VALDOSTA STATE UNIVERSITY

Reporting Your Time for Multiple Jobs Using the Web Clock

Step	Action
1.	On the Employee Self Service homepage in OneUSG Connect, click the **Time and Absence** tile. **Time and Absence**
2.	The Time page is displayed. This page displays your current job(s). **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. Click the ***Select a Job** dropdown menu.

Step	Action
3.	From the displayed list, select the appropriate job to enter time. *Select a Job
4.	The selected job information is displayed in the job banner. **Note:** The selected job is not available for time entry until the Apply button is used. Click the **Apply** button. Apply
5.	The selected job is applied to the time page. On the **Report Time** tile, click the **In** button. In
6.	The Last Action is updated with your In punch. Continue to enter time via the Web clock as appropriate.
7.	The Time Summary and Weekly Timesheet tiles are updated with the time details for the selected job.
8.	You have completed the steps to enter time via Web clock with multiple jobs, in the OneUSG Connect system. **End of Procedure.**