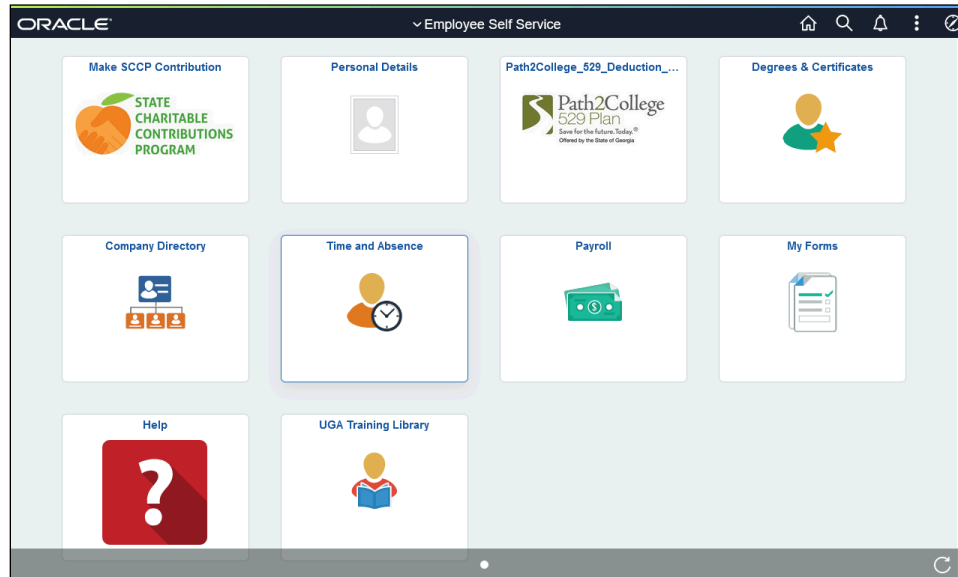




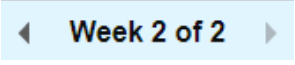
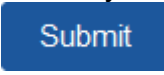
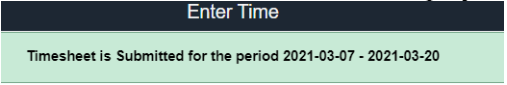
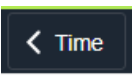
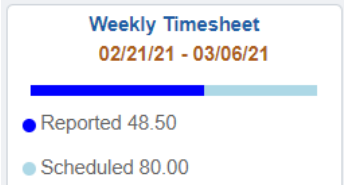


Manually Entering Time as Biweekly Staff (Elapsed timesheet)



Step	Action
1.	From the Employee Self Service in OneUSG Connect, click the Time and Absence tile.
2.	The Time page is displayed. Click the Weekly Timesheet tile.
3.	The Weekly Timesheet is displayed. Use the appropriate arrows to navigate between pay periods.
4.	The selected pay period is displayed. If necessary, use the appropriate arrow in the Week field to select the correct week in the pay period. 
5.	Select the appropriate Time Reporting Code from the drop-down menu. <small>*Time Reporting Code</small> 
6.	Enter the hours worked per day for Week 1.



Step	Action
7.	Click the arrow to toggle to Week 2 of 2 to enter the hours per day. 
8.	With all time entered in the appropriate field(s), click the Submit button. Note: If you do not click the submit button, your entries on the timesheet will not save. 
9.	Confirmation of submission will display across the top of the page. 
10.	Click the top left menu option to go back to the Time page. 
11.	Confirm that the Reported Hours on the Weekly Timesheet equals the total number of hours for the two week pay period. These are the number of hours that will be paid. 
12.	You have completed the steps to enter time as a biweekly staff employee in OneUSG Connect. End of Procedure.