UNIVERSITY

Manually Entering Your Time as a Student Employee

Step	Action
1.	From the Employee Self Service in OneUSG Connect, click the **Time and Absence** tile.
2.	The Time page is displayed. Click the **Weekly Timesheet** tile.
3.	The Enter Time page is displayed. Enter your arrival time in the **In** field. **Note:** You can enter time with a colon and AM/PM or use military time.
4.	Enter the time out for meals in the **Lunch** field.
5.	Enter the return time from lunch in the **In** field.
6.	At the end of shift, enter the time in the **Out** field.
7.	Enter appropriate information into the

Date Created: