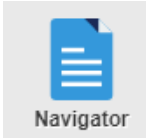


Change Pay Period View

- Logon to OneUSG using your My VSU credentials
- Click the NavBar button in the top right of the screen



- Select the Navigator option (typically the 3rd option)



- Self-Service → Time Reporting → User Preferences and you should see the below options display

*TRC Presentation	Show CODE - Description	▼
*Time Prepopulation Method	Off	▼
*Default Timesheet Display	Time Reporting Period	▼
*Start Day of Week	7 - Sunday	▼
*Save For Later Option	Always Validate	▼
*Submit Option	Skip Confirmation	▼
*Timesheet by Status Pivot Grid	Use Installation Default	▼

- Change the Default Timesheet Display option to Time Reporting Period
- Click the Save button