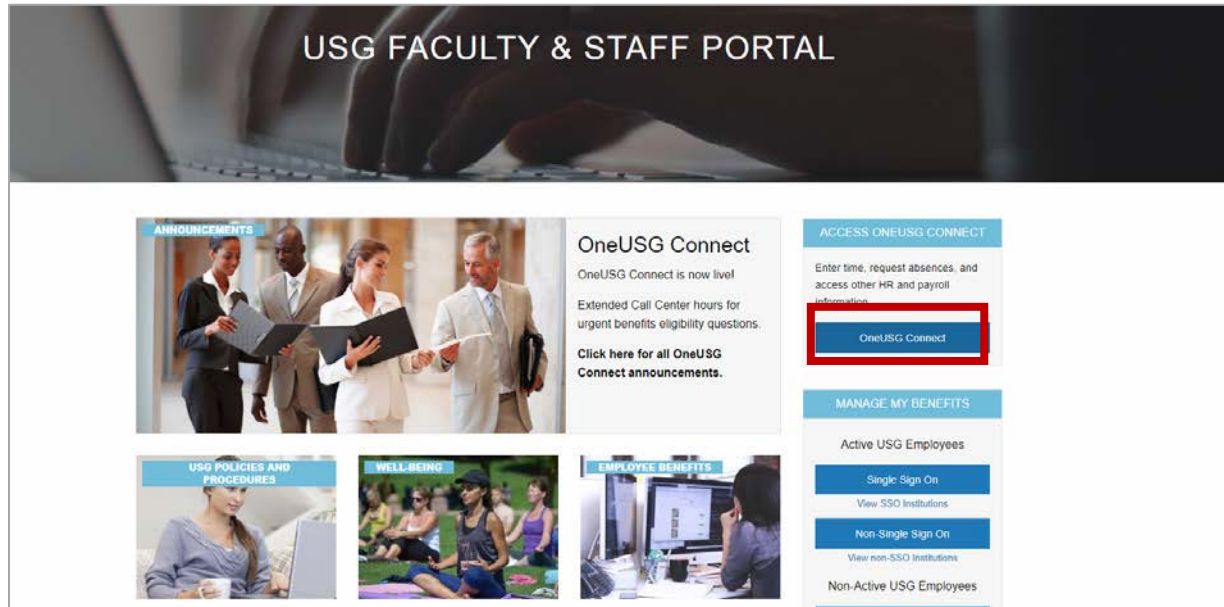


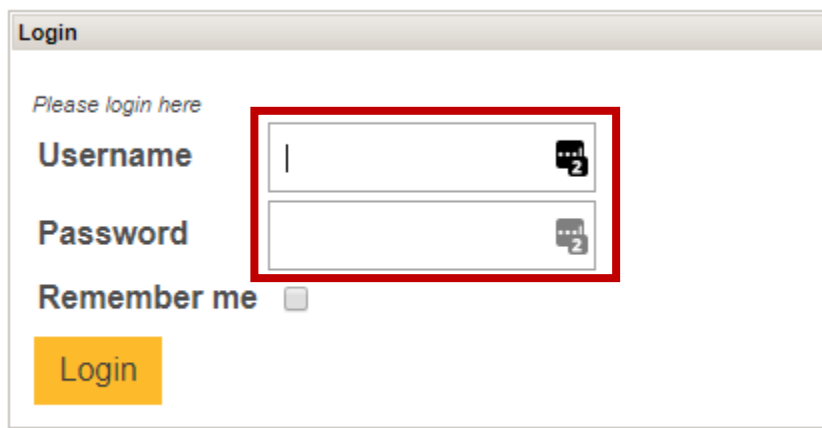
# Recording ACA hours in OneUSG

All Part-Time Faculty must report ACA hours each month. Please make an effort to submit hours *two days prior* to the deadline so that approvals are timely. Consult the [Payroll Calendar](#) for deadlines.

1. Log-in to OneUSG at [oneusgconnect.usg.edu](https://oneusgconnect.usg.edu)
2. On the right side of your screen, select the **OneUSG Connect** button.



