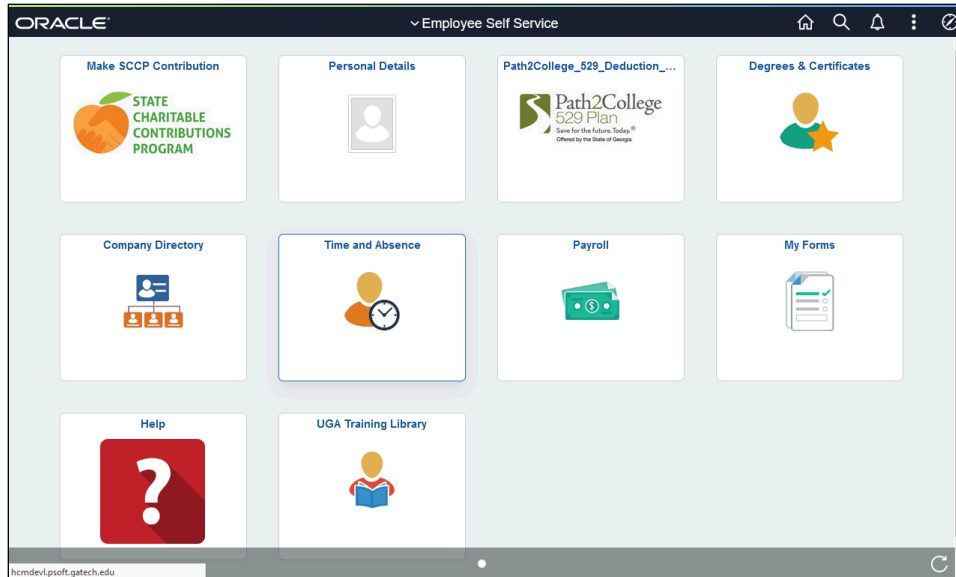


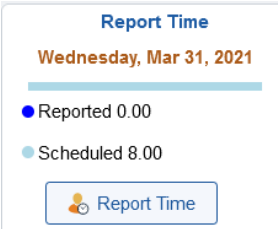
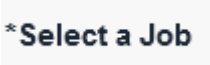
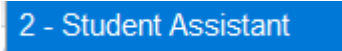

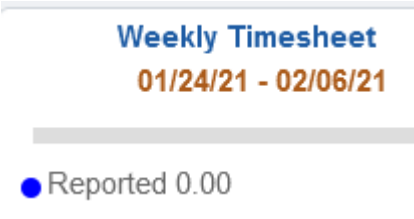


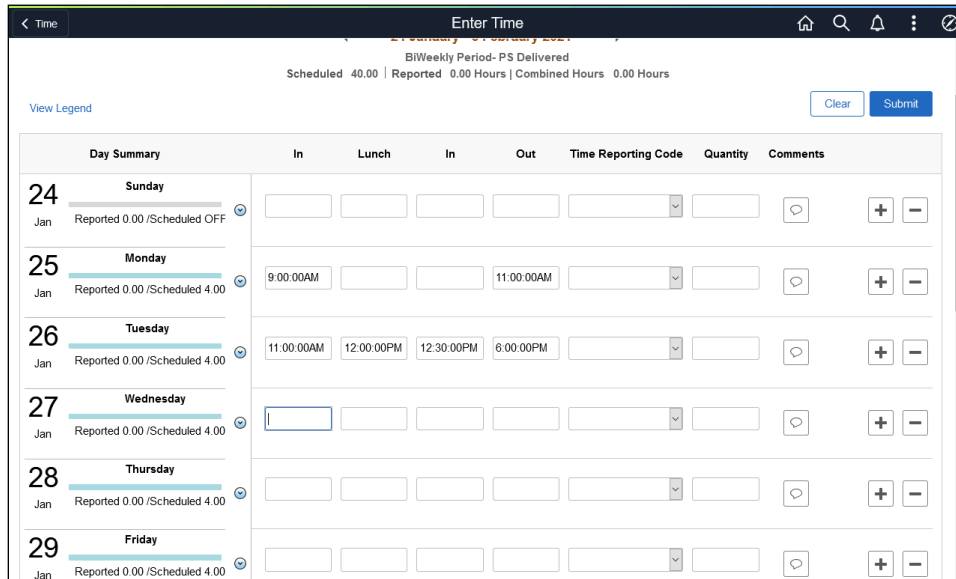
Entering Time via Manual Entry with Multiple Jobs



Step	Action
1.	<p>From Employee Self Service homepage in OneUSG Connect, click the Time and Absence tile.</p> <p>Time and Absence</p> 
2.	<p>The Time page is displayed.</p> <p>Time should be entered using the Weekly Timesheet Tile, unless you are reporting hours from your phone in which you will need to use the Report Time Tile.</p> <p>Press [Enter] to continue.</p> 

