

Reporting Time Using Pay from Schedule

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