Employees who are paid biweekly will submit their time in one of four ways:

- Submitting a Punch Timesheet (Manual)
- Reporting Time Using A Web Clock
- Using Pay from Schedule to Submit Time
- Using a Kaba Clock

This guide contains instructions for submitting a punch timesheet, reporting time using a web clock and submitting using pay from schedule.

Instructions for using the Kaba Clocks will be posted by each time clock.

**Submit a Punch Timesheet (Manual)**

Log your start and end times for each day.

If your meal breaks are not automatically deducted, you will also have to enter those.

From OneUSG Connect Employee Self-Service, click Time and Absence.

Click Weekly Timesheet.

The current timesheet period should be open.

Paid holidays and any absences requested should already be reflected in the timesheet. You cannot add leave or absences directly to the timesheet.

Enter In and Out fields:

- In the In field, enter the time you started work for that date.
- In the Out field, enter the time you ended work for that date.

If your meal breaks are automatically deducted, click Submit.

Confirm you entered all absence requests for the pay period. If you haven’t, make sure to enter your absence requests. If you have, click OK.

If your meal breaks are not automatically deducted, enter your meals in your timesheet as well:

- In the Lunch field, enter the time you started your meal break.
- In the second In field, enter the time you returned from your meal break.

Leave the Time Reporting Code and Quantity fields empty.

If desired, click the Add Comments bubble icon and enter your comments.

Click Submit.

Confirm you entered all absence requests for the pay period. If you haven’t, make sure to enter your absence requests. If you have, click OK.
TIME FOR BIWEEKLY STAFF

OneUSG Connect Go-Live Guide

Submitting Time Using Pay from Schedule

You will enter the total number of hours worked each day.

From OneUSG Connect Employee Self Service, click Time and Absence. Click Weekly Timesheet.

There should be an option to ‘Apply schedule’. Your time will automatically populated. You will be able to edit your time if necessary.

If you have paid holidays or absences on your timesheet, you will need to manually enter your time for each day. The ‘Apply Schedule’ option will not be available.

If a blank row is not showing, click the Add (+) icon at the beginning of the row. Otherwise, skip this step.

Click the Time Reporting Code drop-down and select the appropriate entry. This is usually “00REG – Regular.”

If you need to enter different types of time entries for one day, add an additional row.

You cannot add any leave or absences directly to the timesheet.

Click Submit.

Confirm you entered all absence requests for the pay period. If you haven’t, enter your absence requests. If you have, click OK.

Report Time Using A Web Clock

From OneUSG Connect Employee Self-Service, click Time and Absence.

On the Time page, click the Web Clock link.

Record your punch at the following times:

• Punch in at the beginning of your shift by clicking the Punch Type drop-down and select In.
• Punch out for your meal break by clicking the Punch Type drop-down and select Meal.
• Punch in after your meal break by clicking the Punch Type drop-down and select In.
• Punch out at the end of your shift by clicking the Punch Type drop-down and select Out.

If you want to enter comments with any of your punches, click the Expand icon for Time Reporting Elements and enter your comments.

Leave the Time Reporting Code field blank. This optional step can be done for any punch.

Click the Enter Punch button.

Click OK for the confirmation message.

Have questions about direct deposit, pay, W-2s or absence requests?
Find our other Go-Live guides at onesource.uga.edu.