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
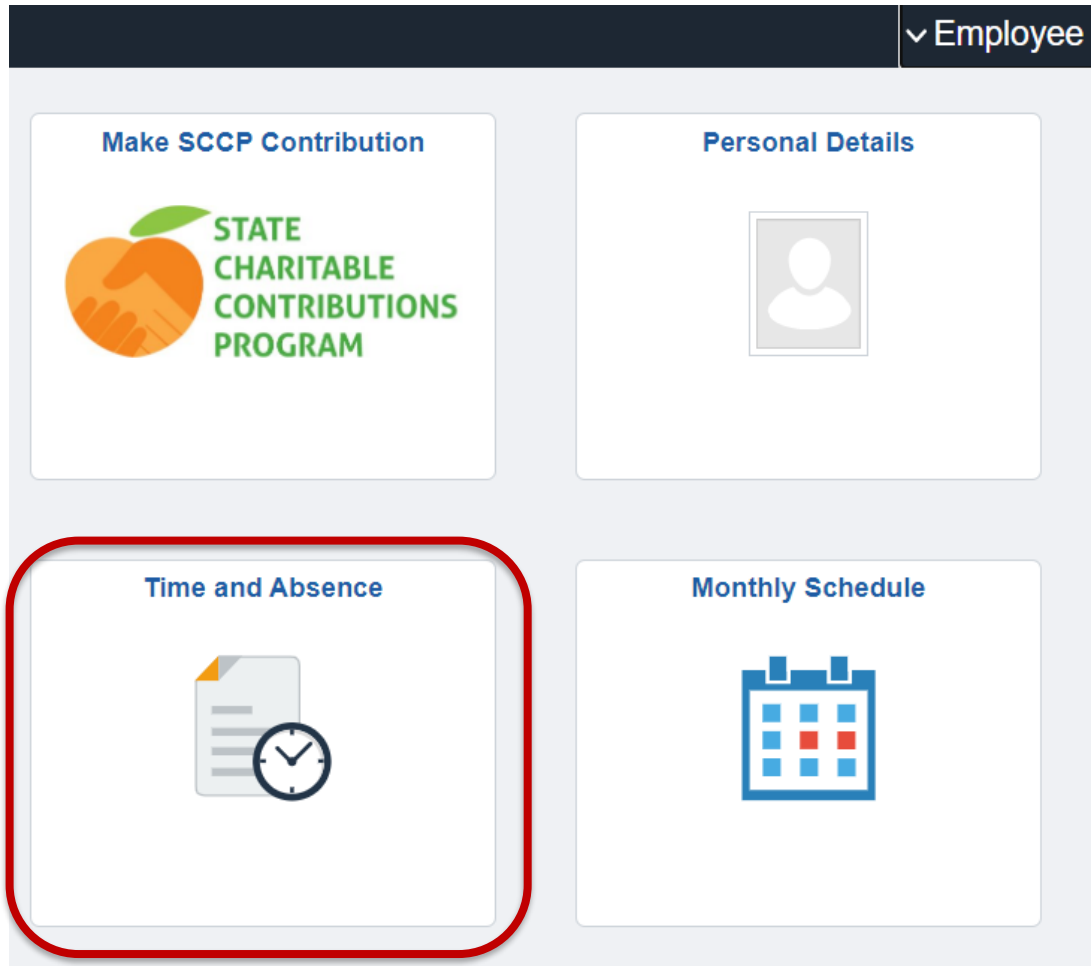