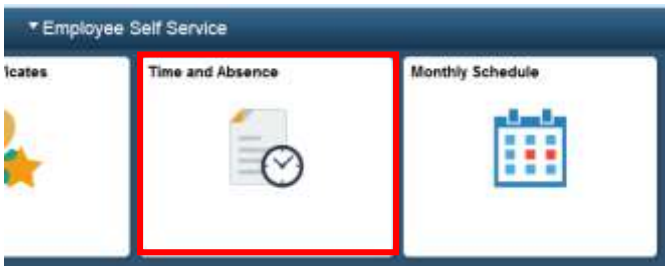
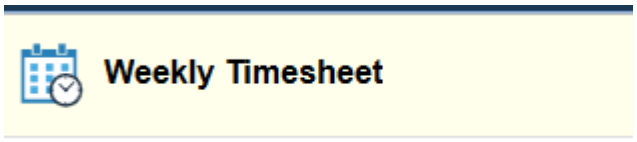
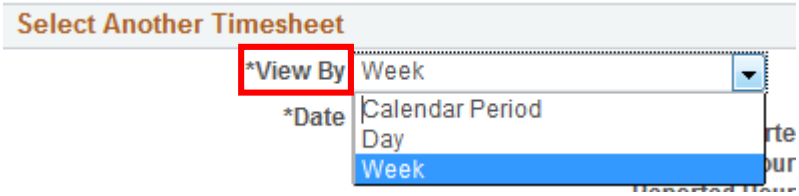
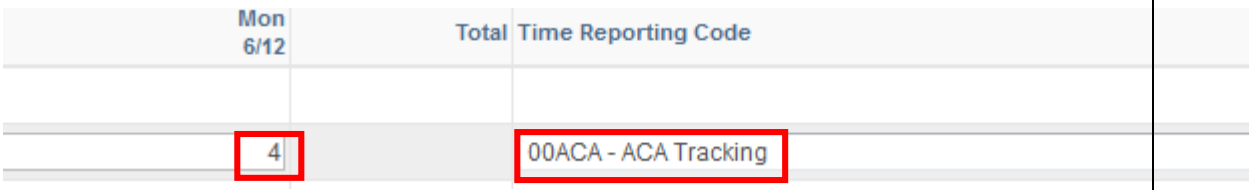
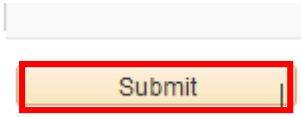
OneUSG Connect Job Aid

Part-time Faculty- Entering Time

Step	Command	Action
1.	Login to:	• OneUSG Connect through **MyVSU**, select *Access to OneUSG Connect.* • System will require 2-factor authentication even when on campus.
2.	Click:	• From the **Employee Self Service** page, click the **Time and Absence** tile. 
3.	Click:	• On the Time page, click the Weekly Timesheet link. 
4.	Set:	**Set the Timesheet View** 1. Be default, the **View By** selection is set to **Week**. To view the entire month, click the **View By** drop down and select **Calendar Period**.  a. If the date does not reflect the first day of your current pay period, click the **Calendar** icon and select another date. Click the **Refresh** icon displayed to update the page information.
5.	Click:	• If no row for entering time is viewable, click **+** sign on timesheet to insert a row.

6.	Enter:	• Enter total hours worked per day and select ACA tracking from drop down. 
7.	Select:	• Select submit to record hours worked. 
8.	Select:	• A confirmation message will appear. Click OK
9.	View:	• Information is now shown as reported time.
10.	End:	• Complete the Task/Sign Out of Application • If finished working in the system, sign out of the application by clicking the Action List icon on the NavBar. • Click the Sign Out option in the listing.
General Tips:		• You can easily go from one week to the next using the links on the timesheet.
		• Use these tabs to view summary by week. Or status of payable time approvals.

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