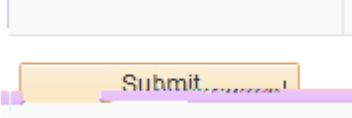# OneUSG Connect Job Aid

## Part-time Faculty- Entering Time

| Step | |
|---|---|

| 6. | Enter: | Enter total hours worked per day and select ACA tracking from drop down. |
|---|---|---|
| | | | Mon 6/12 | Total | Time Reporting Code |
| | | | | 4 | | 00ACA - ACA Tracking |
| 7. | Select: | Select submit to record hours worked. |
| | | Submit |
| 8. | Select: | A confirmation message will appear. Click OK |
| | | ☑ The Submit was successful.<br>Time for the Day of 2017-06-12 is submitted |
| | | OK |
| 9. | View: | Information is now shown as reported time. |
| | | Reported Time Status, Summary, Exceptions, Payable Time |
| | | Reported Time Status |
| | | 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 |
| 10. | End: | Complete the Task/Sign Out of Application<br>If finished working in the system, sign out of the application by clicking the Action List icon on the NavBar.<br><br>☰<br><br>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.<br><br>Reported Time Status, Summary, Exceptions, Payable Time |