

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 time entry fields on additional dates as needed.
8.	Once all time information is entered, click the Submit button.
9.	The time is submitted to approval workflow, and a confirmation message is displayed. Note: The hours reported each day and workflow progress is displayed in the Day Summary column.
10.	You have successfully completed the steps to manually enter time in OneUSG Connect. End of Procedure.