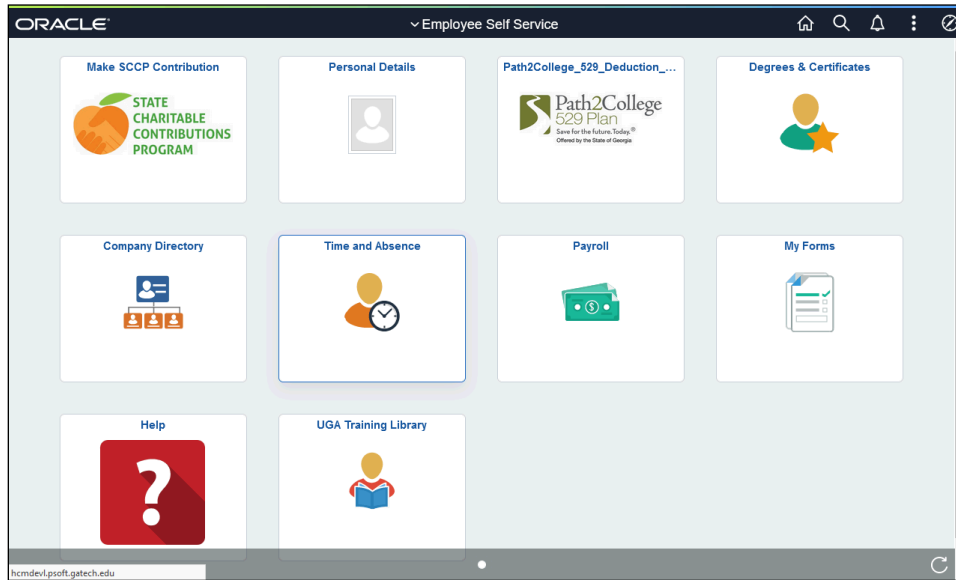

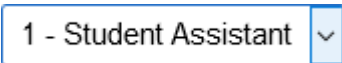
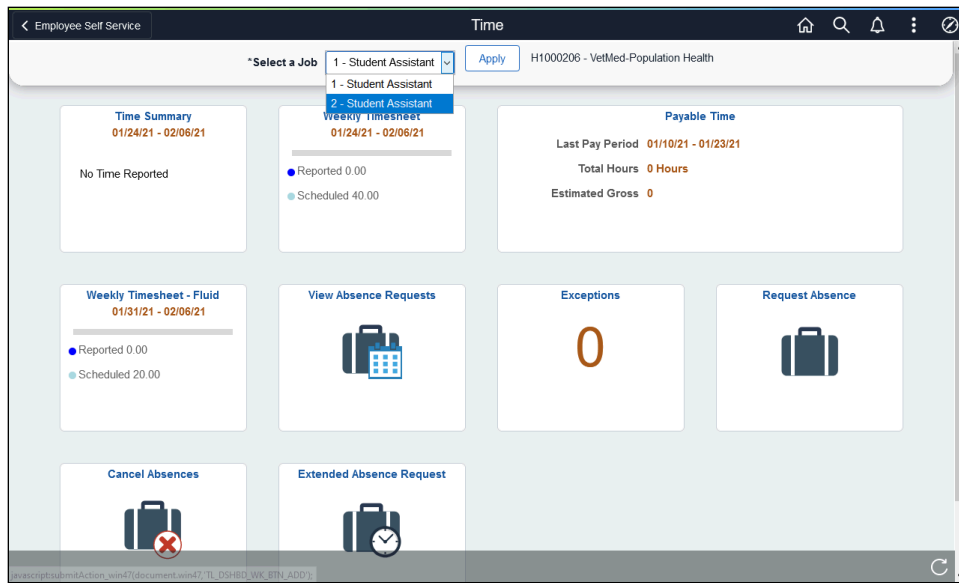