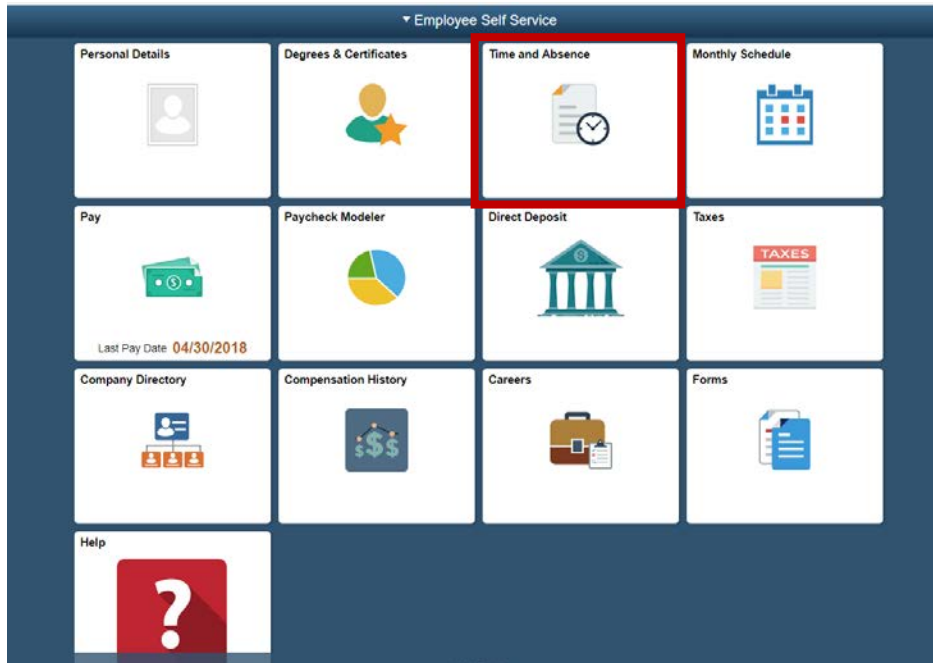
3. If this is your first time logging in to OneUSG Connect, you will need to select the icon/logo for KSU. Your choice is saved for future visits.
4. Login to the following screen using your NetID and password.



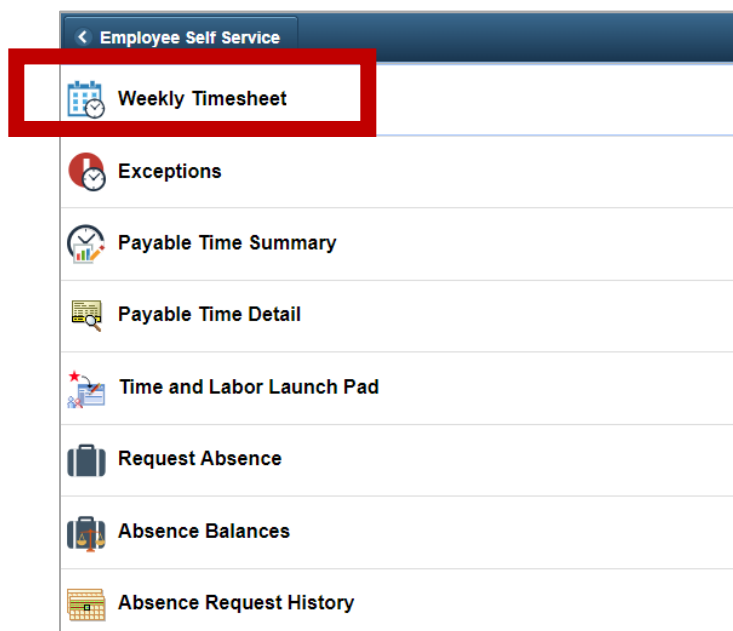
The screenshot shows the 'Login' form. It includes a 'Please login here' message, a 'Username' field with a red border and a '2' icon, a 'Password' field with a red border and a '2' icon, a 'Remember me' checkbox, and a yellow 'Login' button.

# Recording ACA hours in OneUSG

5. You should now see the ORACLE screen marked **Employee Self Service**. Click on the **Time and Absence** tile to take you to the Time screen.

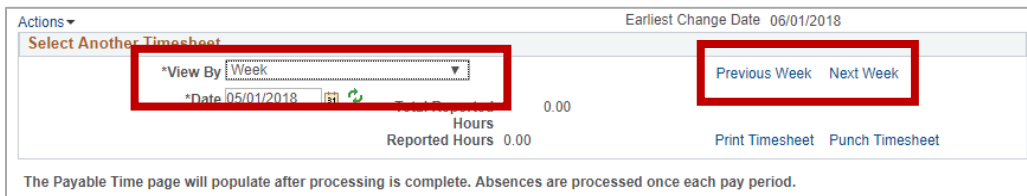


6. Click the **Weekly Timesheet** option at the top of the list.



# Recording ACA hours in OneUSG

- On the Time Sheet, use the pull-down menu to select **WEEK** in the **View By** window. To the right you will see links for viewing the **Previous Week** or **Next Week**.