- New Dashboard
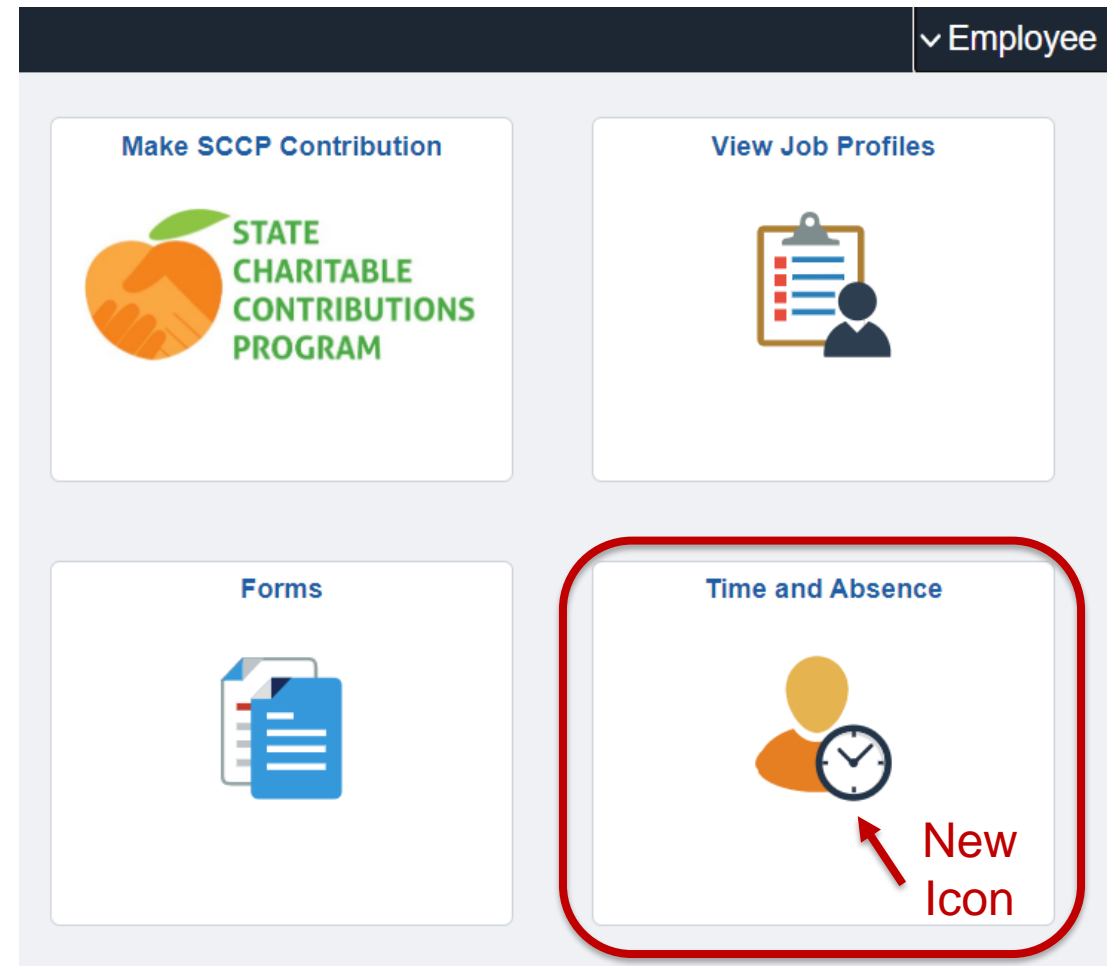- Updated Layouts

