

# ONEUSG RELEASE 6.22

Time and Absence Interface Changes

# UPDATE TIMEFRAME

- Update will take place April 9
- OneUSG Connect will be down beginning **Friday, April 9** at **11:15pm** until **Sunday, April 11** at **7:00am**
- Employee Self Service (ESS) and Manager Self Service (MSS) will be unavailable
  - Ability to download W2's will also be unavailable
- Timeclocks and Benefits will be available

# OVERVIEW OF CHANGES

- Updated Homepages and Tiles
- New Dashboard
- Updated Layouts

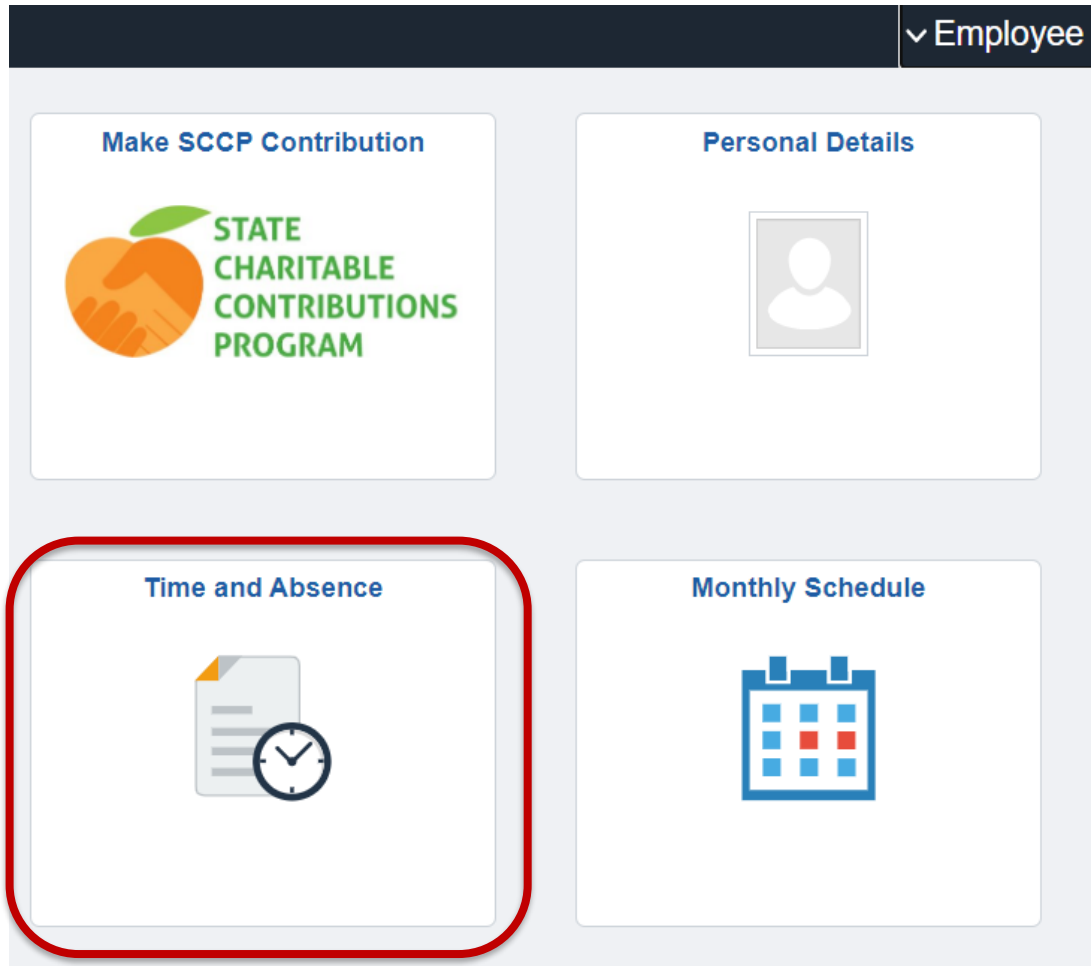


FOR EMPLOYEES

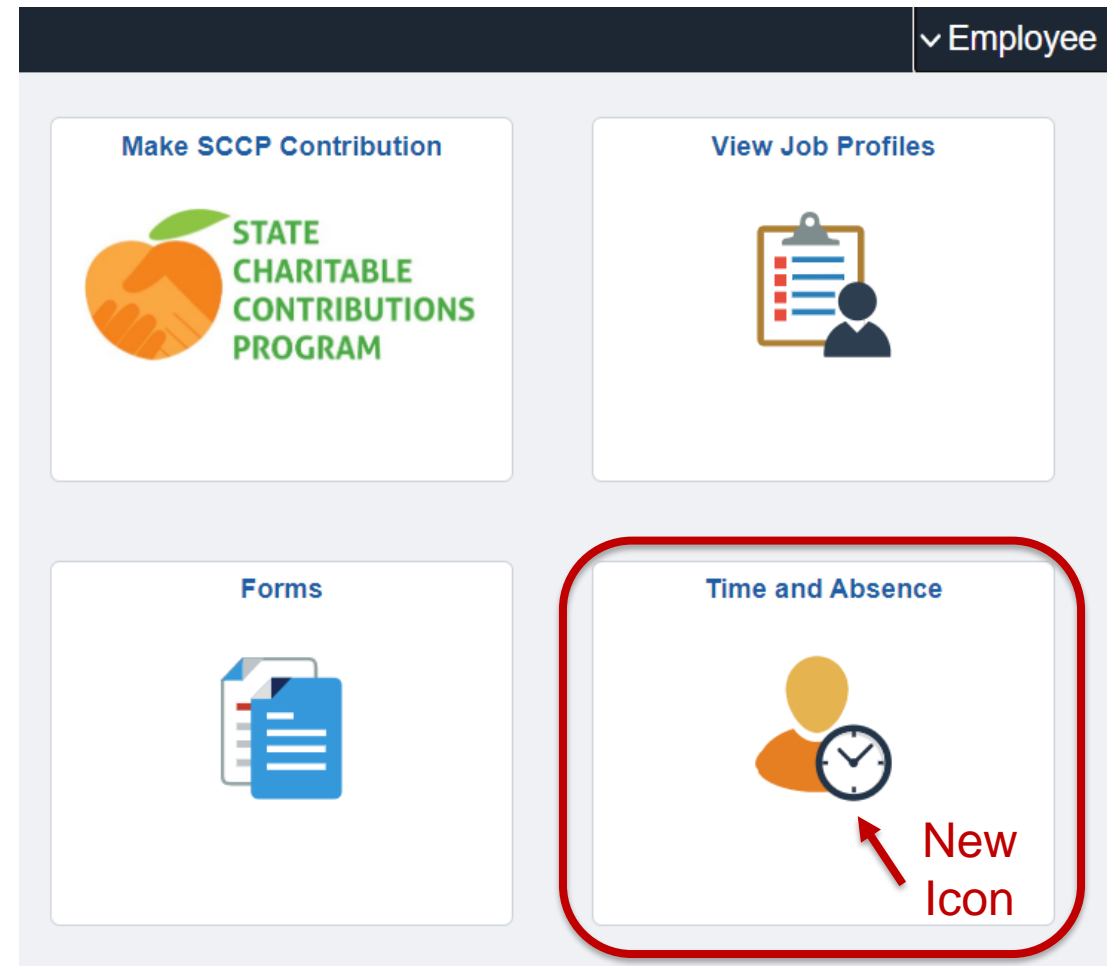
---

# UPDATED TIME & ABSENCE TILE ICON

- Prior to Release 6.22



- After Release 6.22



# TIME & ABSENCE DASHBOARD

- Prior to Release 6.22

Employee Self Service

- Weekly Timesheet
- Exceptions
- Payable Time Summary
- Payable Time Detail
- Time and Labor Launch Pad
- Request Absence
- Absence Balances
- Absence Request History
- Extended Absence Request
- Extended Absence History

- After Release 6.22

Time

\*Select a Job 0 - Assoc/Asst Dir SubDiv/Unit AD 1019500 - Project Management

- Time Summary 03/01/21 - 03/31/21: No Time Reported
- Weekly Timesheet 03/01/21 - 03/31/21: Reported 0.00, Scheduled 184.00
- Payable Time Last Time Period 02/01/21 - 02/28/21: Total Hours 0 Hours, Estim... Gross 0
- Weekly Timesheet - Fluid 03/07/21 - 03/13/21: Reported 0.00, Scheduled 40.00
- Exceptions: 0
- Request Absence
- View Absence Requests
- Cancel Absences
- Absence Balances
- Extended Absence Request

# TIMESHEET PUNCH LAYOUT

Prior to Release 6.22

Timesheet
New Window

Temporary Office/Clerical

Actions ▾

Employee ID 0173544

Empl Record 0

Earliest Change Date 10/08/2017

Select Another Timesheet

\*View By Week Previous Week Next Week

\*Date 12/24/2017 📅 ↺

Total Reported Hours 24.00

Reported Hours 24.00

[Print Timesheet](#) [Elapsed Timesheet](#)

From 12/24/2017 to 12/30/2017 ?

Select	Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Date		
<input type="checkbox"/>		Sun	12/24	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	12/24	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>		Mon	12/25	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	12/25	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>		Tue	12/26	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	12/26	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>		Wed	12/27	Needs Approval	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	00REG - Regular	<input type="text"/>	12/27	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>		Thu	12/28	Needs Approval	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00	00REG - Regular	<input type="text"/>	12/28	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>		Fri	12/29	Needs Approval	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	00REG - Regular	<input type="text"/>	12/29	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>		Sat	12/30	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	12/30	<input type="button" value="+"/>	<input type="button" value="-"/>

**Approval**

Summary Exceptions Payable Time

**Reported Time Summary**

Personalize | Find | 📄 | 🗨️
1-3 of 3

# TIMESHEET PUNCH LAYOUT

## After Release 6.22

< Time

Enter Time

Job Details 5030000 - Food Services

Earliest Change Date 03/21/2021

Job Title 0 - Service/Maintenance Superv

◀ 7 March - 20 March 2021 ▶

BiWeekly Period- PS Delivered

Scheduled 80.00 | Reported 16.00 Hours | Combined Hours 16.00 Hours

[View Legend](#)

	Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments
07	<b>Sunday</b> Reported 0.00 /Scheduled OFF							
08	<b>Monday</b> Reported 8.00 /Scheduled 8.00 	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	00REG - Regular		
09	<b>Tuesday</b> Reported 0.00 /Scheduled 8.00							



# ELAPSED TIMESHEET LAYOUT

Prior to Release 6.22

### Timesheet

Employee ID [REDACTED]  
Empl Record 1  
Earliest Change Date 03/07/2021

Actions ▾

**Select Another Timesheet**

\*View By  Previous Week Next Week  
\*Date  Total Reported Hours 40.00  
Reported Hours 40.00 [Print Timesheet](#) [Punch Timesheet](#)

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

**From Sunday 02/28/2021 to Saturday 03/06/2021** [Personalize](#) | [Find](#) | | First  Last

		Time Reporting Code	Sun 2/28	Mon 3/1	Tue 3/2	Wed 3/3	Thu 3/4	Fri 3/5	Sat 3/6	Total
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="00TWH - Teleworking Non-Exempt"/>		8.00	6.00	4.00	8.00	6.00		32.00
<input type="checkbox"/>		00SCK - Sick			2.00			2.00		4.00
<input type="checkbox"/>		00VAC - Vacation				4.00				4.00

[Reported Time Status](#) | [Summary](#) | [Leave / Compensatory Time](#) | [Absence](#) | [Exceptions](#) | [Payable Time](#)

**Reported Time Status** [Personalize](#) | [Find](#) | | 1-8 of 8

Date	Reported Status	Total	TRC	Description	Add Comments
03/01/2021	Approved	8.00	00TWH	Teleworking Non-Exempt	
03/02/2021	Approved	2.00	00SCK	Sick	
03/02/2021	Approved	6.00	00TWH	Teleworking Non-Exempt	
03/03/2021	Approved	4.00	00TWH	Teleworking Non-Exempt	
03/03/2021	Approved	4.00	00VAC	Vacation	



