How Do I Report My Time Using the Weekly Elapsed Timesheet?

(Hourly Employees)

Navigation

1. Log into OneUSG HCM.
2. If the **Employee Self Service** page is not displayed, click the blue **NavBar** and select **Employee Self Service** from the drop down listing.
3. On the **Employee Self Service** page, click the **Time and Absence** tile.
4. On the **Time** page, click the **Weekly Timesheet** link.

Set the Timesheet View

5. On the **Timesheet** page, validate the **View By** option is set to **Week**; updated the default setting, as needed by clicking the **Drop Down** icon and selecting **Week** from the listing.
6. Validate the date displayed in the **Select Another Timesheet** section of the page.
    a. If the date does not reflect the first day of your current pay period, click the **Choose a date (Calendar)** icon and select another date. Click the **Refresh** icon displayed to the right of the date field to update the page information. NOTE: You may also use the **Previous Week** and **Future Week** links to increment the timesheet by one week.

Enter Hours Worked by Time Reporting Code

7. On the **Timesheet** page, enter the number of hours worked for each day.
8. Click the **Drop Down** icon associated with the **Time Reporting Code** (TRC) field for each time entry and select an appropriate value from the listing.

9. Click the **Add (+)** icon at the end of a time row, as needed, to enter time for additional TRCs; enter the number of hours worked and populate the **Time Reporting Code** field for the newly inserted row.

Review Your Absence Information (if applicable)

10. On the **Timesheet** page, click the **Absence** tab displayed in the **Absence Events** section.
11. Review the information displayed on the **Absence Take** tab and validate the status of each absence request.
12. Contact your supervisor to discuss any absence requests which are pending approval or missing from the **Absence Take** section.

Enter Additional Absence Requests (Optional)

13. On the **Timesheet** page, click the **Add Absence Event** button displayed on the **Absence Take** tab.
14. Update the default **Start Date** and **End Date** values, as needed.
15. Click the **Drop Down** icon associated with the **Absence Name** field and select an appropriate value from the listing.
16. For full day absences, go to **Step 23**; for partial day absences, continue to **Step 17**.

Enter Partial Day Absence Information (Optional)

17. Click the **Details** icon associated with the absence request.
18. Click the **Drop Down** icon associated with the **Partial Days** field and select an appropriate value form the listing:
    a. **All Days**: applies the absence hours (duration) to all days in the absence date range
    b. **End Day Only**: applies the absence hours (duration) to the end date of the absence date range
    c. **Start Day Only**: applies the absence hours (duration) to the start date of the absence date range

   d. **Start and End Days**: applies the absence hours (duration) to the start and end days of the absence date range

19. Click the **Calculate Duration** button.
20. Click the **OK** button.

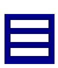
Review Your Timesheet for Errors and Omissions

21. On the **Timesheet** page, review the **Reported Time Status** tab at the bottom of the page, which displays reported and scheduled hours.
22. If errors and omissions are noted during your review of the **Reported Time Status** tab information, return to the **Time Entry** section of the page and make any needed corrections.

Submit the Timesheet

23. After validating the time and leave information, click the **Submit** button. NOTE: Clicking the **Submit** button is the equivalent of saving the timesheet; additional changes can be made after clicking the **Submit** button.
24. The system displays an informational message, indicating the submittal process was successful or identifying errors which must be corrected. Resolve any noted issues and click the **Submit** button again, as needed.
25. When the message indicates the submittal process was successfully completed, click the **OK** button.

Complete the Task/Sign Out of Application

26. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.

27. Click the **Sign Out** option in the listing.