# Entering Your Time – Hourly Employees with Elapsed View

| Step | Action |
|---|---|
| | Online timesheet employees can edit and submit their reported hours as many times as needed throughout the pay period, up until the payroll deadline.<br><br>Managers (and Time Approvers) are also able to edit and approve reported hours as many times as needed throughout the pay period, up until the payroll deadline.<br><br>Note: Employee Self Service options vary depending on employee type |
| 1. | From the Employee Self Service in OneUSG Connect, click the **Time and Absence** tile. |
| 2. | The Time page is displayed.<br><br>Click the **Weekly Timesheet** tile. |
| 3. | The Enter Time page is displayed with the current pay period dates.<br><br>If necessary, click the appropriate arrow in the date field to select the pay period where you want to report time.<br><br>Navigate between weeks in the pay period using the appropriate arrow in the Week field. |
| 4. | Select the Time Reporting Code from the drop down.<br>(options vary depending on employee type) |
| 5. | Enter the total number of hours worked each day.<br><br>Do not enter zeros on any day.<br><br> **Note:** You can enter time with a colon and AM/PM or use military time. |
| 6. | Once all time information is entered, click the **Submit** button.<br><br>Submit<br><br>If Submit is not clicked, the time will not be recorded or processed. |
| 7. | A confirmation panel will appear at the top of the page that time was submitted. |
| 8. | The timesheet is now available for manager (or designated time approver) to approve. |
| 9. | You have successfully completed the steps to manually enter time in OneUSG Connect. **End of Procedure.** |