# WEB CLOCK LAYOUT

- Prior to Release 6.22

Web Clock

- Weekly Timesheet - Read Only
- Exceptions
- Payable Time Summary
- Payable Time Detail
- Time and Labor Launch Pad
- Absence Request History
- Extended Absence Request
- Extended Absence History



- After Release 6.22

Time

\*Select a Job 0 - Student Assistant Apply 1018000 - Coliseum

**Time Summary**  
03/07/21 - 03/20/21  
Code Not Specified  
0.01

**Weekly Timesheet**  
03/07/21 - 03/20/21  
Reported 0.01  
Scheduled 38.00

**Payable T**  
Last Time Period 02/21/21 - 03/  
Total Hours 0 Hours  
Estimated Gross 0

**Report Time**  
Monday, Mar 15, 2021  
**08 : 44 AM**  
Last action: Out, 02:45 PM 03/12/21  
In

**Exceptions**  
0

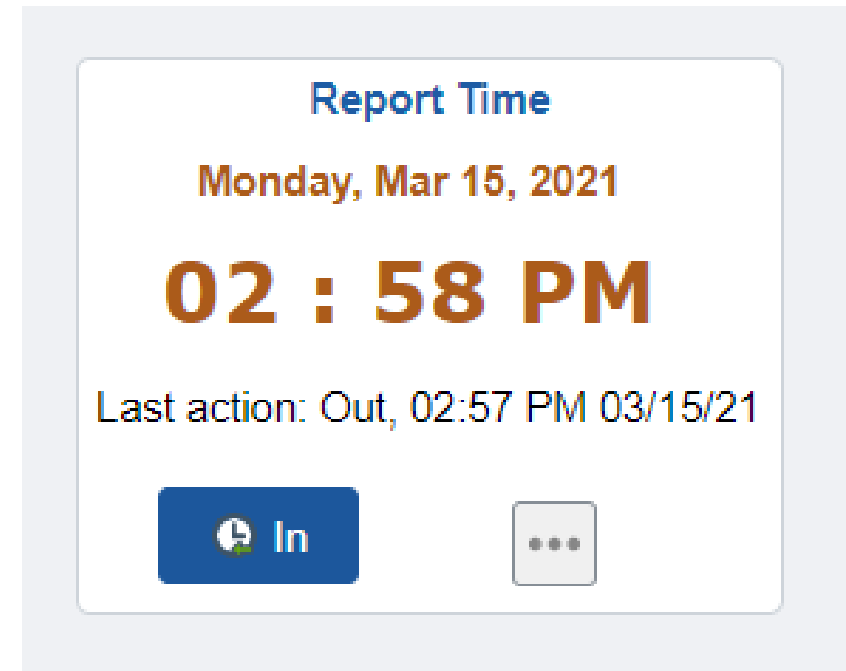
**Request Absence**

**Cancel Absences**

**Extended Absence Request**

# WEB CLOCK FUNCTIONALITY

- The last action entered by employee will be displayed
- System assumes the next action in the blue button
- Employee can change next action by selecting the ellipsis icon
- Click blue button to record punch



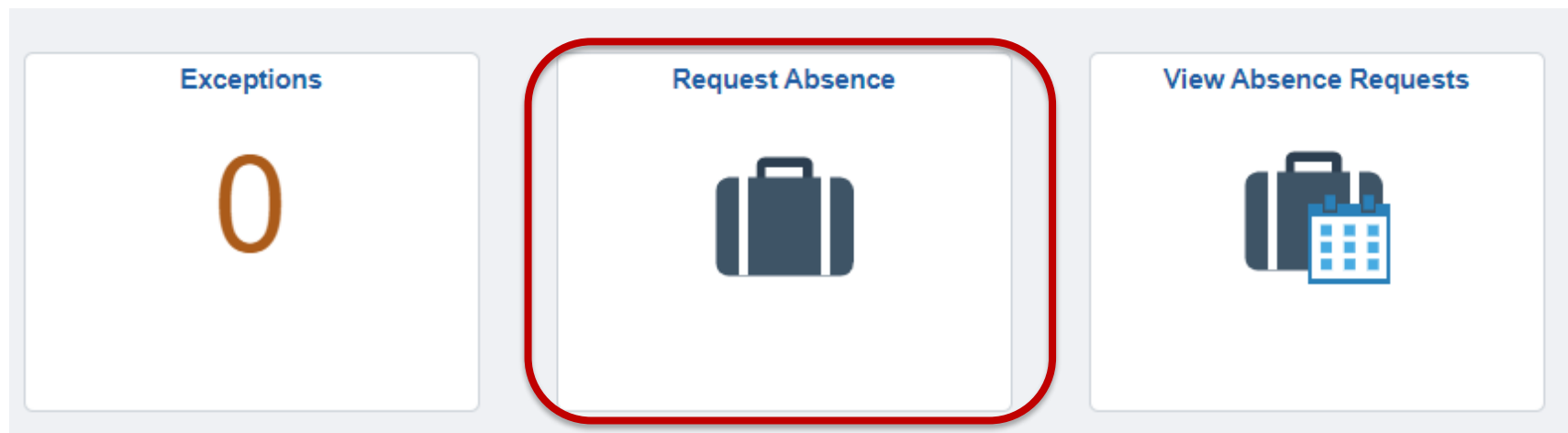
# MULTIPLE JOBS ON CAMPUS

- Employee must select the appropriate job
- Click Apply
- Job description is located to the right of the Apply button

The screenshot displays a user interface for time management. At the top, a dark header bar contains the word "Time". Below this, a section titled "\*Select a Job" features a dropdown menu with three options: "0 - Student Assistant", "0 - Student Assistant", and "1 - Student Assistant". The third option is currently selected and highlighted in blue. To the right of the dropdown is an "Apply" button. Further right, the text "1018000 - Coliseum" is visible. Below the job selection area, the interface is divided into several panels: "Time Summary" (03/07/21 - 03/20/21) with a "Code Not Specified" warning and a value of 0.01; "Weekly Timesheet" (03/07/21 - 03/20/21) showing a progress bar with "Reported 0.01" and "Scheduled 38.00"; "Payable Time" with "Last Time Period 02/21/21 - 03/06/21", "Total Hours 0 Hours", and "Estimated Gross 0"; "Report Time" for Monday, Mar 15, 2021, showing "09 : 58 AM" and "Last action: In, 09:57 AM 03/15/21" with a "Meal" button; "Exceptions" showing a large "0"; "Request Absence" with a briefcase icon; and "View Absence Requests" with a briefcase and calendar icon.

