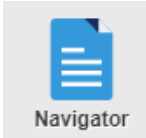


## Change Pay Period View

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



- x Select the Navigator option (typically the 0 option)



- x SelfService\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

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