





Reporting Your Time for Multiple Jobs Using the Web Clock

Step	Action
1.	<p>On the Employee Self Service homepage in OneUSG Connect, click the Time and Absence tile.</p> 
2.	<p>The Time page is displayed. This page displays your current job(s).</p> <p>Note: The department information can be used to check that the correct position has been selected if you multiple positions with the same job title.</p> <p>Click the *Select a Job dropdown menu.</p>
3.	<p>From the displayed list, select the appropriate job to enter time.</p> 
4.	<p>The selected job information is displayed in the job banner.</p> <p>Note: The selected job is not available for time entry until the Apply button is used.</p> <p>Click the Apply button.</p> 
5.	<p>The selected job is applied to the time page.</p> <p>On the Report Time tile, click the In button.</p> 
6.	<p>The Last Action is updated with your In punch.</p> <p>Continue to enter time via the Web clock as appropriate.</p>
7.	<p>The Time Summary and Weekly Timesheet tiles are updated with the time details for the selected job.</p>
8.	<p>You have completed the steps to enter time via Web clock with multiple jobs, in the OneUSG Connect system.</p> <p>End of Procedure.</p>