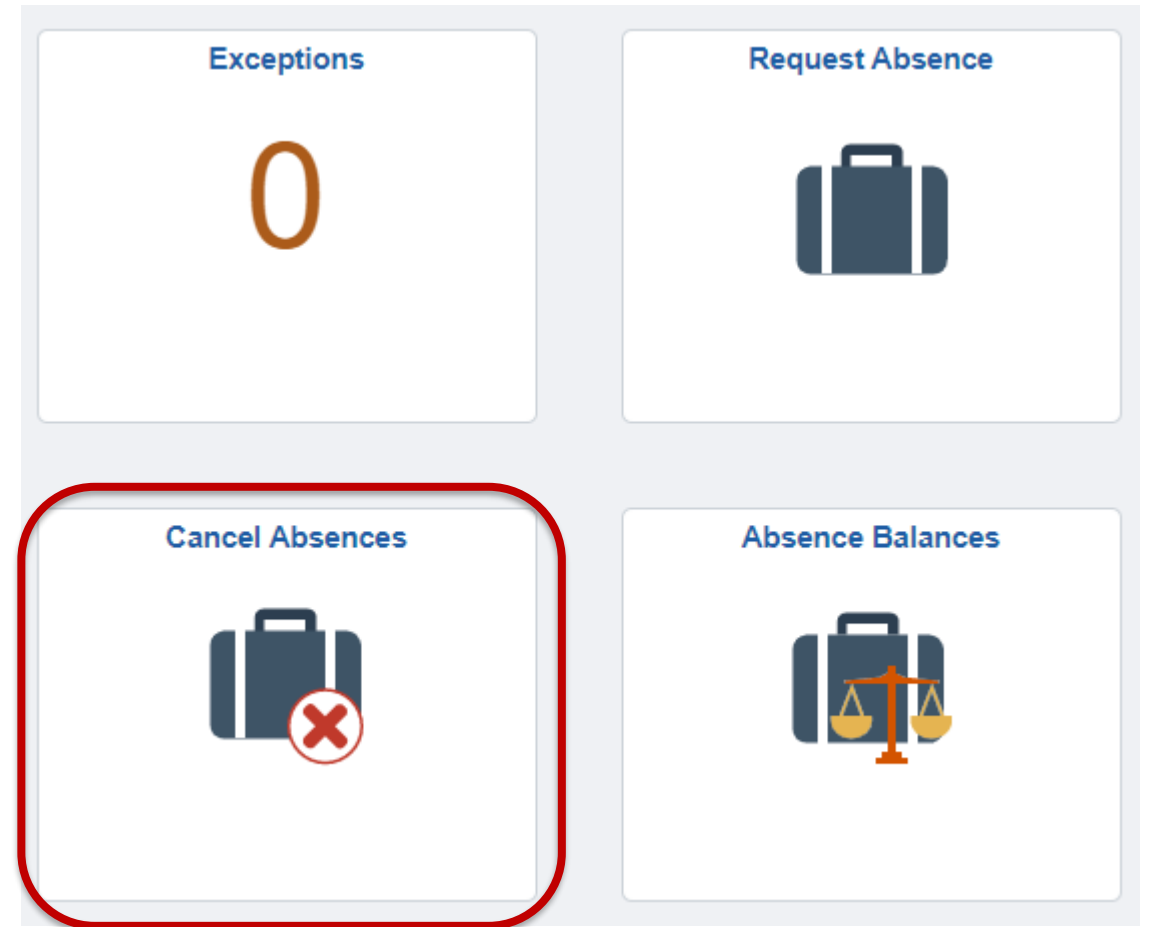
# UPDATED ABSENCE FUNCTIONALITY

- All absences must be entered through the absence module. They can no longer be entered through the timesheet.
- If a previously submitted absence needs to be edited, it must be canceled and resubmitted.



# EDITING/CANCELING AN ABSENCE

- Absences cannot be edited; they can only be canceled and resubmitted
- Absences can be canceled by the employee using the Cancel Absences tile



# EDITING/CANCELING AN ABSENCE

- Select the absence to be canceled
- Click the 'Cancel Absence' button
- Resubmit absence as needed

[← Time](#) Cancel Absences

**View Requests** 5 rows

<b>Vacation</b> Submitted	03/23/2021 8 Hours	>
<b>Vacation</b> Approved	03/16/2021 8 Hours	>

[Return to Cancel Absences](#)

Cancel Absence

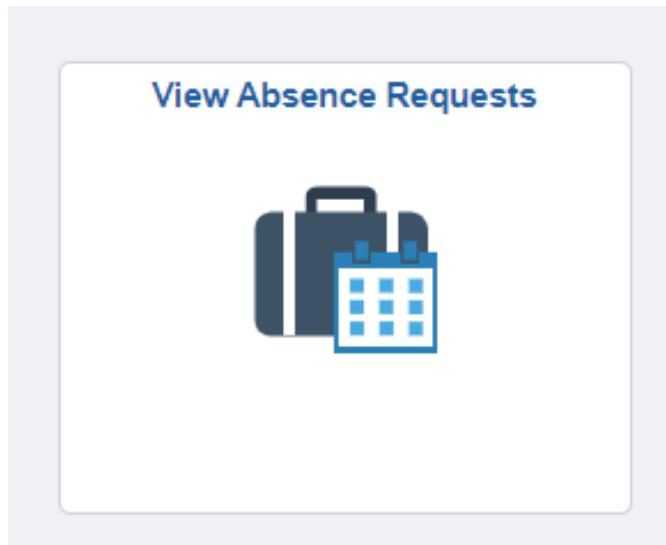
## Absence Details

Absence Type All  
Absence Name Vacation  
Start Date 03/23/2021  
End Date 03/23/2021  
Original Start Date  
Duration 8.00 Hours  
Status Submitted  
Comments