Actions ▾ Earliest Change Date 06/01/2018

Select Another Timesheet

\*View By **Week** ▾ Previous Week Next Week

\*Date 05/01/2018 [3] [↻]

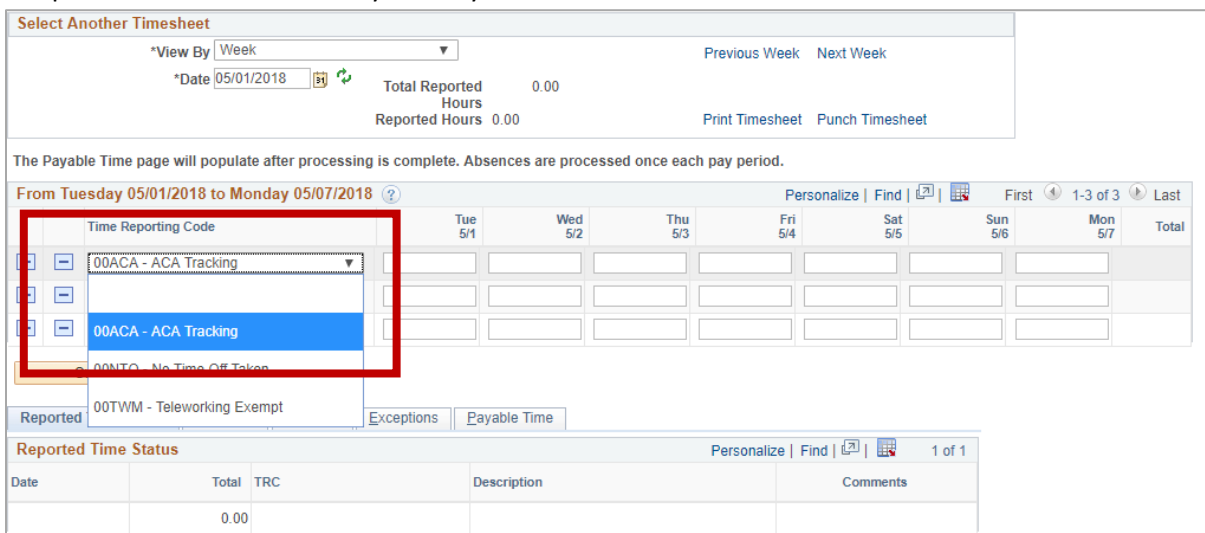
Total Reported Hours 0.00

Reported Hours 0.00

Print Timesheet Punch Timesheet

The Payable Time page will populate after processing is complete. Absences are processed once each pay period.

- In the **Time Recording Code** window, use the pull-down arrow to select **00ACA – ACA Tracking**. It is possible that this could be your only choice.



Select Another Timesheet

\*View By **Week** ▾ Previous Week Next Week

\*Date 05/01/2018 [3] [↻]

Total Reported Hours 0.00

Reported Hours 0.00

Print Timesheet Punch Timesheet

The Payable Time page will populate after processing is complete. Absences are processed once each pay period.

From Tuesday 05/01/2018 to Monday 05/07/2018 (?) Personalize | Find | [?] [?] First 1-3 of 3 Last

Time Reporting Code	Tue 5/1	Wed 5/2	Thu 5/3	Fri 5/4	Sat 5/5	Sun 5/6	Mon 5/7	Total
00ACA - ACA Tracking								
00ACA - ACA Tracking								
00NTO - No Time Off Taken								
00TWM - Teleworking Exempt								

Reported Exceptions Payable Time

Reported Time Status Personalize | Find | [?] [?] 1 of 1

Date	Total	TRC	Description	Comments
	0.00			

- Enter hours worked in the appropriate box for the date indicated. Check to make sure hours are entered using the correct format. *For example: If you worked 8 hours, enter 8. If you worked 4 hours and 45 minutes, enter 4.75. If you worked 5 hours and 30 minutes, enter 5.5.*

- After all hours are entered, click the **SUBMIT** button.