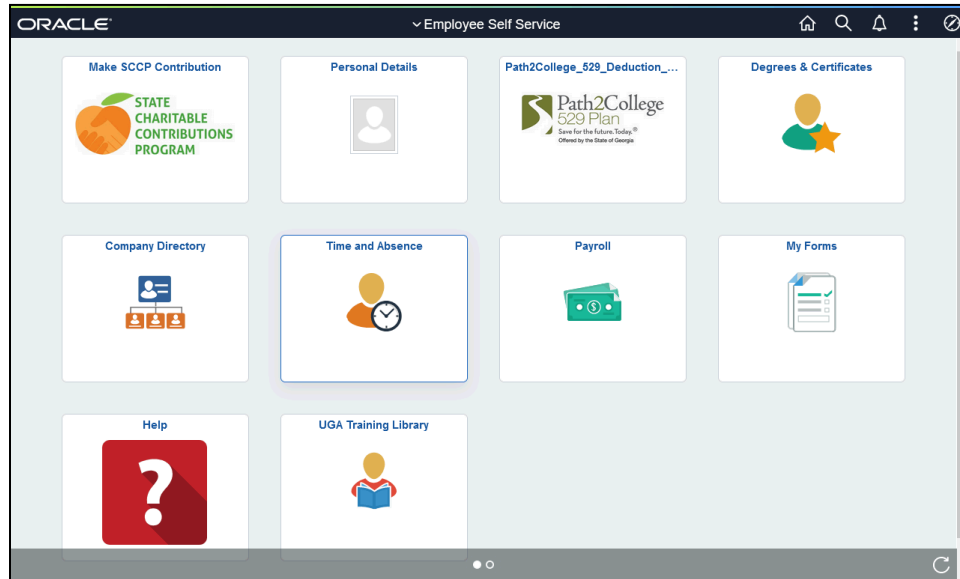
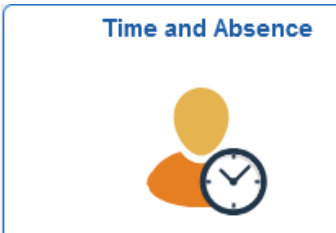
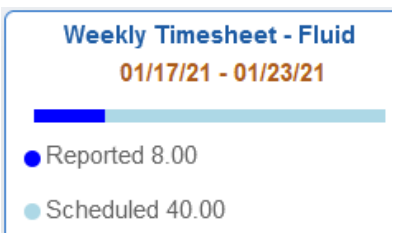
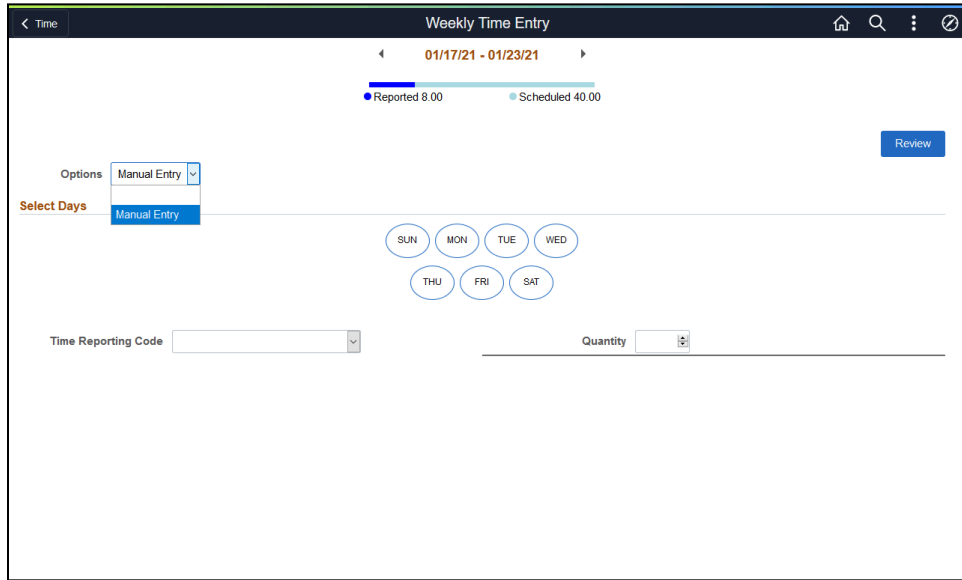


