Reporting Time Using the Elapsed Timesheet (Hourly Employees) (ESS Job Aid)

Introduction

This job aid describes the steps for hourly employees to report their time using the elapsed weekly timesheet in OneUSG Connect.

Instructions

1. Log into **OneUSG Connect**.

Navigation:

Employee Self Service > Time and Absence > Weekly Timesheet

2. Click the Time and Absence tile.

Note: Employee Self Service options may vary depending on your employee type.



3. Click Weekly Timesheet.

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	Time Summary 02/18/24 - 03/02/24 ACA Tracking24.00 Hours	Weekly Timesheet 02/18/24 - 03/02/24 Reported 24.00 Scheduled 24.00		Pa Last Time Period 02/04/2 Total Hours 0 Hours Estimated Gross 0	Payable Time Last Time Period 02/04/24 - 02/17/24 Total Hours 0 Hours Estimated Gross 0			
	Weekly Timesheet - Fluid 02/25/24 - 03/02/24 • Reported 12.00 • Scheduled 12.00	Exceptions		Request Absence	View Absence Requests			

4. The **Enter Time** panel is displayed with the payroll period on the left. If necessary, click the appropriate arrow in the date field to select the pay period where you want to report time.

Note: Employees cannot enter time for previous pay periods, only current and future periods. Contact your manager for entries on previous periods.

5. To navigate between weeks in the pay period click the appropriate arrow in the Week field.

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Enter Time										
Job Details 536 - Housing Office										
Earliest Change Date 02/18/2024										
Ebruary 18, 2024 - March 2, 2024	*View By Period v									
Scheduled 24.00 Reported 12.00 Hours Combined Hours 24.	00 Hours									
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		< Week 1 of 2	>							
	Sch	eduled 12.00 Reported	2.00 Hours							
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00ACA - ACA Tracking v 12.00 +		2.40	2.40	2.40	2.40	2.40				

Note: Click the calendar icon to open the calendar.

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Enter 1	Febru	lary		~ 2	024		~	
Job Dat	s	М	т	w	т	F	s	
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2	4	5	6	7	8	9	10	
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	25	26	27	28	29			2, 2024
Schec	<		Cu	rrent D	ate		>	mbined Hours 24.00 Hours
View L								
								< Week 1 of 2 >
								Scheduled 12.00 Reported 12.00 Hours

- 6. Enter the total number of hours worked each day for the Elapsed timesheet.
 - a. Select the **Time Reporting Code** you want to enter hours from the drop down.
 - b. Time Reporting Code options may vary depending on your employee type.

Example 1: "00REG - Regular."

📋 🤇 > February 18, 2024 - March 2, 2024 **********************************									
Scheduled 24.00 Reported 0.00 Hours Combined Hours 12.00 Hours									
View Legend							Print Timesheet	Submit	
			Week 1 of 2	>					
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00REG - Regular 00TWH - Teleworking Non-Exempt									
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Example 2: "00ACA – ACA Tracking"

📋 🔇 > February 18, 2024 - March 2, 2024 * View By										
Scheduled 24.00 Reported 0.00 Hours Combined Hours 12.00 Hours										
View Legend Print Timesheet										
			< Week 1 of	2 >						
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00ACA - ACA Tracking	Now rotals	0 of 0	0 of 2.4	0 of 2.4	0 of 2.4	0 of 2.4	0 of 2.4	0 of 0		
00REG - Regular										
00TWH - Teleworking Non-Exempt										
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c. Enter the number of hours worked each day.

Note: If **NO** hours are worked on a certain day, leave that field empty. **DO NOT** enter zeros on any day of the timesheet.

₩ < > F	February 18, 2024 - March 2, 2024						*View By	Period v
Scheduled 24.00	Reported 8.00 Hours							
View Legend							Print Timesheet	Submit
			< Week 1 of 2	>				
			Scheduled 12.00 Reported	8.00 Hours				
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7. Click **Submit** to submit your timesheet.

Submit must be clicked after time is entered to ensure the changes are saved. If **Submit** is not clicked the time will not be recorded or processed.

	February 18, 2024 - March 2, 2024						*View By	Period v
Scheduled 24.00	Reported 8.00 Hours							
View Legend							Print Timesheet	Submit
		Sche	< Week 1 of 2 eduled 12.00 Reported	> 8.00 Hours				
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00REG - Regular	× 8.00 + -		8.00					

8. **Confirmation Panel** will appear at the top of the page and then disappear.

Timesheet is Submitted for the period 2024-02-18 - 2024-03-02									
2									
Earliest Change Date 02/18/2024	4								
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Scheduled 24.00 Report	ted 8.00 Hours Combined Hours 2	0.00 Hours							
View Legend							Print Timesheet	Submit	
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*Time Reporting Code	Row Totals	18 Sun 😔	19 Mon 📀	20 Tue 😒	21 Wed ⊙	22 Thu 💿	23 Fri 😔	24 Sat 😔	
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			<u>0</u>						
00REG - Regular	8.00 + -		8.00						

9. Your timesheet is now available for your manager (or designated time approver) to review and approve.