Change Pay Period View
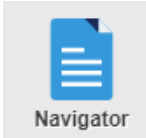
x Logon to OneUSG using your My VSU credentials
x Click the NavBar button in the top right of the screen

x Select the Navigator option (typically the 3rd option)

x Self-Service Æ Time Reporting Æ User Preferences and you should see the below options display

*TRC Presentation		Show CODE - Description ▼
*Time Prepopulation Method		Off ▼
▼	*Default Timesheet Display	Time Reporting Period
▼	*Start Day of Week	7 - Sunday
▼	*Save For Later Option	Always Validate
▼	*Submit Option	Skip Confirmation
▼	*Timesheet by Status Pivot Grid	Use Installation Default

x Change the Default Timesheet Display option to Time Reporting Period
x Click the Save button