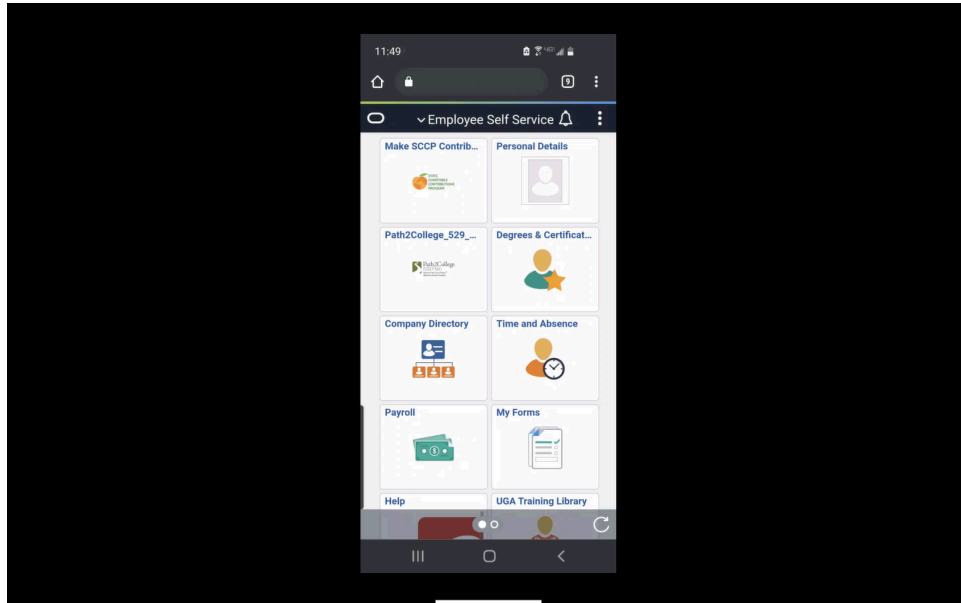



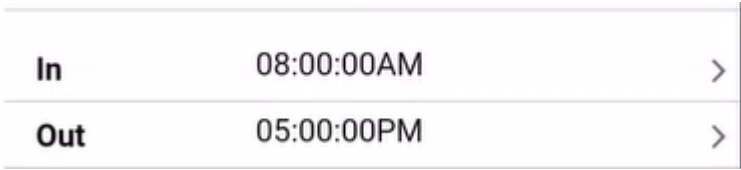


## Entering Time via Manual Entry on Your Mobile Phone



Step	Action
1.	From Employee Self Service homepage in OneUSG Connect, press the <b>Time and Absence</b> tile.
2.	The Time page is displayed with your Time Summary and Payable Time. If necessary, scroll to view additional tiles.
3.	To manually enter your time, press the <b>Report Time</b> tile.
4.	The Report Time page is displayed.  Enter the appropriate time in the <b>Time</b> field.
5.	The entered time is displayed.  <b>Note:</b> The Report Time page provides a <b>Suggested Action</b> button based on your last action.  Click the <b>In (Suggested Action)</b> button.
	
6.	Your action and a Submitted Successfully message are displayed.  Enter the appropriate information in the <b>Time</b> field for your next action.

Step	Action
7.	<p>The entered time is displayed.</p> <p>To view actions other than the suggested, click the <b>Actions</b> link.</p> 
8.	<p>The Actions menu is displayed.</p> <p>Select the appropriate option.</p> 
9.	<p>The selected action is posted and displayed along with a "Submitted Successfully" message.</p> 
10.	<p>You have successfully completed the steps to enter time manually in OneUSG Connect via your mobile phone.</p> <p><b>End of Procedure.</b></p>