# UPDATED ABSENCE FUNCTIONALITY

- Employees can view previously submitted absences through the 'View Absence Requests' tile
- The filter icon can be used to expand the date range beyond the 90 day default range



< Time View Requests

View Requests		4 rows
		
<b>Vacation</b>		
Approved	03/16/2021	>
ELIGIBLE	8 Hours	
<b>Sick Leave</b>		
Approved	01/26/2021 - 01/27/2021	>
ELIGIBLE	16 Hours	
<b>Vacation</b>		
Approved	12/31/2020	>
ELIGIBLE	8 Hours	
<b>Vacation</b>		
Approved	12/23/2020	>
ELIGIBLE	8 Hours	

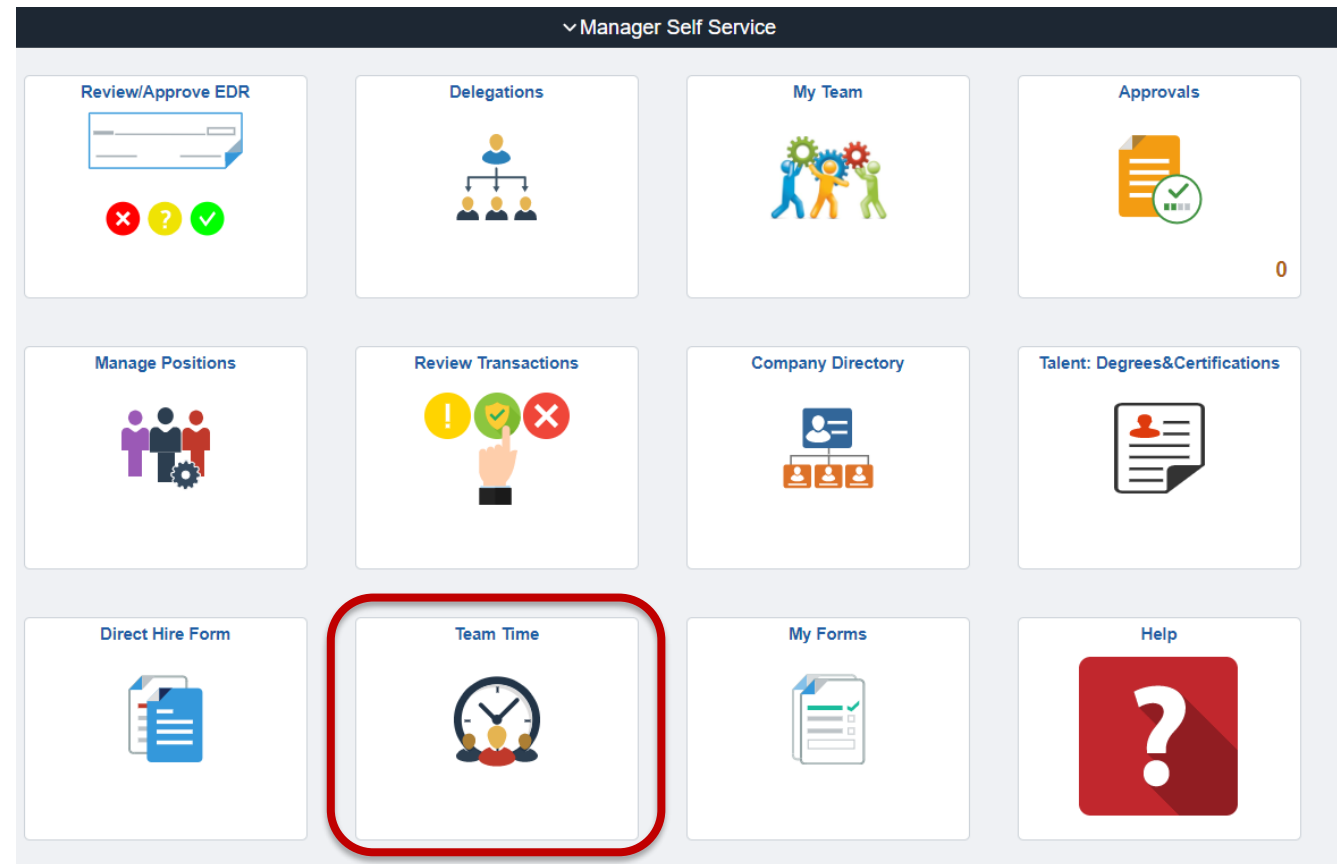


FOR MANAGERS/APPROVERS

---

# APPROVING TIMESHEETS

- Timesheet approvals will still take place through MSS homepage
- Team Time tile



# APPROVING TIMESHEETS

- From the Report/Approve Fluid Timesheet menu option, select either:
  - Get Employees button to return a list of all the employees you need to approve time for ~or~
  - Filter button to search for an individual employee

The image displays two screenshots of the Manager Self Service interface. The top screenshot shows the 'Report/Approve Fluid Timesheet' screen with the 'Get Employees' and 'Filter' buttons highlighted by a red box. The bottom screenshot shows the 'Filters' dialog box with various search criteria.

**Manager Self Service - Report/Approve Fluid Timesheet**

Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.

**Filters**

Time Reporter Group

Employee ID

Empl Record

Last Name

First Name

Company

North American Pay Group

Workgroup

Reset

# APPROVING TIMESHEETS



- Depending on the selection, either a list of employees will be returned or a single employee (if filter is used)
- Hours to be Approved column shows hours reported and waiting to be approved
- Select the employee name to access timecard

Team Time

Report/Approve Fluid Timesheet

Select Employee

▼

Name/Title	Exceptions	Hours to be Approved
 <b>Employee Employ</b> 0 Office/Clerical Assistant Office of Accounting		
 <b>Employee Employ</b> 1 Office/Clerical Assistant Office of Accounting		80.00

# APPROVING ELAPSED TIMESHEETS

\*View By Calendar Period

◀ 7 March - 20 March 2021 ▶

BiWeekly Period- PS Delivered

Scheduled 80.00 | Reported 80 Hours | Combined Hours 80.00 Hours | Unapproved Time 80.00

[View Legend](#)

