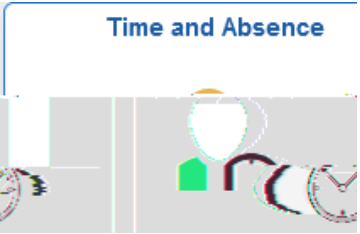




Step	Action
1.	<p>From Employee Self Service Homepage in OneUSG Connect, click the Time and Absence tile.</p> 
2.	<p>The Time page is displayed.</p> <p>Click the Weekly Timesheet -Fluid tile.</p>

Step	Action
3.	<p>The Weekly Time Entry page is displayed.</p> <p>To view available options, click the <b>Options</b> drop-down list.</p>
4.	<p>The Options drop-down menu is displayed.</p> <p>Select the <b>Apply Schedule</b> option.</p>
5.	<p>The schedule is applied to the timesheet.</p> <p><b>Note:</b> The Time Reporting Code option can be left blank, which will default to "Regular."</p> <p>To review the entered time, click the <b>Review</b> button.</p>
6.	<p>The Review Weekly Time page is displayed with the applied schedule time.</p> <p>Once you review the reported time for accuracy, click the <b>Submit</b> button.</p>
7.	<p>A confirmation message is displayed saying the time is submitted successfully.</p>
8.	<p>You have completed the steps for reporting time using Pay From Schedule in OneUSG Connect.</p> <p><b>End of Procedure.</b></p>