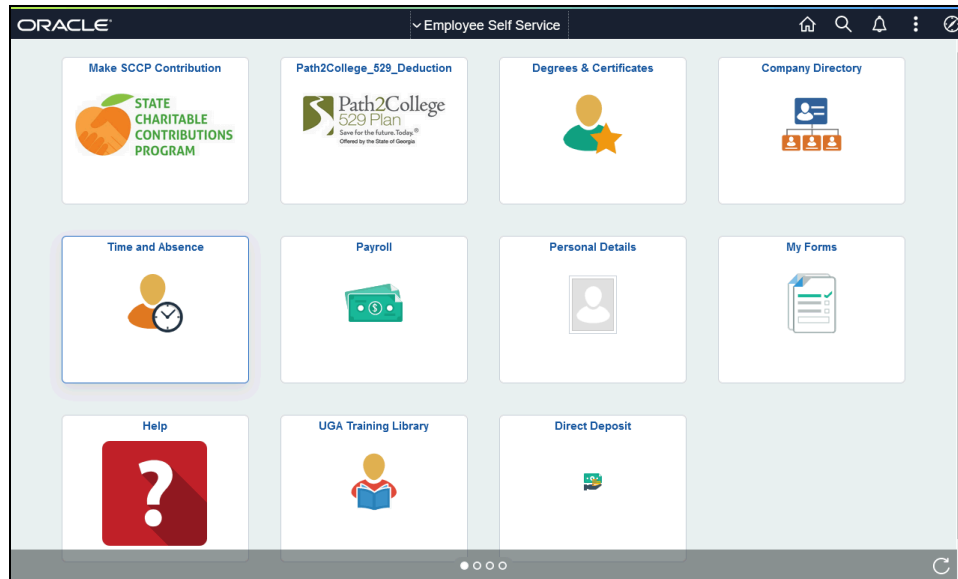
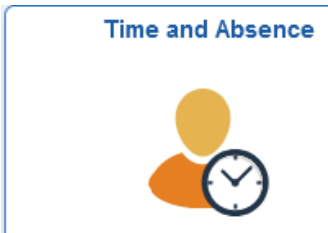
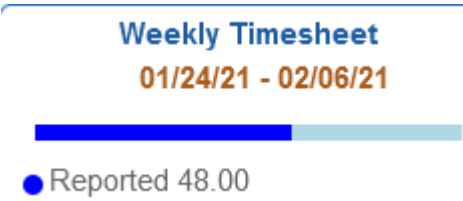




Reporting Time Using Pay from Schedule via the Weekly Timesheet



Step	Action
1.	<p>From Employee Self Service homepage in OneUSG Connect, click the Time and Absence tile.</p> 
2.	<p>The Time homepage is displayed.</p> <p>Click the Weekly Timesheet tile.</p> 
3.	<p>The Enter Time page is displayed. Use the arrows on either side of the pay period dates to select the appropriate period or the week to select the appropriate week.</p> 

Step	Action
4.	Enter the appropriate hours worked into the corresponding date fields. 1-Monday 2-Tuesday 3-Wednesday 4-Thursday 5-Friday
5.	Continue to enter the appropriate hours worked into the remaining date fields.
6.	When all time is entered and correct, click the Submit button. Note: Time is only saved when you click the Submit button. 
7.	A message is displayed indicating your timesheet was submitted for the selected period.
8.	You have completed the steps to enter your pay from schedule time via the weekly timesheet. End of Procedure.