Must toggle between Week 1 & 2 to view each week

Submit

◀ Week 1 of 2 ▶

Scheduled 40.00 | Reported 40.00 Hours | Unapproved Time 0.00

\*Time Reporting Code / Time Details

7-Sunday

8-Monday

9-Tuesday

10-Wednesday

11-Thursday

12-Friday

13-Saturday

Scheduled OFF  
Reported 0

Scheduled 8  
Reported 8

Scheduled 8  
Reported 8

Scheduled 8  
Reported 8

Scheduled 8  
Reported 8

Scheduled 8  
Reported 8

Scheduled OFF  
Reported 0

00REG - Regular

8.00

8.00

8.00

8.00

8.00

+

-

Comments



▼ Manage Approvals

Select All

Approve

Date	Reported Status	Total	TRC	Description	Scheduled Work Hours
<input type="checkbox"/> 03/08/2021	Needs Approval	8.00	00REG	Regular	8.00
<input type="checkbox"/> 03/09/2021	Needs Approval	8.00	00REG	Regular	8.00
<input type="checkbox"/> 03/10/2021	Needs Approval	8.00	00REG	Regular	8.00

# APPROVING PUNCH TIMESHEETS

\*View By Calendar Period ▾

◀ **7 March - 20 March 2021** ▶

BiWeekly Period- PS Delivered

Scheduled 80.00 | Reported 24.00 Hours | Combined Hours 24.00 Hours | Unapproved Time 16.00

[View Legend](#)

Clear

Submit

Select All

Approve

Day Summary

In

Lunch

In

Out

Time Reporting Code

Quantity

Comments

Reported Status

07

Sunday

Mar

Reported 0.00 /Scheduled OFF

New

+

08

Monday

Mar

Reported 8.00 /Scheduled 8.00

8:00:00AM

12:00:00PM

1:00:00PM

5:00:00PM

00REG - Regular

Needs Approval

+

09

Tuesday

Mar

Reported 8.00 /Scheduled 8.00

8:00:00AM

12:00:00PM

1:00:00PM

5:00:00PM

00REG - Regular

Needs Approval

+

10

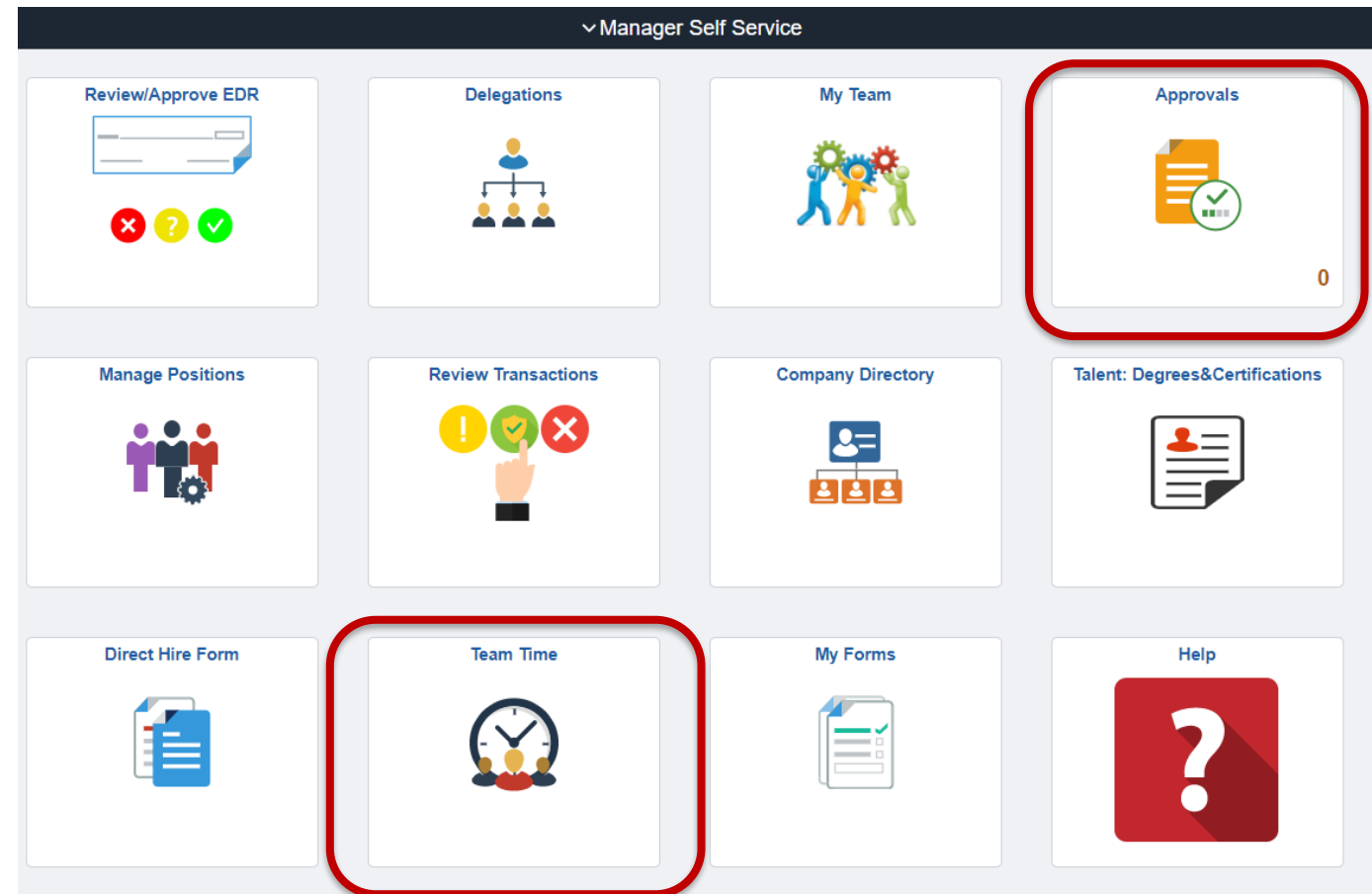
Wednesday

UNIVERSITY OF WEST GEORGIA



# APPROVING ABSENCES

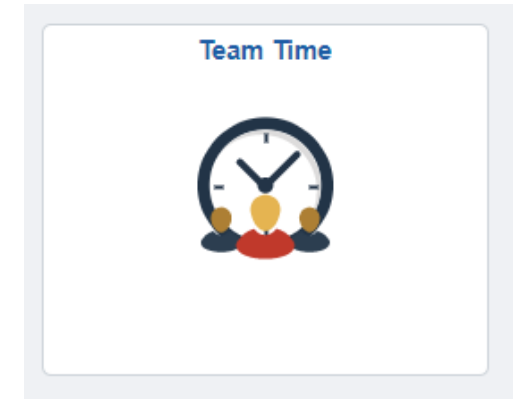
- Absences must be approved through the Absence Module
- They can no longer be approved through the timesheet
- Absences can be approved from the Team Time tile > Approve Absence Request ~or~ from the Approvals tile






