 8A, or 8AM and time will display as 8:00:00AM after selecting submit. If minutes and seconds are included, hours/minutes/seconds must be separated by colons. Example: 8:15am will display as 8:15:00AM.



Procedure Steps:

- A) Log in to OneUSG Connect > Navigate to **Employee Self Service (ESS)** > Select **Time and Absence Tile** > Select **Weekly Timesheet**

The screenshot shows the 'Employee Self Service' dashboard. The 'Time and Absence' tile is highlighted with a yellow border. Below the dashboard, a list of options is shown, with 'Weekly Timesheet' highlighted in yellow. The list includes:

- Weekly Timesheet
- Exceptions
- Payable Time Summary
- Payable Time Detail
- Time and Labor Launch Pad
- Request Absence
- Absence Balances
- Absence Request History
- Extended Absence Request
- Extended Absence History

B) Select the correct time period (display is of H pay group employee).

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 06/04/2017 31 ↻ Total Reported Hours 0.00
Reported Hours 0.00

Print Timesheet Elapsed Timesheet

Show All Punch Columns

C) Enter daily work activity punches (display of H pay group employee).

From 06/04/2017 to 06/17/2017 ?


Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Task Profile ID	Date		
	Sun	6/4	New							6/4	+	-
	Mon	6/5	New	8:00AM	12:00PM	1:00PM	5:00PM			6/5	+	-
	Tue	6/6	New	8:00AM	12:00PM	1:00PM	5:00PM			6/6	+	-
	Wed	6/7	New	8:00AM	12:00PM	1:00PM	5:00PM			6/7	+	-
	Thu	6/8	New	8:00AM	12:00PM	1:00PM	5:00PM			6/8	+	-
	Fri	6/9	New	8:00AM	12:00PM	1:00PM	5:00PM			6/9	+	-
	Sat	6/10	New							6/10	+	-
	Sun	6/11	New							6/11	+	-
	Mon	6/12	New							6/12	+	-
	Tue	6/13	New							6/13	+	-
	Wed	6/14	New							6/14	+	-
	Thu	6/15	New							6/15	+	-
	Fri	6/16	New							6/16	+	-
	Sat	6/17	New							6/17	+	-

Submit Clear

D) Submit timesheet.

Timesheet

Submit Confirmation

 The Submit was successful.
Time for the Time Period of 2017-06-04 to 2017-06-17 is submitted

OK



- View after employee submits:

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 06/04/2017 DT ↺ ↻

Total Reported Hours 40.00
Reported Hours 40.00

Print Timesheet Elapsed Timesheet

Show All Punch Columns

From 06/04/2017 to 06/17/2017 ?

Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Task Profile ID	Date		
	Sun	6/4	New							6/4	+	-
	Mon	6/5	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00		6/5	+	-
	Tue	6/6	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00		6/6	+	-
	Wed	6/7	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00		6/7	+	-
	Thu	6/8	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00		6/8	+	-
	Fri	6/9	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00		6/9	+	-
	Sat	6/10	New							6/10	+	-
	Sun	6/11	New							6/11	+	-

- E) Select the correct time period (display is for T pay group employees).

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 06/18/2017 DT ↺ ↻

Total Reported Hours 0.00
Reported Hours 0.00

Print Timesheet Elapsed Timesheet

Show All Punch Columns

In this example, the employee worked 6/19 8am to 10am; then 2pm to 5pm.

- Enter IN for 8am and 10am for OUT.

From 06/18/2017 to 07/01/2017 ?

Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Task Profile ID	Date		
	Sun	6/18	New							6/18	+	-
	Mon	6/19	New	8:00AM			10:00AM			6/19	+	-
	Tue	6/20	New							6/20	+	-
	Wed	6/21	New							6/21	+	-



- Click the '+' icon on the 6/19 row, to insert a row so the time worked from 2pm to 5pm can be added.

From 06/18/2017 to 07/01/2017 ?

Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Task Profile ID	Date		
	Sun	6/18	New							6/18	+	-
	Mon	6/19	New	8:00AM			10:00AM			6/19	+	-
	Tue	6/20	New							6/20	+	-
	Wed	6/21	New							6/21	+	-

From 06/18/2017 to 07/01/2017 ?

Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Task Profile ID	Date		
	Sun	6/18	New							6/18	+	-
	Mon	6/19	New	8:00:00AM			10:00:00AM			6/19	+	-
			New							6/19	+	-
	Tue	6/20	New							6/20	+	-
	Wed	6/21	New							6/21	+	-

- Enter additional time worked for 6/19 from 2pm to 5pm.

From 06/18/2017 to 07/01/2017 ?

Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Task Profile ID	Date		
	Sun	6/18	New							6/18	+	-
	Mon	6/19	New	8:00:00AM			10:00:00AM			6/19	+	-
			New	2:00:00PM			5:00:00PM			6/19	+	-
	Tue	6/20	New							6/20	+	-
	Wed	6/21	New							6/21	+	-

F) Time submitted for week ending 06/24.

From 06/18/2017 to 06/24/2017 ?

Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Task Profile ID	Date		
	Sun	6/18	New							6/18	+	-
	Mon	6/19	Submitted	8:00:00AM			10:00:00AM	2.00		6/19	+	-
			Submitted	2:00:00PM			5:00:00PM	3.00		6/19	+	-
	Tue	6/20	Submitted	9:00:00AM			10:30:00AM	1.50		6/20	+	-
	Wed	6/21	New							6/21	+	-
	Thu	6/22	Submitted	8:00:00AM			12:00:00PM	4.00		6/22	+	-
	Fri	6/23	Submitted	2:00:00PM			4:00:00PM	2.00		6/23	+	-
	Sat	6/24	New							6/24	+	-

Submit Clear

