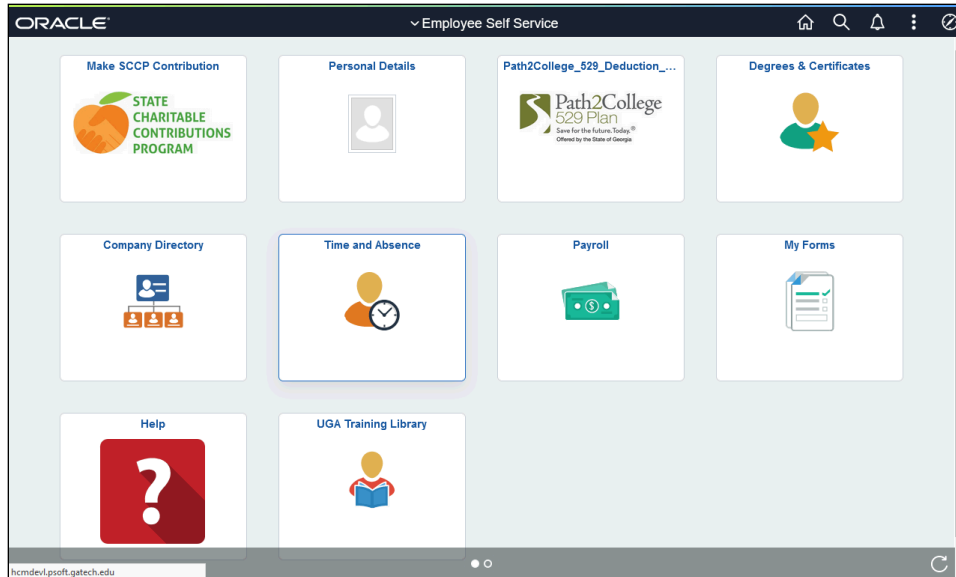

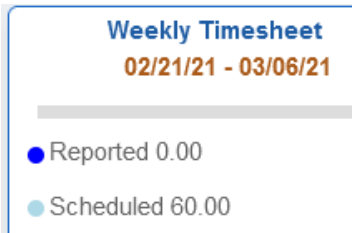


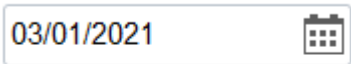

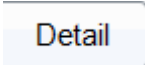


Evaluating Your Reported vs Payable Time as an Employee



Step	Action
1.	<p>From the Employee Self Service homepage in OneUSG Connect, click the Time and Absence tile.</p> 
2.	<p>The Time page is displayed.</p> <p>To view your Reported time, click the Weekly Timesheet tile.</p> 
3.	<p>The Weekly Timesheet is displayed.</p> <p>Use the arrows on either side of the pay period dates to select the appropriate period.</p> 

Step	Action
4.	The Reported hours for the selected period are displayed. If necessary, scroll to view the additional information.
5.	To return to the Time page, click the [<] Time button. 
6.	The Time page is displayed. Note: The Payable Time tile displays totals from the previous period. Current period information is displayed on the Payable Time page. To view your Payable Time, click the Payable Time tile. 
7.	The Payable Time page is displayed with the current period populated. Use the From and Through fields to enter different dates as necessary. *From  *Through 
8.	The Payable Time Summary for the selected dates is displayed. To expand the Time Summary, click the Detail button. 
9.	The expanded Payable Time Details are displayed. If necessary, scroll to view the entire page. Note: Throughout the pay period, Payable Time (which is different than Reported Time) will stay in the Needs Approval status. This status is changed to Approved before Payroll runs. When the time is included in your paycheck, the status is changed to Taken by Payroll .
10.	You have completed the steps to evaluate your reported time versus your payable time in OneUSG Connect. End of Procedure.