# APPROVING ABSENCES FROM TEAM TIME TILE

- Absences can be Approved, Denied or Pushed Back to employee for changes



Manager Self Service Team Time 

Timesheet ▼

Payable Time

Request Absence

Cancel Absences

View Absence Requests

Absence Balances



Manage Exceptions

**Approve Absence Requests**

Assign Work Schedule

### Approve Absence Requests

Cancel Absence Requests

Absence Requests Personalize | Find | View All |   First ◀ 1 of 1 ▶ Last

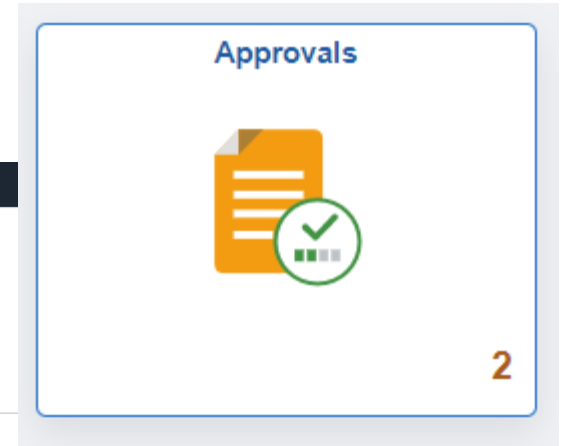
Select	Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Original Begin Date	Entry Source	Status	Void
<input type="checkbox"/>	108072	Employee Employ	0	Assoc/Asst Dir SubDiv/Unit AD	03/16/2021	03/16/2021	Vacation		8 Hours	<a href="#">View</a>	152.00 Hours	03/16/2021	Employee Absence Request	Submitted	<input type="checkbox"/>

Select All    Deselect All

Approver Comments

Approval Options

# APPROVING ABSENCES FROM APPROVALS TILE



← Manager Self Service Pending Approvals

View By Type ▾

All 1

Absence Request 1

---

**All**

<b>Absence Request</b> Employee Employ	Vacation, 8 Hours - ELIGIBLE 03/16/2021
---	--

← Pending Approvals Absence Request 🏠 🔔 ⋮ 🔄

**Employee Employ**  
Assoc/Asst Dir SubDiv/Unit AD [Approve](#) [Deny](#) [Pushback](#)

---

**Absence Details**

Absence Name	Vacation	End Date	03/16/2021
Start Date	03/16/2021	Duration	8 Hours
Original Start Date	03/16/2021	<a href="#">Check Leave Balance</a>	
Partial Days	None	<a href="#">View Forecast Details</a>	
Current Balance	152.00 Hours <a href="#">Disclaimer</a>		

---

▼ **Requester Comments**

There are no requester comments

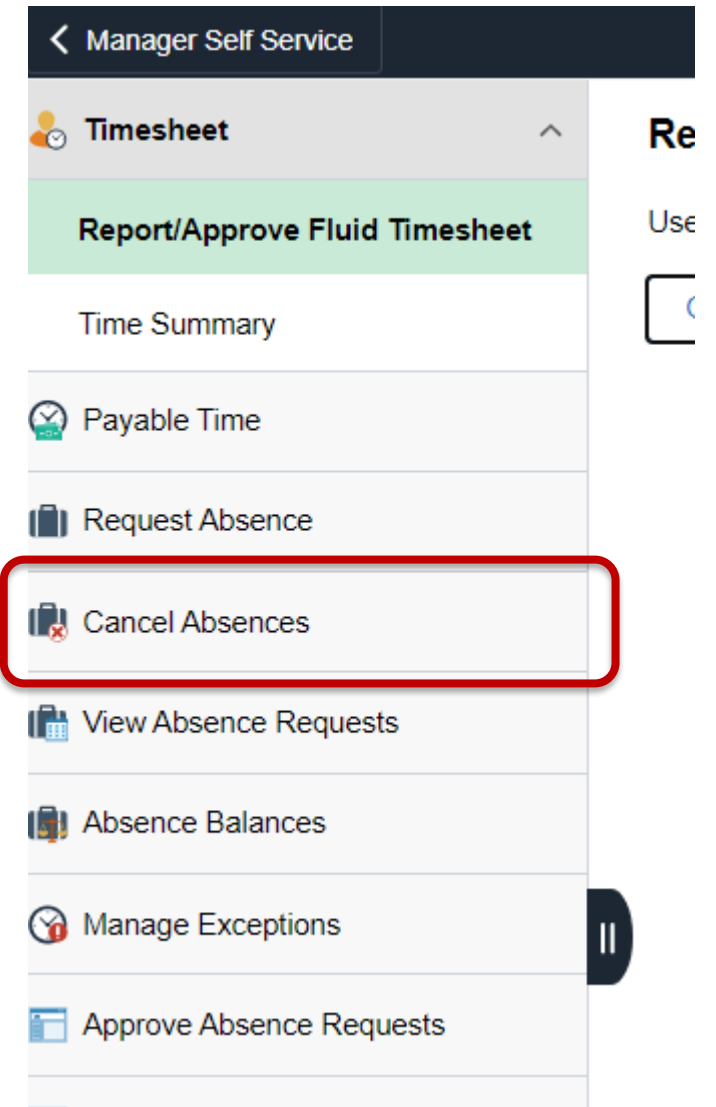
Request History >

Approver Comments

Approval Chain >

# EDITING/CANCELING AN ABSENCE

- Absences cannot be edited; they can only be canceled and resubmitted
- Absences can be canceled by the manager if needed using the menu on the Team Time tile