Pay from Schedule: Reporting Time Using the Fluid Timesheet When Holiday/Leave Time is Already Reported

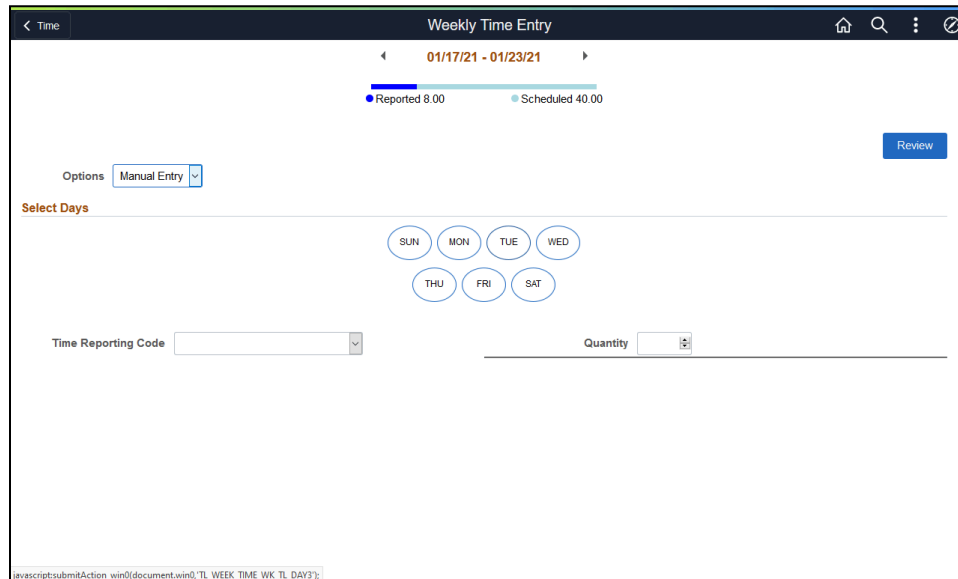


Step	Action
1.	<p>From the Employee Self Service homepage in OneUSG Connect, click the Time and Absence tile.</p>  <p>The screenshot shows the 'Time and Absence' tile with a blue header and an icon of a person and a clock.</p>
2.	<p>The Time page is displayed.</p> <p>Click the Weekly Timesheet - Fluid tile.</p>  <p>The screenshot shows the 'Weekly Timesheet - Fluid' tile for the period 01/17/21 - 01/23/21. It includes a progress bar and two data points: 'Reported 8.00' (indicated by a blue dot) and 'Scheduled 40.00' (indicated by a light blue dot).</p>


Step	Action
3.	<p>The Weekly Time Entry page is displayed.</p> <p>Click the time entry Options list.</p> <p>Options </p>



Step	Action
4.	<p>From the Options dropdown menu, choose the appropriate time entry method.</p> <p>Note: Fluid Timesheet does not include the Pay from Schedule option because time is already reported. This is true for both Holiday and Leave Hours.</p> <p>Select the Manual Entry option.</p> <p>Manual Entry</p>



Step	Action
5.	<p>In the Select Days field, choose the appropriate days worked to report time.</p> <p>Note: Only select days worked other than the holiday. Example: If the holiday was Monday, only select Tuesday - Friday.</p> <p>Select Days</p>
6.	<p>With the appropriate days worked selected, enter the appropriate information into the Quantity field.</p>
7.	<p>Click the Review button.</p> <p>Review</p>
8.	<p>The Review Weekly Time page is displayed. On this page, you can review reported and scheduled time details for the displayed days.</p> <p>Note: Holiday time has been entered automatically and is indicated on the corresponding date.</p> <p>Select the appropriate holiday to view details.</p>
9.	<p>The Report Time page is displayed with a summary of the recorded holiday time details.</p> <p>Click the Done button.</p> <p>Done</p>
10.	<p>After reviewing all reported time, click the Submit button.</p> <p>Submit</p>

Step	Action
11.	The reported time is submitted to the approval workflow and a confirmation message is displayed. 
12.	You have completed the steps to report your time using the fluid timesheet when Holiday time has already been recorded in OneUSG Connect. End of Procedure.