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

(Hourly Employees)

Navigation

1. Log into OneUSG Connect.
2. From Employee Self Service, click the Time and Absence tile.
3. On the Time page, click the Weekly Timesheet link.
4. The Timesheet opens to the current week. To change the Timesheet dates you wish to view, use either the Previous Week or Next Week links. You can also use enter or select a date and then click the Refresh icon (green arrows).
5. The Punch Timesheet requires you to log your start and end times for each day, including meal breaks. For each day, enter the following:
   a. In the In field, enter the time you started work for that date.
   b. In the Lunch field, enter the time you started your meal break.
   c. In the second In field, enter the time you returned from your meal break.
   d. In the Out field, enter the time you ended work for that date.
   e. Leave the Time Reporting Code field empty.
   f. Leave the Quantity field empty.
   g. If you wish to enter comments for a particular day, click the Add Comments bubble icon and enter your comments.
6. (If applicable) If you submitted any absences during the pay period, you can review them by clicking on the Absence tab (below the Submit button). Submit any unrecorded absences via the Request Absence feature on the Time page.
7. Your total reported time will appear on the **Summary** tab (below the **Submit** button).

8. Click the **Submit** button to submit your timesheet and any newly added absence requests.

9. Click **OK** on the **Confirmation** page.

10. Your timesheet is now available for your manager (or designated time approver) to approve.