How Do I Enter Time for My Employees?

Navigation

1. Log into OneUSG HCM.
2. If the **Manager Self Service** page is not displayed, click on the blue **NavBar** and select **Manager Self Service** from the drop down listing.
3. On the **Manager Self Service** page, click the **Team Time** tile.
4. Click Report Time in the menu listing.

Select an Employee

5. On the **Report Time** page, enter the desired information in the **Employee Selection Criteria** section.
6. Click the **Get Employees** button.
7. Click the link associated with the employee's **Last Name** to proceed to the timesheet.

For Non-Exempt Employees Using the Web Clock

Select the Correct Timesheet Format and Time Entry Begin Date

8. On the **Timesheet** page, click the **Punch Timesheet** link displayed in the **Select Another Timesheet** section.
9. Click the **Choose a date (Calendar)** icon associated with the **Date** field and select the begin date of the time entry period, if needed, and click the **Refresh** button.

Review the Employee's Leave History

10. In the **Absence Events** section of the **Timesheet** page, click the **Absence** tab.
11. Review the status of the employee's leave requests and take any necessary steps to enter, submit and approve the employee's leave

activity for the time period. Note: Refer to the **Absence Entitlement Balances** section of the **Timesheet** as needed.

Enter the Employee's time

12. Populate the "**In**" field by entering the employee's arrival time for each day in the reporting period.
13. Populate the "**Lunch**" field by entering the employee's lunch begin time for each day in the reporting period.
14. Populate the "**[Lunch] In**" field by enter the employee's lunch end time for each day in the reporting period.
15. Populate the "**Out**" field by entering the employee's departure time for each day in the reporting period.

Submit the Timesheet

16. After validating the timesheet and leave entries, click the **Submit** button.

Complete the Task/Sign Out of the Application

17. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.
18. Click the **Sign Out** option in the listing.

For Non-Exempt Employees Using the Elapsed Timesheet

Select the Correct Timesheet Format and Time Entry Begin Date

19. On the **Timesheet** page, click the **Elapsed Timesheet** link displayed in the **Select Another Timesheet** section.
20. Click the **Choose a date (Calendar)** icon associated with the **Date** field and select the begin date of the time entry, if needed, and click the Refresh button.

Review the Employee's Leave History

21. In the **Reported Time** section of the **Timesheet** page, click the **Absence** tab.
22. Review the status of the employee's leave requests and take any necessary steps to enter, submit and approve the employee's leave activity for the time period. Note: Refer to the **Absence Entitlement Balances** section of the **Timesheet** as needed.

Enter the Employee's Time

23. Populate the **Work Date** field by entering the number of hours worked for each day in the reporting time period. Note: Do not enter **leave** hours information in the timesheet; the system will automatically add leave hours to the timesheet during the **Time Admin** process.
24. Click the **Drop Down** icon associated with the **Time Reporting Code (TRC)** and select the desired value from the listing. Note: Do not enter **leave TRC** information in the timesheet; the system will automatically add leave TRCs to the timesheet during the **Time Admin** process.

Submit the Timesheet

25. After validating the timesheet and leave entries, click the **Submit** button.

Complete the Task/Sign Out of the 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.

For Exempt (Salaried) Employees

Select the Correct Timesheet Format and Time Entry Begin Date

28. On the **Timesheet** page, click the **Elapsed Timesheet** link displayed in the **Select Another Timesheet** section.

29. Click the **Choose a date (Calendar)** icon associated with the **Date** field and select the begin date of the time entry period, if needed, and click the **Refresh** button.

Review the Employee's Leave History

30. In the **Reported Time** section of the **Timesheet** page, click the **Absence** tab.
31. Review the status of the employee's leave requests and take any necessary steps to enter, submit and approve the employee's leave activity for the time period. Note: Refer to the **Absence Entitlement Balances** section of the **Timesheet** as needed.

Enter the Employee's Time

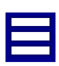
32. No time entry is required for salaried employees. The **Time Admin** process will automatically populate the **Timesheet** with work and leave hours for the time period.

Submit the Timesheet

33. After validating the timesheet and leave entries, click the **Submit** button.

Complete the Task/Sign Out of the Application

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

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