How Do I Enter Time for My Employees?

Navigation

1. Log into OneUSG Connect.
2. On the **Manager Self Service** page, click the **Team Time** tile.
3. Select Report Time.

Select an Employee

4. On the **Report Time** page, enter the desired information in the **Employee Selection Criteria** section.
5. Click the **Get Employees** button.
6. Click the link associated with the employee's **Last Name** to proceed to the timesheet.

For Non-Exempt Employees Using the Web Clock, Punch Timesheet or Kaba Time Clock

7. Use the **Punch Timesheet** to record the **In/Lunch/Out** times for the employee. If you do not see the In/Meal/Out fields for each day, select the **Punch Timesheet** link in the **Select Another Timesheet** section.
8. Enter or use the **Calendar** icon to update the date for time entry and click the **Refresh** icon. You can also use the **Previous Week** and **Next Week** links.
9. If needed, you can review any absences the employee submitted by clicking the **Absence** tab. Be sure to approve/deny any absences that you have not worked.
10. Enter the following times for each day as needed: **In** (begin work), **Lunch** (start meal break), **In** (return from meal break), and **Out** (end work).
11. After entering all times, click the **Submit** button.
12. Click **OK** when you receive the confirmation.

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For Non-Exempt Employees Using the Elapsed Timesheet

13. Use the **Elapsed Timesheet** to record hours worked for the employee. If you see fields to record In/Meal/Out times, click the **Elapsed Timesheet** link in the **Select Another Timesheet** section.

14. Enter or use the **Calendar** icon to update the date for time entry and click the **Refresh** icon. You can also use the **Previous Week** and **Next Week** links.

15. If needed, you can review any absences the employee submitted by clicking the **Absence** tab. Be sure to approve/deny any absences that you have not worked.

16. For each day you need to record, enter total hours worked in the appropriate field in the first available row.

17. Use the **Time Reporting Code** dropdown to select the appropriate selection. This is typically **00REG – Regular**.

18. Click the **Submit** button.

19. Click **OK** when you receive the confirmation.

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