FOR EMPLOYEES

UPDATED TIME & ABSENCE TILE ICON

- Prior to Release 6.22

- After Release 6.22

TIME & ABSENCE DASHBOARD

- Prior to Release 6.22

- After Release 6.22

TIMESHEET PUNCH LAYOUT

Prior to Release 6.22

TIMESHEET PUNCH LAYOUT
After Release 6.22

ELAPSED TIMESHEET LAYOUT

Prior to Release 6.22

ELAPSED TIMESHEET LAYOUT

After Release 6.22

WEB CLOCK LAYOUT

- Prior to Release 6.22

- After Release 6.22

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

Report Time

Monday, Mar 15, 2021

02 : 58 PM

Last action: Out, 02:57 PM 03/15/21

In   ...
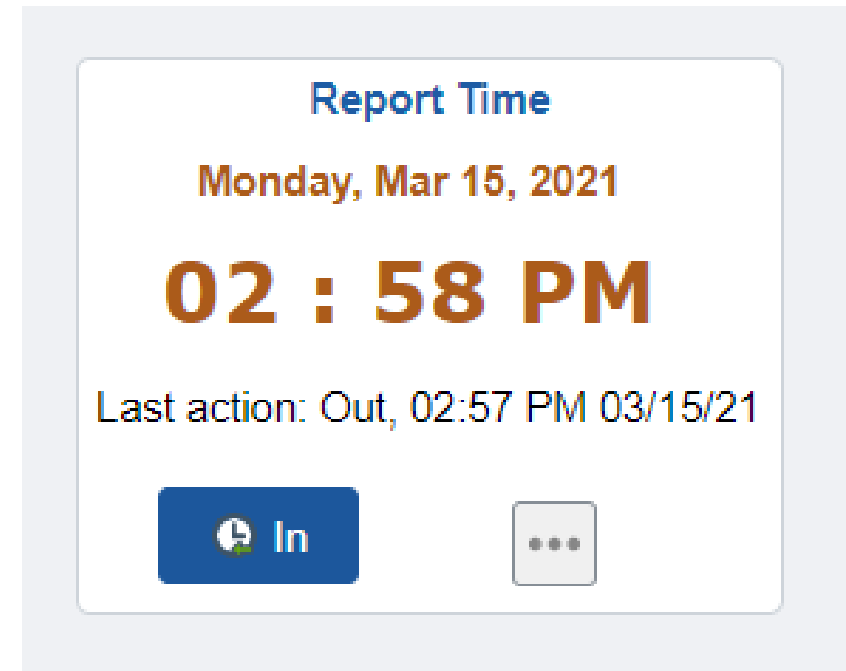
MULTIPLE JOBS ON CAMPUS

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

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.
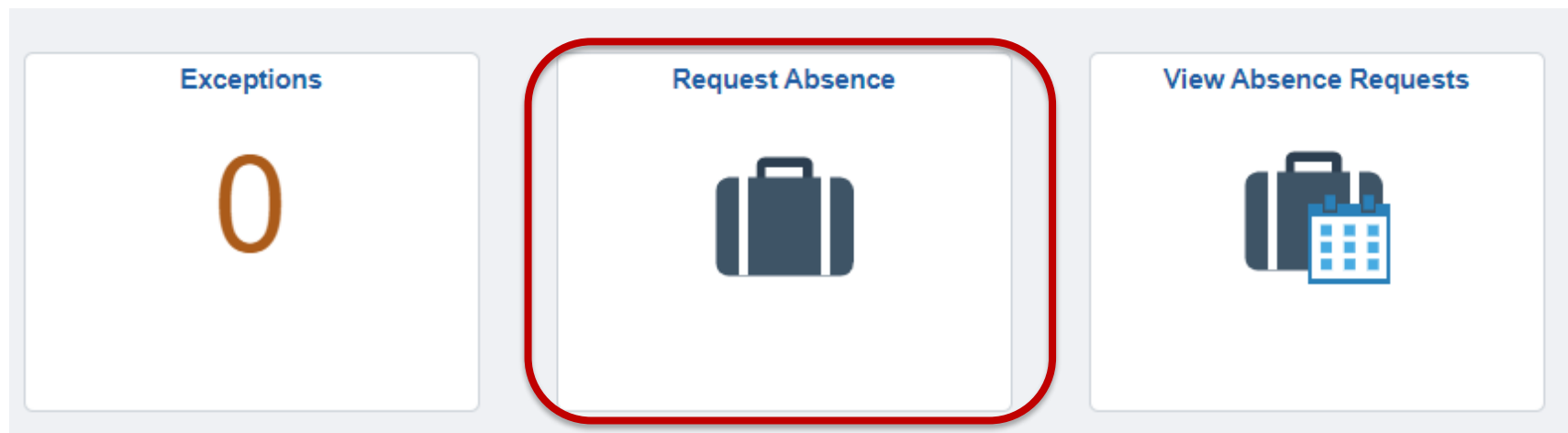
EDITING/CANCELING AN ABSENCE

