

## Manually Entering Your Time as a Student Employee

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

