

## Manually Entering Time as Biweekly Staff (Elapsed timesheet)

Step	Action
1.	From the Employee Self Service in OneUSG Connect, click on the <b>Time and Absence</b> tile.
2.	The Time page is displayed.  Click the <b>Weekly Timesheet</b> tile.
3.	The Weekly Timesheet is displayed.  Use the appropriate arrows to navigate between pay periods.
4.	The selected pay period is displayed.  If necessary, use the appropriate arrow in the <b>Week</b> field to select the correct week in the pay period.
5.	

Step	Action
7.	Click the arrow to toggle to Week 2 of 2 to enter the hours per day.
8.	<p>With all time entered in the appropriate field(s), click <b>Submit</b> button.</p> <p>Note: If you do not click the submit button, your entries on the timesheet will not save.</p>
9.	Confirmation of submission will display a2.88 re f* 0 g 65.64 683mire f* /</MCID ..