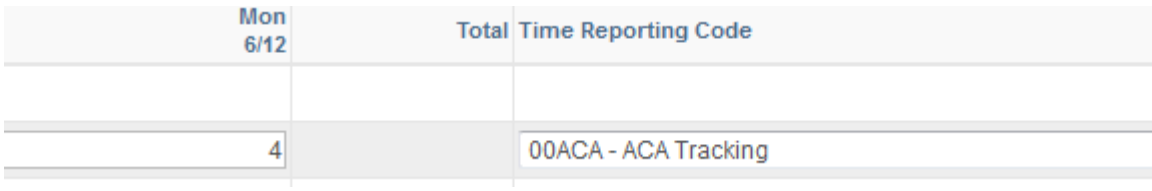
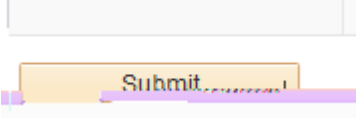
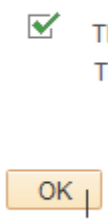
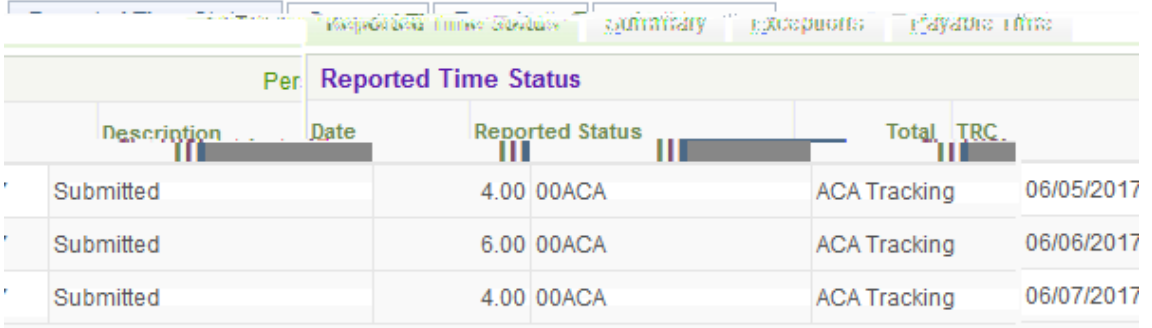



OneUSG Connect Job Aid

Part-time Faculty- Entering Time

Step

6.	Enter:	<p>Enter total hours worked per day and select ACA tracking from drop down.</p> 																				
7.	Select:	<p>Select submit to record hours worked.</p> 																				
8.	Select:	<p>A confirmation message will appear. Click OK</p> <p><input checked="" type="checkbox"/> The Submit was successful. Time for the Day of 2017-06-12 is submitted</p> 																				
9.	View:	<p>Information is now shown as reported time.</p>  <table border="1"> <thead> <tr> <th>Description</th> <th>Date</th> <th>Reported Status</th> <th>Total</th> <th>TRC</th> </tr> </thead> <tbody> <tr> <td>Submitted</td> <td></td> <td>4.00 00ACA</td> <td>ACA Tracking</td> <td>06/05/2017</td> </tr> <tr> <td>Submitted</td> <td></td> <td>6.00 00ACA</td> <td>ACA Tracking</td> <td>06/06/2017</td> </tr> <tr> <td>Submitted</td> <td></td> <td>4.00 00ACA</td> <td>ACA Tracking</td> <td>06/07/2017</td> </tr> </tbody> </table>	Description	Date	Reported Status	Total	TRC	Submitted		4.00 00ACA	ACA Tracking	06/05/2017	Submitted		6.00 00ACA	ACA Tracking	06/06/2017	Submitted		4.00 00ACA	ACA Tracking	06/07/2017
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10.	End:	<p>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.</p>  <p>Click the Sign Out option in the listing.</p>																				

General Tips:

You can easily go from one week to the next using the links on the timesheet.
Use these tabs to view summary by week. Or status of payable time approvals.

