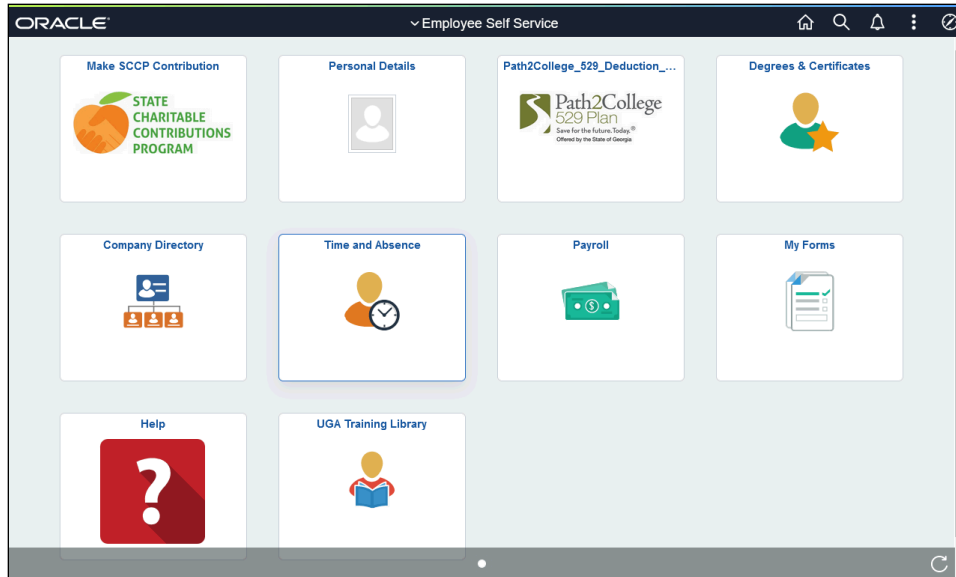
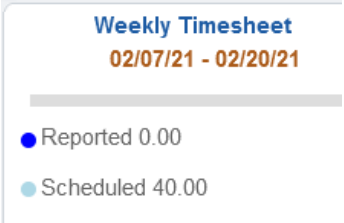
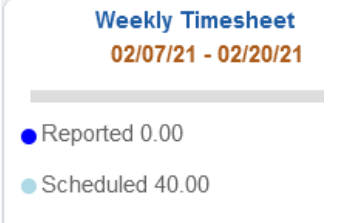

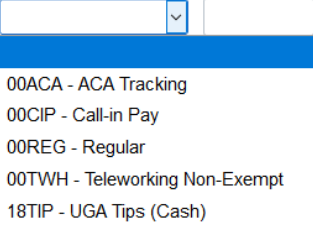




Entering Time as an Elapsed Employee Manually



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>Time will be entered as a quantity.</p> <p>To begin, click the Time Reporting Code drop-down menu.</p> 
5.	<p>The Time Reporting Code drop-down menu is displayed.</p> <p>Select the appropriate option.</p> 
6.	<p>The selected Time Reporting Code is displayed.</p> <p>Enter the appropriate hours worked into the Quantity field.</p> 
7.	<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>
8.	<p>Once all time information is entered, click the Submit button.</p> 
9.	<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>
10.	<p>You have successfully completed the steps to manually enter time in OneUSG Connect.</p> <p>End of Procedure.</p>