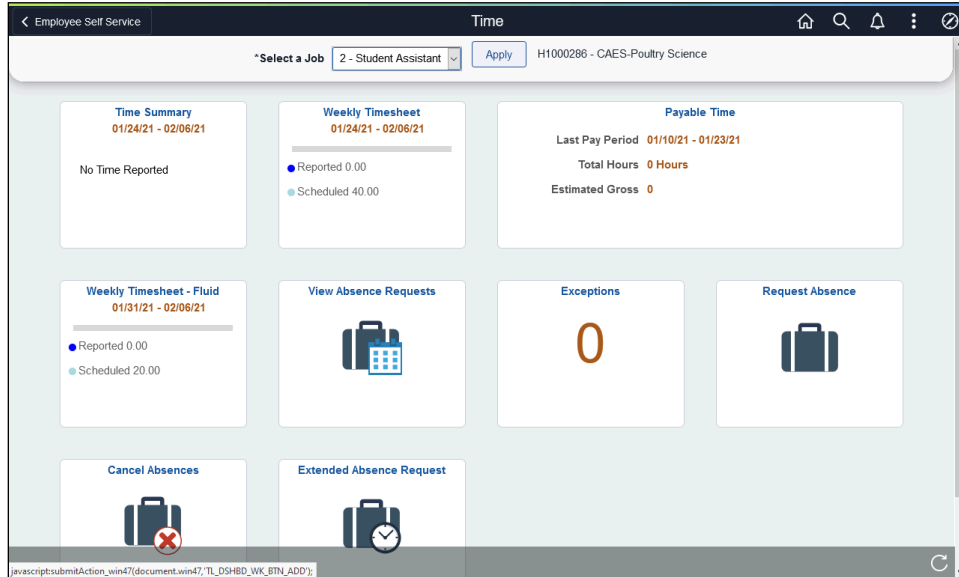
Entering Time via Manual Entry with Multiple Jobs



Step	Action
1.	<p>From Employee Self Service homepage in OneUSG Connect, click the Time and Absence tile.</p> <p>Time and Absence</p> 
2.	<p>The Time page is displayed. This page displays your current job(s).</p> <p>Click the *Select a Job drop-down menu.</p> 



Step	Action
3.	From the displayed list, select the appropriate job to enter time. 2 - Student Assistant






Step	Action
4.	<p>The selected job and corresponding department are displayed. You can use the department information to verify you have selected the appropriate job.</p> <p>Note: The selected job is not active on the timesheet until applied.</p> <p>Click the Apply button.</p> <div style="border: 1px solid blue; padding: 5px; display: inline-block; margin: 10px 0;">Apply</div>
5.	With the appropriate job selected, click the Weekly Timesheet tile.
6.	<p>The Enter Time page is displayed.</p> <p>Enter the time you started working in the In field for the corresponding date.</p>
7.	Enter the time you stopped working in Out field for the corresponding date.
8.	Enter the time you started working in the In field for the subsequent date.
9.	If you take a meal break, enter the start time in the Lunch field for the corresponding date.
10.	Enter the return time in the second In field for the corresponding date.
11.	Enter the time you left for the day in the Out field for the corresponding date.
12.	<p>The Time Reporting Code should be left blank.</p> <p>Time Reporting Code</p>

Step	Action
13.	Repeat the steps as necessary to enter the appropriate times worked.



The screenshot shows a web application titled "Enter Time". At the top right, there are "Clear" and "Submit" buttons. Below is a "View Legend" link. The main content is a table with columns: "Day Summary", "In", "Lunch", "In", "Out", "Time Reporting Code", "Quantity", and "Comments".

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments
24 Sunday Jan Reported 0.00 /Scheduled OFF							
25 Monday Jan Reported 0.00 /Scheduled 4.00	9:00:00AM			11:00:00AM			
26 Tuesday Jan Reported 0.00 /Scheduled 4.00	11:00:00AM	12:00:00PM	12:30:00PM	6:00:00PM			
27 Wednesday Jan Reported 0.00 /Scheduled 4.00	9:00:00AM			11:00:00AM			
28 Thursday Jan Reported 0.00 /Scheduled 4.00	1:00:00PM			6:00:00PM			
29 Friday Jan Reported 0.00 /Scheduled 4.00							

Step	Action
14.	Click the Submit button. 
15.	A message is displayed indicating your timesheet was submitted.
16.	You have completed the steps to manually enter your time for multiple jobs in OneUSG Connect. End of Procedure.