

Time for Biweekly Staff

OneUSG Connect Time Entry Quick Start

ONESOURCE.UGA.EDU

One USG Connect Employee Self Service site will be your one-stop-shop for all your employee information. You can access OneUSG Connect on the OneSource homepage at onesource.uga.edu.

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

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

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 populate. 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 "**ooREG – 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** and click **OK** on the confirmation screen.

Confirm you entered all absence requests for the pay period. If you have not, enter your absence requests via the *Absence Management* module.

Report Time Using A Web Clock

From **OneUSG Connect Employee Self Service**, click **Time and Absences**.

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



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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.

Submitting a Punch Timesheet (Manual)

Log your start and end times for each day. If your meal breaks are not automatically deducted, you will also need to indicate the in and out times for your meal break.

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 of 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** and click **OK** on the confirmation screen. If you do not know if your meal breaks are automatically deducted, contact your manager or supervisor.

Confirm you entered all absence requests for the pay period. If you have not, enter your absence requests via the *Absence Management* module.

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 blank.

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

Click **Submit** and click **OK** on the confirmation screen.

Confirm you entered all absence requests for the pay period. If you have not, enter your absence requests via the *Absence Management* module.

ADDITIONAL RESOURCES

- Tutorials and job aids relating to time entry can be found in the OneSource Training Library (training.onesource.uga.edu) under OneUSG Connect HR/Payroll Topics > OneUSG Connect Basics > [Time and Leave Management](#).
- If you have questions or run into issues, contact **OneUSG Connect Support** at oneusgsupport@uga.edu or at 706-542-0202 (option 1).
- **For a link to this printable document, go to the Faculty and Staff Guide URL at https://onesource.uga.edu/faculty_and_staff_guide/ under *Employee Checklists* and click on the *Staff-Biweekly Time Entry Checklist*.**

