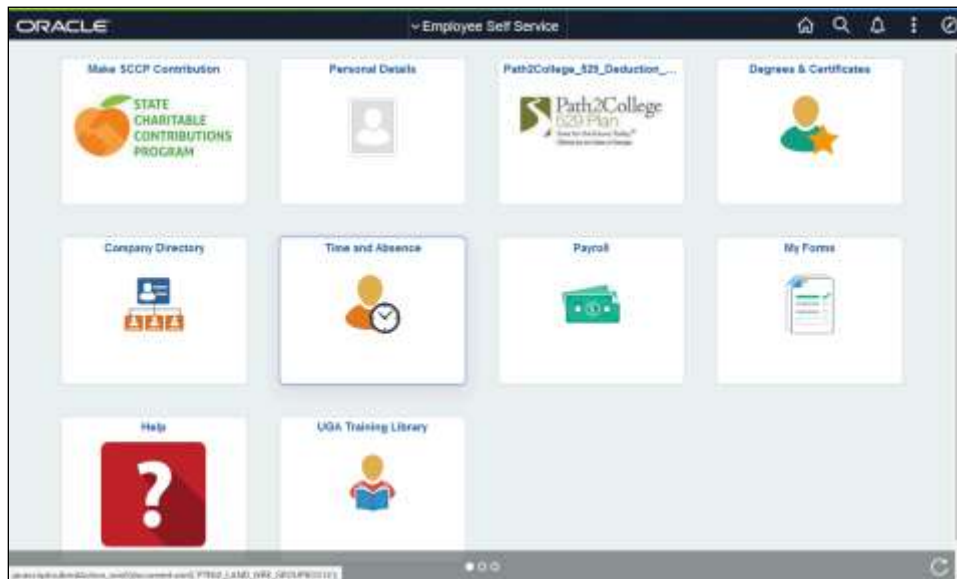
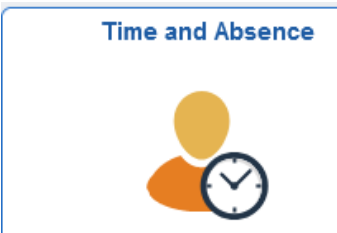
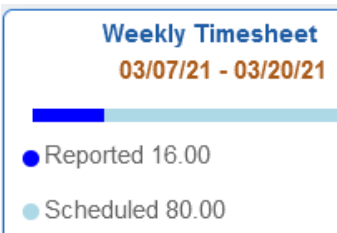


## Entering Time as an Elapsed Timesheet Employee with a Mid-Period Change



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

Step	Action
3.	<p>The timesheet is displayed with a notification stating a mid-period time reporting profile change exists.</p> <p><b>Note:</b> The mid-period change only displays on the corresponding pay period. You can use the pay period and week banners to locate the appropriate week.</p>
4.	<p>The timesheet is displayed with the mid-profile change effective dates.</p> <p><b>Note:</b> 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 <b>Pay Period</b> link.</p> <p style="text-align: center;"><b>21 February - 6 March 2021</b></p>
6.	<p>The Calendar is displayed.</p> <p>Select the <b>date</b> the mid-period time reporting profile change begins.</p> <p style="text-align: center;">2</p>
7.	<p>The pay period is displayed starting with the mid-period change effective date.</p> <p>Enter the appropriate hours worked in the corresponding date field.</p>
8.	<p>Continue entering hours as necessary for dates you worked.</p> <div style="display: flex; justify-content: space-around;"> <input style="width: 100px; height: 20px;" type="text"/> <input style="width: 100px; height: 20px;" type="text"/> <input style="width: 100px; height: 20px;" type="text"/> </div>
9.	<p>Once all hours are entered, click the <b>Submit</b> button.</p> <p style="text-align: center;"><b>Submit</b></p>
10.	<p>A confirmation message is displayed that the timesheet is submitted for the selected period.</p> <p style="text-align: center;"><b>Timesheet is Submitted for the period 2021-03-02 - 2021-03-15</b></p>
11.	<p>You have completed the steps to enter elapsed time with a mid-period change in OneUSG Connect.</p> <p><b>End of Procedure.</b></p>