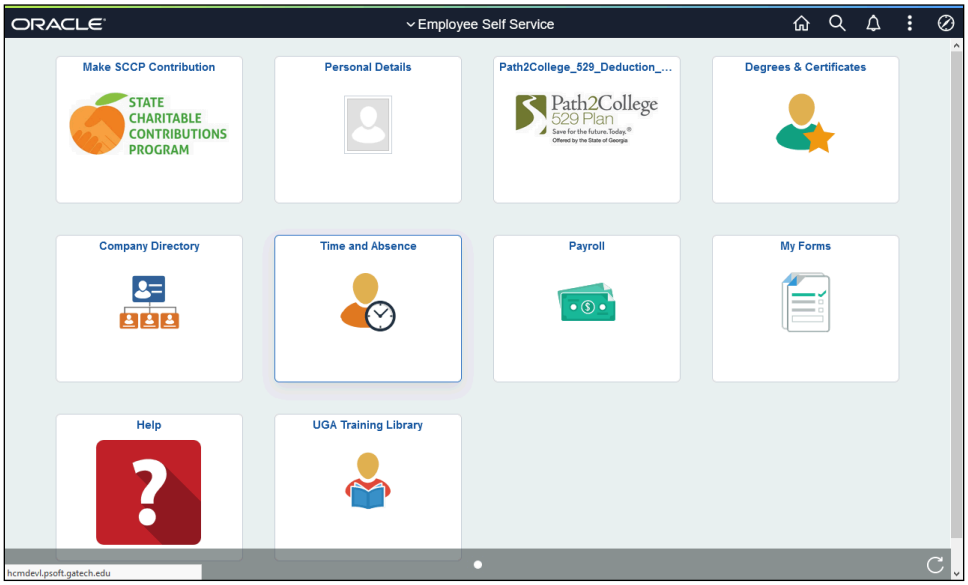
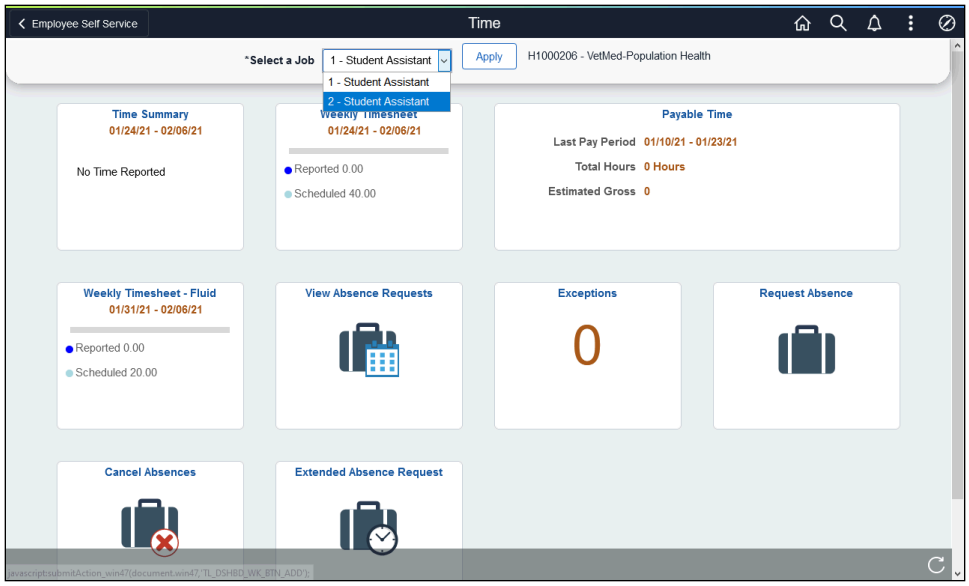
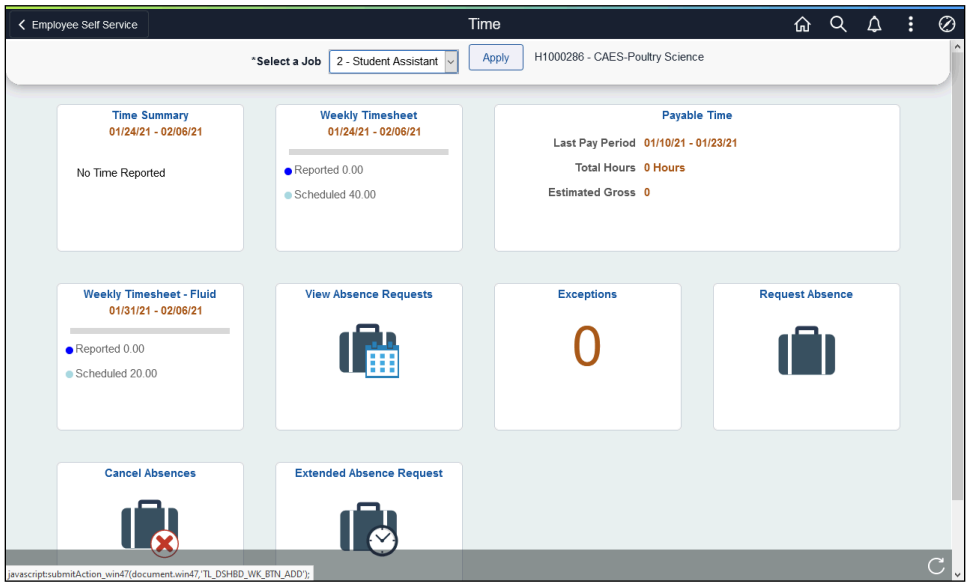
Entering Time via Manual Entry with Multiple Jobs



