

Entering Time via Manual Entry with Multiple Jobs

	CLE [®]	~ Employe	ee Self Service	<u>۵</u> ۹ ۵	: ⊘
	Make SCCP Contribution STATE CHARITABLE CONTRIBUTIONS PROGRAM	Personal Details	Path2College_529_Deduction Path2College 529 Plan Serie the tables * Generative Sectors	Degrees & Certificates	~
	Company Directory	Time and Absence	Payroll	My Forms	
	Help	UGA Training Library			a
hcmdevl.ps	oft.gatech.edu		•		G,

Step	Action							
1.	From Employee Self Service homepage in OneUSG Connect, click the Time and Absence tile.							
	Time and Absence							
2.	The Time page is displayed. This page displays your current job(s).							
	Click the *Select a Job drop-down menu. 1 - Student Assistant							





Step	Action						
3.	From the displayed list, select the appropriate job to enter time.						
	2 - Student Assistant						

Employee Self Service		Time	<u>ය</u>	۵	:	Ø
	*Select a Job 2 - Student Assistant 🗸	Apply H1000286 - CAES-Poultry Science				î
Time Summary 01/24/21 - 02/06/21 No Time Reported	Weekly Timesheet 01/24/21 - 02/06/21 • Reported 0.00 • Scheduled 40.00	Payable T Last Pay Period 01/10/21 - 01/2 Total Hours 0 Hours Estimated Gross 0	ime 23/21			
Weekly Timesheet - Fluid 01/31/21 - 02/06/21 Reported 0.00 Scheduled 20.00	View Absence Requests	Exceptions	Request Absence			
Cancel Absences	Extended Absence Request					C.



Step	Action
4.	The selected job and corresponding department are displayed. You can use the department information to verify you have selected the appropriate job.
	Note: The selected job is not active on the timesheet until applied.
	Click the Apply button.
	Apply
5.	With the appropriate job selected, click the Weekly Timesheet tile.
6.	The Enter Time page is displayed.
	Enter the time you started working in the In field for the corresponding date.
7.	Enter the time you stopped working in Out field for the corresponding date.
8.	Enter the time you started working in the In field for the subsequent date.
9.	If you take a meal break, enter the start time in the Lunch field for the corresponding date.
10.	Enter the return time in the second In field for the corresponding date.
11.	Enter the time you left for the day in the Out field for the corresponding date.
12.	The Time Reporting Code should be left blank.
	Time Reporting Code

< Time				, .	Enter	Time	,		ራ	Q	۵	:	\oslash
			Schedule	t d 40.00 Re	BiWeekly Perio ported 0.00 Ho	d- PS Delivere ours Combine	d d Hours 0.00 Hours		_				^
View Le	gend									Clear	Sut	omit	
	Day Summary		In	Lunch	In	Out	Time Reporting Code	Quantity	Comments				
24	Sunday												
Jan	Reported 0.00 /Scheduled OFF	(·		0		+	-	
25	Monday		9:00:00AM			11:00:00AM							
Jan	Reported 0.00 /Scheduled 4.00	, ⊙	3.00.004			11.00.0040	·		0		+	-	
26	Tuesday		11:00:00AM	12:00:00PM	12:30:00PM	6:00:00PM					•		
Jan	Reported 0.00 /Scheduled 4.00	S	11.00.001	12.00.001 m	12.00.001 m	0.00.001 m					+	-	
27	Wednesday						~						
Jan	Reported 0.00 /Scheduled 4.00	٢	<u> </u>								T		
28	Thursday	0					×						
Jan	Reported 0.00 /Scheduled 4.00	9									-1°		
29	Friday	0					~				-		
Jan	Reported 0.00 /Scheduled 4.00	-				L					-		~

Step	Action
13.	Repeat the steps as necessary to enter the appropriate times worked.



< Time					Ente	r Time			<u>ଲ</u> ସ୍	∆ : (Ø
View Le	gend								Clear	Submit	
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24	Sunday										
Jan	Reported 0.00 /Scheduled OFF	\odot					~		0	+ -	
25	Monday										
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26	Tuesday		44.00.00414	10.00.00714	10.00.00714	0.00.00714					
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28	Thursday					0.00.00714					
Jan	Reported 0.00 /Scheduled 4.00	\odot	1:00:00PM			6:00:00PM	~		0	+ -	
29	Friday										
Jan	Reported 0.00 /Scheduled 4.00	9					Ľ ľ			+ -	
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Step	Action
14.	Click the Submit button.
	Submit
15.	A message is displayed indicating your timesheet was submitted.
16.	You have completed the steps to manually enter your time for multiple jobs in OneUSG Connect. End of Procedure.