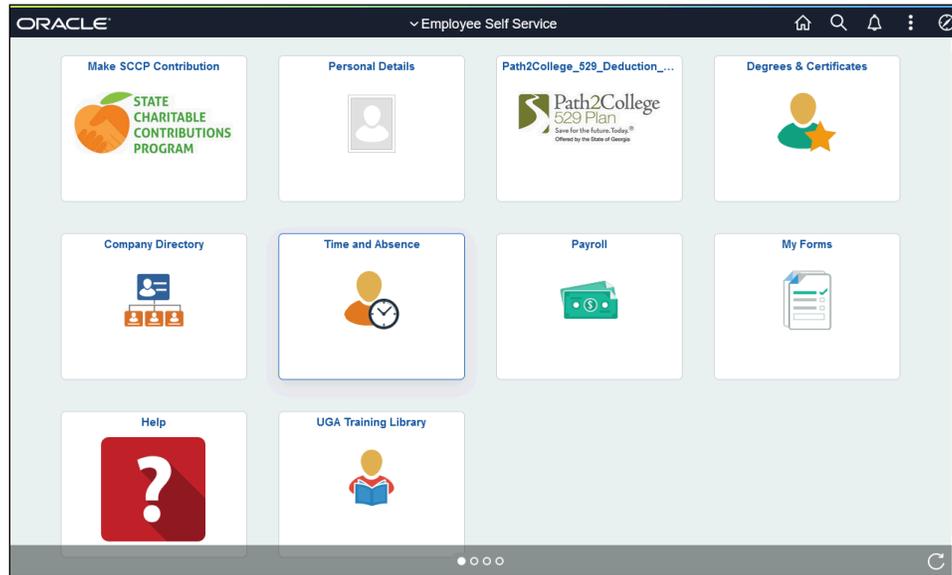


Entering Time as a Punch Timesheet Employee with a Mid-Period Change



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

Step	Action
3.	<p>The timesheet is displayed with a notification stating a mid-period time reporting profile change exists.</p> <p>Note: The mid-period change only displays on the corresponding pay period. You can use the pay period banner to locate the appropriate week.</p>
4.	<p>The bottom of the timesheet is displayed with the mid-profile change effective dates.</p> <p>Note: You cannot enter time in these dates until you change the pay period to match the effective date of the mid-period change.</p>
5.	<p>To select the mid-period change effective date, click the Pay Period link.</p> <p style="text-align: center;">21 February - 6 March 2021</p>
6.	<p>The Calendar is displayed.</p> <p>Select the date the mid-period time reporting profile change begins.</p>
7.	<p>The pay period is displayed starting with the mid-period change effective date.</p> <p>Enter the appropriate arrival time in the In field.</p> <p>Note: You can enter time with a colon and AM/PM or use military time.</p>
8.	<p>If you took a meal break, enter the time out for meals in the Lunch field.</p>
9.	<p>Enter the return time from lunch in the In field.</p>
10.	<p>Enter your departure time for the day in the Out field.</p>
11.	<p>Continue entering time as necessary for dates you worked.</p>
12.	<p>Once all time information is entered, click the Submit button.</p> <p style="text-align: center;"></p>
13.	<p>A confirmation message is displayed that the Timesheet is submitted for the selected period.</p> <p style="text-align: center;">Timesheet is Submitted for the period 2021-03-02 - 2021-03-15</p>
14.	<p>You have completed the steps to enter punch time with a mid-period change in OneUSG Connect.</p> <p>End of Procedure.</p>