

Manually Entering Time as Biweekly Staff (Elapsed timesheet)

Step	Action
1.	From the Employee Self Service in OneUSG Connect, click on the Time and Absence tile.
2.	The Time page is displayed. Click the Weekly Timesheet tile.
3.	The Weekly Timesheet is displayed. Use the appropriate arrows to navigate between pay periods.
4.	The selected pay period is displayed. If necessary, use the appropriate arrow in the Week field to select the correct week in the pay period.
5.	

Step	Action
7.	Click the arrow to toggle to Week 2 of 2 to enter the hours per day.
8.	<p>With all time entered in the appropriate field(s), click Submit button.</p> <p>Note: If you do not click the submit button, your entries on the timesheet will not save.</p>
9.	Confirmation of submission will display a2.88 re f* 0 g 65.64 683mire f* /</MCID ..