# MANAGING EXCEPTIONS

- Managers must review and either correct or allow exceptions
- Examples of Exceptions:
  - More than 24 hours reported
  - Long shifts
  - An absence and time reported on same day

# MANAGING EXCEPTIONS

- Exceptions can't be managed from the main page; must navigate to the actual timesheet

The screenshot displays a user interface for a time management system. At the top, there is a navigation bar with a back arrow and the text 'Time Approver' on the left, and 'Team Time' on the right. Below this is a sidebar menu on the left containing several options: 'Timesheet', 'Payable Time', 'Request Absence', 'Cancel Absences', 'View Absence Requests', 'Absence Balances', 'Manage Exceptions' (highlighted with a red box), 'Approve Absence Requests', and 'Assign Work Schedule'. The main content area shows the profile of 'Employee Employ', an Administrative Specialist/Coordinator, with a 'Return to Manage Exceptions' link and ID '0351895 - 0'. The date 'Friday, Mar 12, 2021' is displayed. Under 'Submitted Time', there are buttons for '+', 'Elapsed', and 'Punch'. Below this, a row shows '00REG - Regular' for '8.00 Hours', with a 'Total 8.00 hours' summary on the right. The 'Exceptions' section lists three items, each with a checkbox and a severity level: 'BORTL001 - Long shift exception message' (Medium), 'TLX01700 - Full Absence & Reported time' (Low), and another 'TLX01700 - Full Absence & Reported time' (Low).

< Time Approver Team Time

Timesheet Payable Time

Request Absence

Cancel Absences

View Absence Requests

Absence Balances

**Manage Exceptions**

Approve Absence Requests

Assign Work Schedule

**Employee Employ**  
Administrative Specialist/Coor  
[Return to Manage Exceptions](#)  
0351895 - 0

Friday, Mar 12, 2021

**Submitted Time**

+ Elapsed Punch

00REG - Regular 8.00 Hours Total 8.00 hours

**Exceptions**

<input type="checkbox"/>	BORTL001 - Long shift exception message	Medium
<input type="checkbox"/>	TLX01700 - Full Absence & Reported time	Low
<input type="checkbox"/>	TLX01700 - Full Absence & Reported time	Low

# MANAGING EXCEPTIONS

- Exceptions must be corrected on the timesheet

Payable Time

Request Absence

Cancel Absences

View Absence Requests

Absence Balances

Manage Exceptions

Approve Absence Requests

Assign Work Schedule

Earliest Change Date 03/21/2021

\*View By

7 March - 20 March 2021

BiWeekly Period- PS Delivered

Scheduled 80.00 | Reported 89 Hours | Combined Hours 89.00 Hours | Unapproved Time 0.00

View Legend

Submit

Week 1 of 2

Scheduled 40.00 | Reported 50.00 Hours | Unapproved Time 0.00

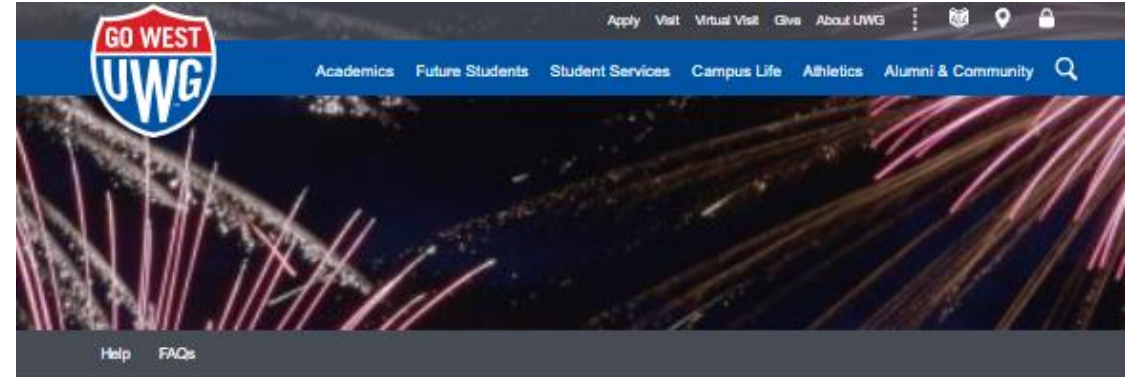
*Time Reporting Code	7-Sunday	8-Monday	9-Tuesday	10-Wednesday	11-Thursday	12-Friday	13-Saturday
Scheduled OFF Reported 0	Scheduled 8 Reported 10	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 16	Scheduled OFF Reported 0
00CIP - Call-in Pay		2.00					
00REG - Regular		8.00	8.00	8.00	8.00	8.00	
00SCK - Sick						8.00	
Comments							

# WHAT CAN YOU DO TO PREPARE?

- Communicate changes to members of your team including student employees
- Make note of system blackout period
- Conversion period is at the beginning of the second week of a biweekly payroll. It is recommended that supervisors:
  - Populate and approve the timesheet for the first week by **April 9** prior to the upgrade
  - Populate and approve the timesheet for the second week by **April 16** after the upgrade

# ADDITIONAL RESOURCES

- Additional job aids and videos can be found in the OneUSG Knowledge Base available beginning April 9
- [www.westga.edu/hr/oneusg](http://www.westga.edu/hr/oneusg)
- USG OneUSG Connect Resources tile



## OneUSG Connect

OneUSG

Home / Human Resources / OneUSG

### OneUSG Initiative

OneUSG is a system-wide initiative to develop and implement a consistent approach to policies, procedures and technology solutions that benefits all entities of the University System of Georgia (USG).

The major components of OneUSG Connect are Payroll Services, Talent Management, Human Resources Management, Time and Attendance, and Benefits Administration.

### Contact Information

For questions or support information, please visit the Help page.

[OneUSG Connect](#)

## OneUSG Resources





# QUESTIONS?

FOR SUPPORT CONTACT PAYROLL SERVICES  
[PAYROLL@WESTGA.EDU](mailto:PAYROLL@WESTGA.EDU)