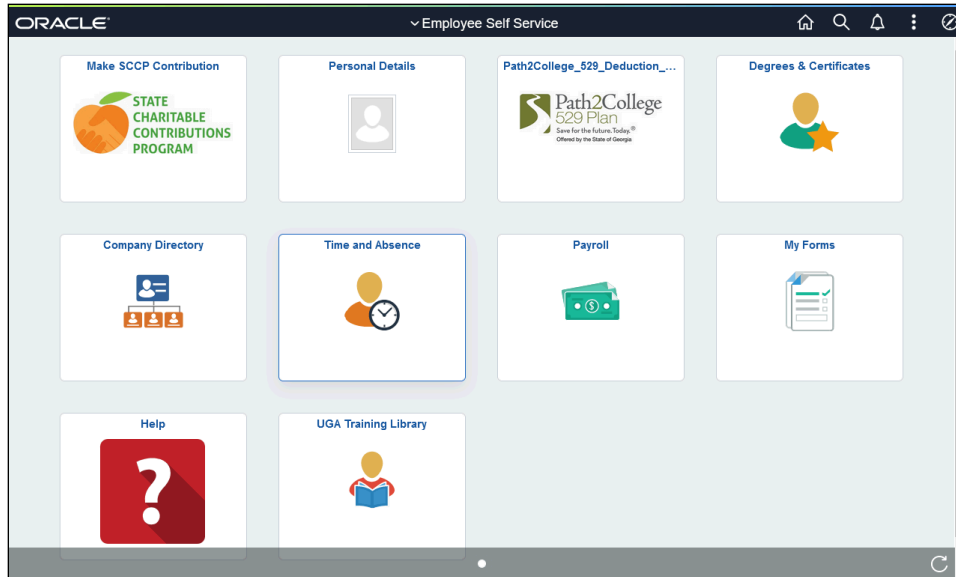

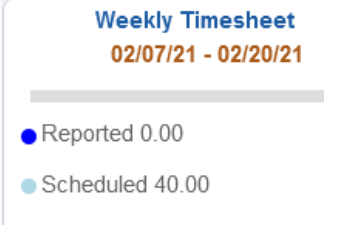

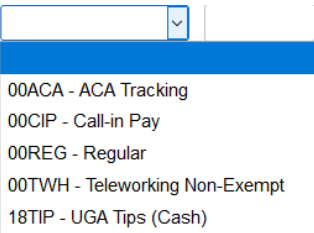




Entering Your Time Manually



Step	Action
1.	From the Employee Self Service in OneUSG Connect, click the Time and Absence tile.
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. You will use the <i>Report Time</i> tile from your phone. See the Entering Time Manually via Your Phone tutorial for more information.</p> <p>Press [Enter] to continue.</p> 
3.	<p>To enter time, click the Weekly Timesheet tile.</p> 

Step	Action
4.	<p>The Enter Time page is displayed. Enter your arrival time in the In field.</p> <p>Note: You can enter time with a colon and AM/PM or use military time.</p>
5.	Enter the time out for meals in the Lunch field.
6.	Enter the return time from lunch in the In field.
7.	At the end of shift, enter the time in the Out field.
8.	Scheduled time is based on Standard Hours unless your manager designated a different schedule. This is for absence management only and may not match schedules for temporary or non-benefitted employees.
9.	<p>Time can also be entered as a quantity.</p> <p>To begin, click the Time Reporting Code drop-down menu.</p> 
10.	<p>The Time Reporting Code drop-down menu is displayed.</p> <p>Select the appropriate option.</p> 
11.	<p>The selected Time Reporting Code is displayed.</p> <p>Enter the appropriate hours worked into the Quantity field.</p> 
12.	<p>The quantity of hours is displayed.</p> <p>Continue to enter appropriate information into the time entry fields on additional dates as needed.</p>
13.	<p>Once all time information is entered, click the Submit button.</p> 
14.	<p>The time is submitted to approval workflow, and a confirmation message is displayed.</p> <p>Note: The hours reported each day and workflow progress is displayed in the Day Summary column.</p>

Step	Action
15.	You have successfully completed the steps to manually enter time in OneUSG Connect. End of Procedure.