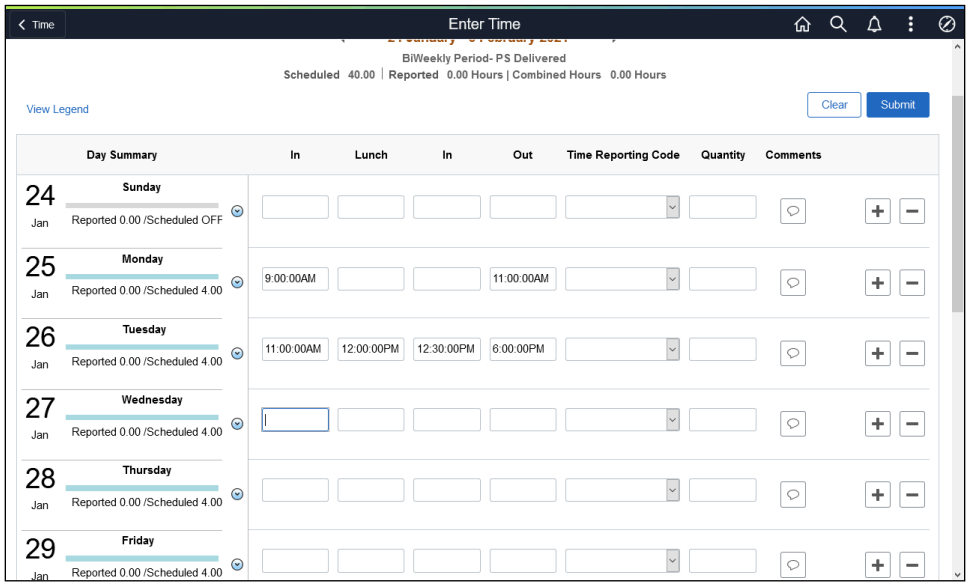
Step	Action
1.	From Employee Self Service homepage in OneUSG Connect, click the **Time** and **Absence** tile. Time and Absence
2.	The Time page is displayed. This page displays your current job(s). Click the ***Select a Job** drop-down menu. 1 - Student Assistant



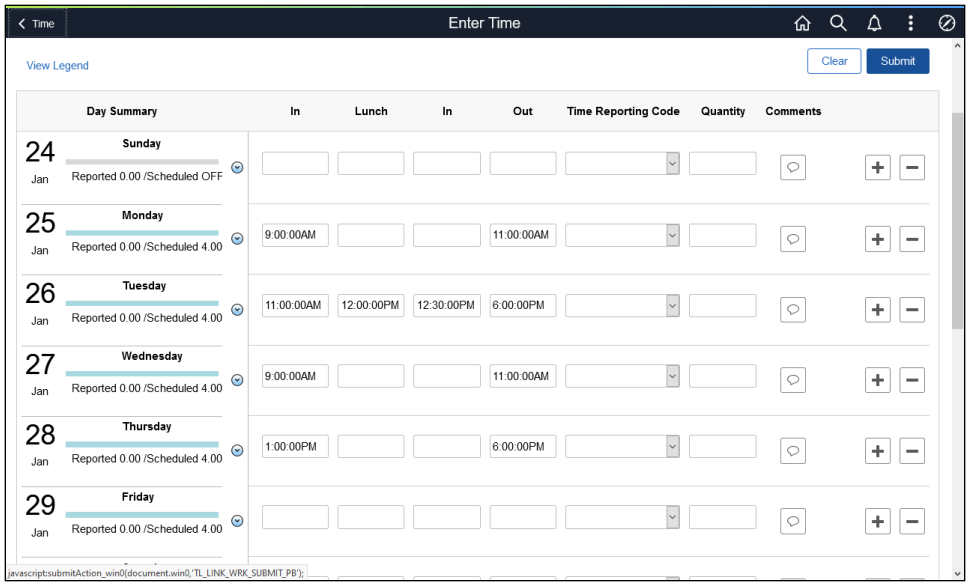
Step	Action
3.	From the displayed list, select the appropriate job to enter time. 2 - Student Assistant



Step	Action
4.	The selected job and corresponding department are displayed. You can use the department information to verify you have selected the appropriate job. **Note:** The selected job is not active on the timesheet until applied. Click the **Apply** button.
5.	With the appropriate job selected, click the **Weekly Timesheet** tile.
6.	The Enter Time page is displayed. Enter the time you started working in the **In** field for the corresponding date.
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.	The **Time Reporting Code** should be left blank.



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



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.**