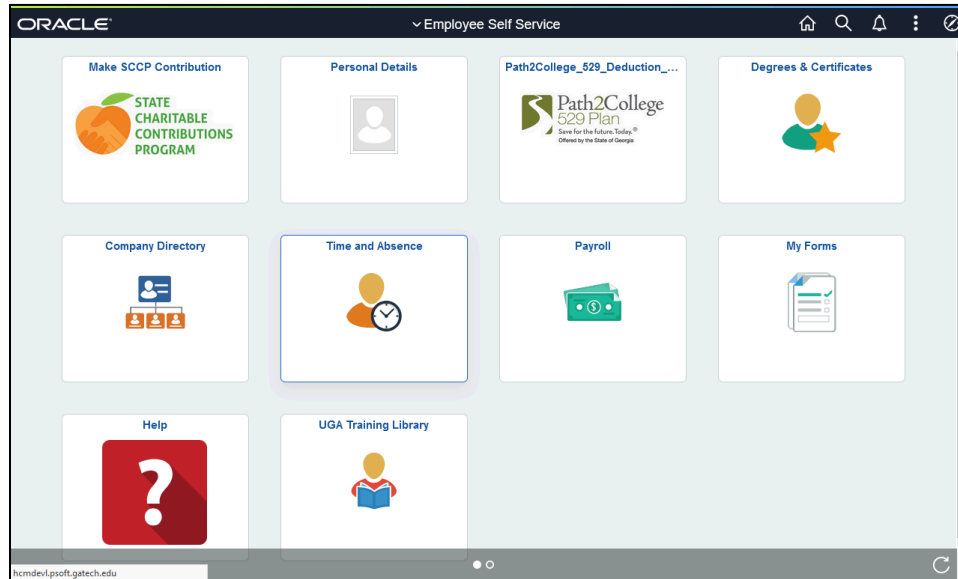

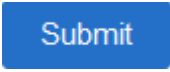


Pay from Schedule: Reporting Time Using the Weekly Timesheet When Holiday/Leave Time is Already Reported



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>Click the Weekly Timesheet tile.</p> 

Step	Action
3.	<p>The Enter Time Page is displayed with the payroll period at the top. If necessary, click the appropriate arrow in the date field to select the pay period where you want to report time.</p> <p>Note: Employees cannot enter time for previous pay periods, only current and future periods. Contact your manager for entries on previous periods.</p> <p style="text-align: center;">◀ 17 January - 23 January 2021 ▶</p>
4.	<p>To navigate between weeks in the pay period click the appropriate arrow in the Week field.</p> <p style="text-align: center;">◀ Week 1 of 2 ▶</p>
5.	<p>The selected week page is displayed with the reported Holiday time.</p> <p>Note: The Holiday Non-Exempt field is greyed out and cannot be edited.</p> <p>To report time for days worked this week, click the Add Row (+) icon.</p> <p style="text-align: center;"></p>
6.	<p>A row is added.</p> <p>Note: The Time Reporting Code / Time Details options should be left blank.</p> <p>Enter the hours worked into the appropriate field.</p>
7.	<p>After all time is entered, click the Submit button.</p> <p style="text-align: center;"></p>
8.	<p>A confirmation message is displayed that the Timesheet is submitted for the selected period.</p>
9.	<p>You have completed the steps to report your time when Holiday time has already been reported on your timesheet, in the OneUSG Connect system.</p> <p>End of Procedure.</p>