How Do I View My Weekly Reported Time?

Navigation

1. Log into OneUSG Connect.
2. From Employee Self Service, click the Time and Absence tile.
3. On the Time page, click Weekly Timesheet.
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. Any time you have reported is listed on your Timesheet. Click the Summary tab to see a summary of the types of reported time you have for the time period you are viewing.
6. NOTE: Remember that Reported Time is the actual time you record in the timesheet or that is recorded from Web Clock or Kaba Time Clock punches. Reported Time is converted into Payable Time, where rounding rules may take place to adjust the time for which you are paid.