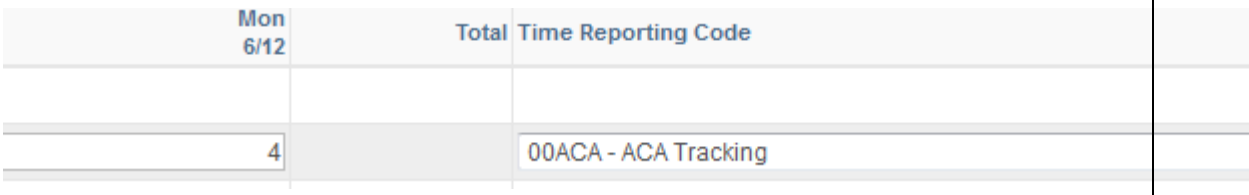
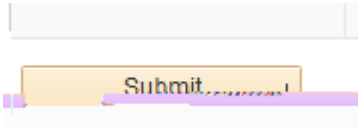
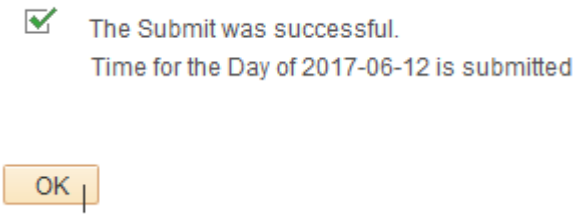
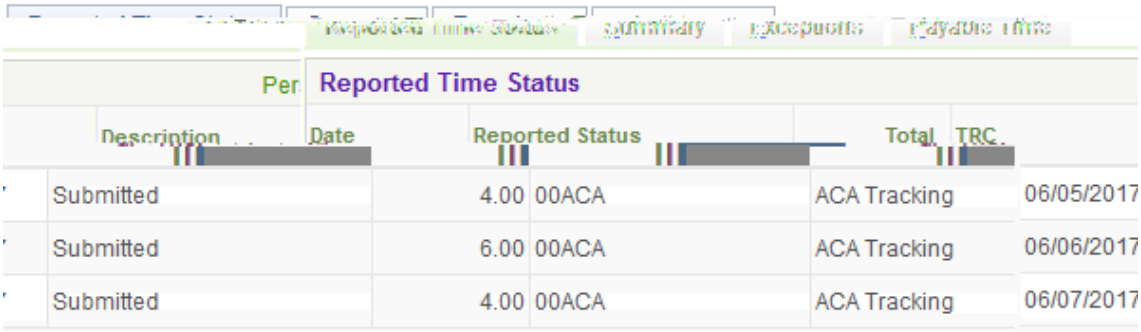
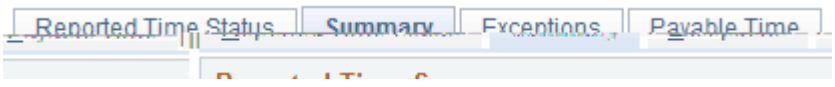
OneUSG Connect Job Aid

Part-time Faculty- Entering Time

Step	

6.	Enter:	Enter total hours worked per day and select ACA tracking from drop down. 
7.	Select:	Select submit to record hours worked. 
8.	Select:	A confirmation message will appear. Click OK 
9.	View:	Information is now shown as reported time. 
10.	End:	Complete the Task/Sign Out of Application If finished working in the system, sign out of the application by clicking the Action List icon on the NavBar. Click the Sign Out option in the listing.
		You can easily go from one week to the next using the links on the timesheet.

General Tips:

Use these tabs to view summary by week. Or status of payable time approvals.