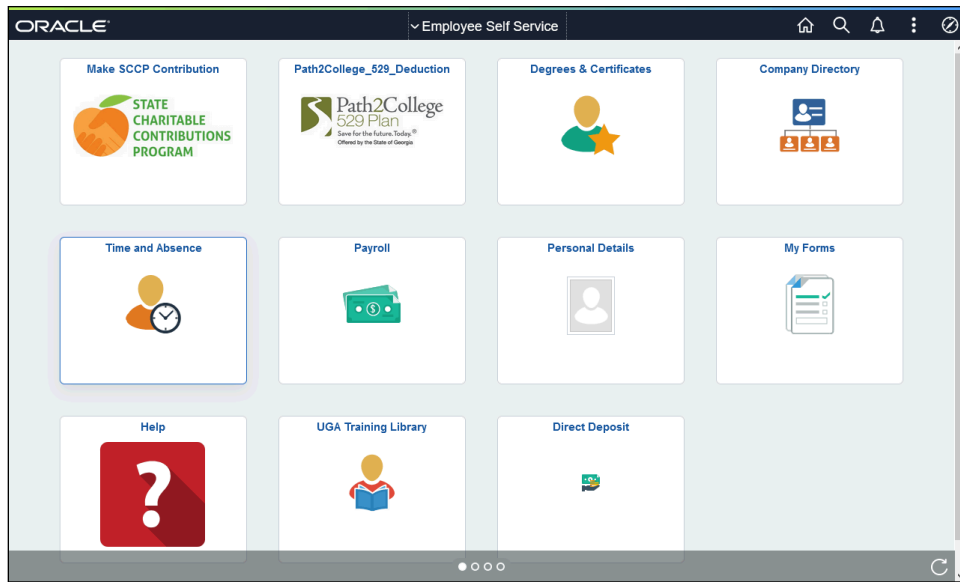
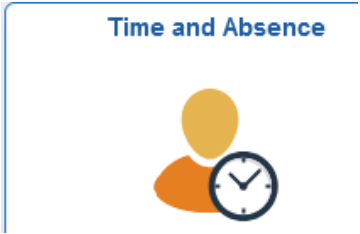





Reporting Time Using Pay From Schedule





Step	Action
1.	<p>From Employee Self Service Homepage in OneUSG Connect, click the Time and Absence tile.</p> 
2.	<p>The Time page is displayed.</p> <p>Click the Weekly Timesheet - Fluid tile.</p> 



Step	Action
3.	<p>The Weekly Time Entry page is displayed.</p> <p>To view available options, click the Options drop-down list.</p> <p>Options</p>
4.	<p>The Options drop-down menu is displayed.</p> <p>Select the Apply Schedule option.</p> <p>Apply Schedule</p>
5.	<p>The schedule is applied to the timesheet.</p> <p>Note: The Time Reporting Code option can be left blank, which will default to "Regular."</p> <p>To review the entered time, click the Review button.</p> <p>Review</p>
6.	<p>The Review Weekly Time page is displayed with the applied schedule time.</p> <p>Once you review the reported time for accuracy, click the Submit button.</p> <p>Submit</p>
7.	<p>A confirmation message is displayed saying the time is submitted successfully.</p>
8.	<p>You have completed the steps for reporting time using Pay From Schedule in OneUSG Connect.</p> <p>End of Procedure.</p>