Step	Action
3.	<p>You would only use the Report Time Tile if you are reporting hours from your phone. In that case, you can follow the training entitled, Entering Your Time Manually via Your Mobile Phone, for steps on how to do this.</p> <p>Press [Enter] to continue.</p> 
4.	<p>To enter time for the appropriate job, click the *Select a Job drop-down menu.</p> 
5.	<p>From the displayed list, select the appropriate job to enter time.</p> 
6.	<p>The selected job and corresponding department are displayed. You can use the department information to verify you have selected the appropriate job.</p> <p>Note: The selected job is not active on the timesheet until applied.</p> <p>Click the Apply button.</p> 
7.	<p>With the appropriate job selected, click the Weekly Timesheet tile.</p> 
8.	<p>The Enter Time page is displayed.</p> <p>Enter the time you started working in the In field for the corresponding date.</p>
9.	<p>Enter the time you stopped working in Out field for the corresponding date.</p>
10.	<p>Enter the time you started working in the In field for the subsequent date.</p>
11.	<p>If you take a meal break, enter the start time in the Lunch field for the corresponding date.</p>
12.	<p>Enter the return time in the second In field for the corresponding date.</p>
13.	<p>Enter the time you left for the day in the Out field for the corresponding date.</p>

Step	Action
14.	The Time Reporting Code should be left blank. Time Reporting Code



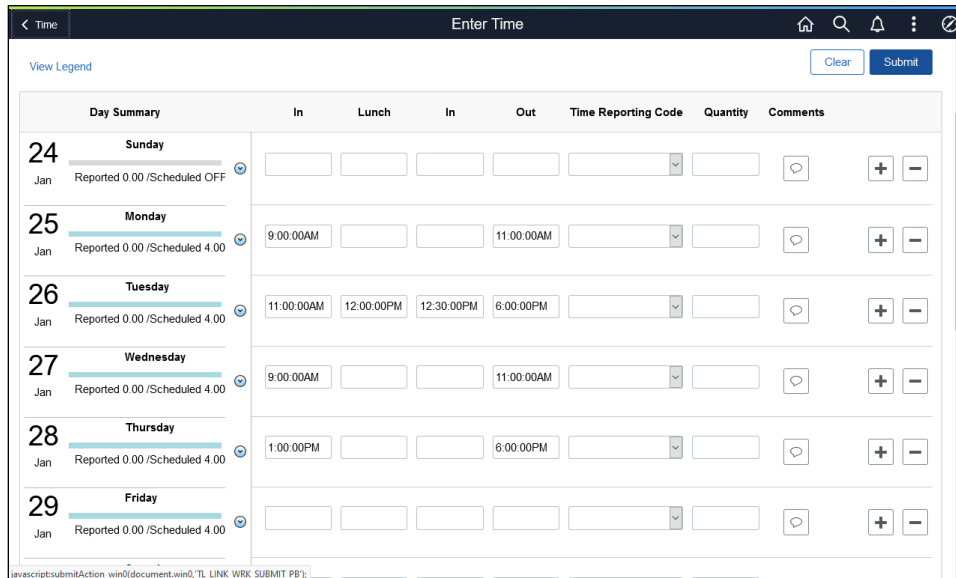
Enter Time

BIWeekly Period- PS Delivered
Scheduled 40.00 | Reported 0.00 Hours | Combined Hours 0.00 Hours

View Legend

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments
24 Sunday Jan Reported 0.00 /Scheduled OFF							
25 Monday Jan Reported 0.00 /Scheduled 4.00	9:00:00AM			11:00:00AM			
26 Tuesday Jan Reported 0.00 /Scheduled 4.00	11:00:00AM	12:00:00PM	12:30:00PM	6:00:00PM			
27 Wednesday Jan Reported 0.00 /Scheduled 4.00							
28 Thursday Jan Reported 0.00 /Scheduled 4.00							
29 Friday Jan Reported 0.00 /Scheduled 4.00							

Step	Action
15.	Repeat the steps as necessary to enter the appropriate times worked.




Enter Time

BIWeekly Period- PS Delivered
Scheduled 40.00 | Reported 0.00 Hours | Combined Hours 0.00 Hours

View Legend

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments
24 Sunday Jan Reported 0.00 /Scheduled OFF							
25 Monday Jan Reported 0.00 /Scheduled 4.00	9:00:00AM			11:00:00AM			
26 Tuesday Jan Reported 0.00 /Scheduled 4.00	11:00:00AM	12:00:00PM	12:30:00PM	6:00:00PM			
27 Wednesday Jan Reported 0.00 /Scheduled 4.00	9:00:00AM			11:00:00AM			
28 Thursday Jan Reported 0.00 /Scheduled 4.00	1:00:00PM			6:00:00PM			
29 Friday Jan Reported 0.00 /Scheduled 4.00							

Step	Action
16.	Click the Submit button. 
17.	A message is displayed indicating your timesheet was submitted.
18.	You have completed the steps to manually enter your time for multiple jobs in OneUSG Connect. End of Procedure.