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](http://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.
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.
7. 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**.

8. 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.

9. Enter hours worked in the appropriate box for the date indicated. Check to make sure hours are entered using the correct format. *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.

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