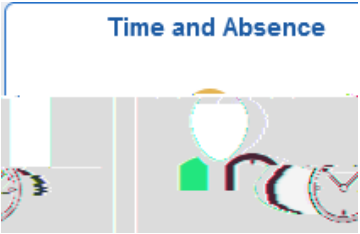


| Step | Action |
|------|--|
| 1. | <p>From Employee Self Service Homepage in OneUSG Connect, click the Time and Absence tile.</p>  |
| 2. | <p>The Time page is displayed.</p> <p>Click the Weekly Timesheet -Fluid tile.</p> |

| Step | Action |
|------|--|
| 3. | <p>The Weekly Time Entry page is displayed.</p> <p>To view available options, click the Options drop-down list.</p> |
| 4. | <p>The Options drop-down menu is displayed.</p> <p>Select the Apply Schedule option.</p> |
| 5. | <p>The schedule is applied to the timesheet.</p> <p>Note: The Time Reporting Code option can be left blank, which will default to "Regular."</p> <p>To review the entered time, click the Review button.</p> |
| 6. | <p>The Review Weekly Time page is displayed with the applied schedule time.</p> <p>Once you review the reported time for accuracy, click the Submit button.</p> |
| 7. | <p>A confirmation message is displayed saying the time is submitted successfully.</p> |
| 8. | <p>You have completed the steps for reporting time using Pay From Schedule in OneUSG Connect.</p> <p>End of Procedure.</p> |