- Absences cannot be edited; they can only be canceled and resubmitted
- Absences can be canceled by the employee using the Cancel Absences tile
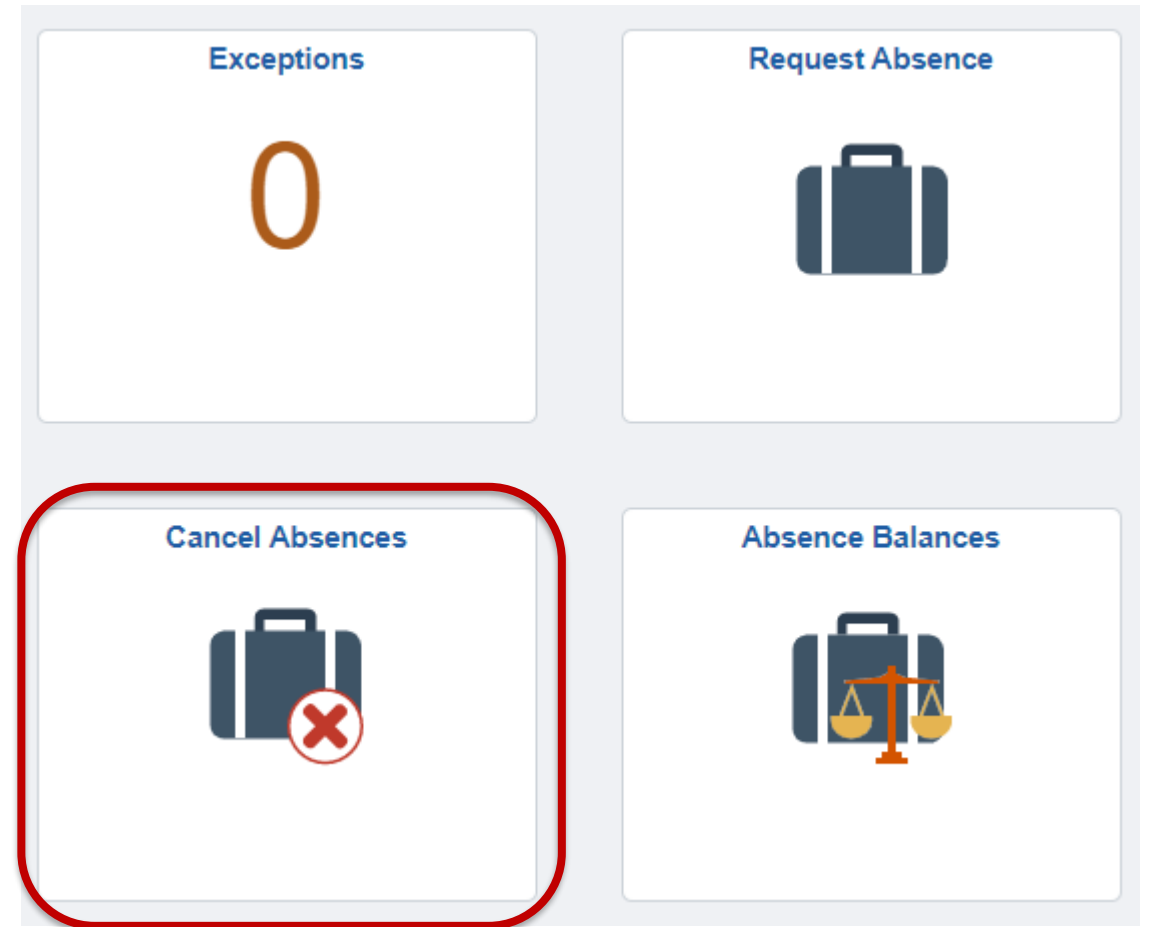
EDITING/CANCELING AN ABSENCE

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

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

FOR MANAGERS/APPROVERS

APPROVING TIMESHEETS

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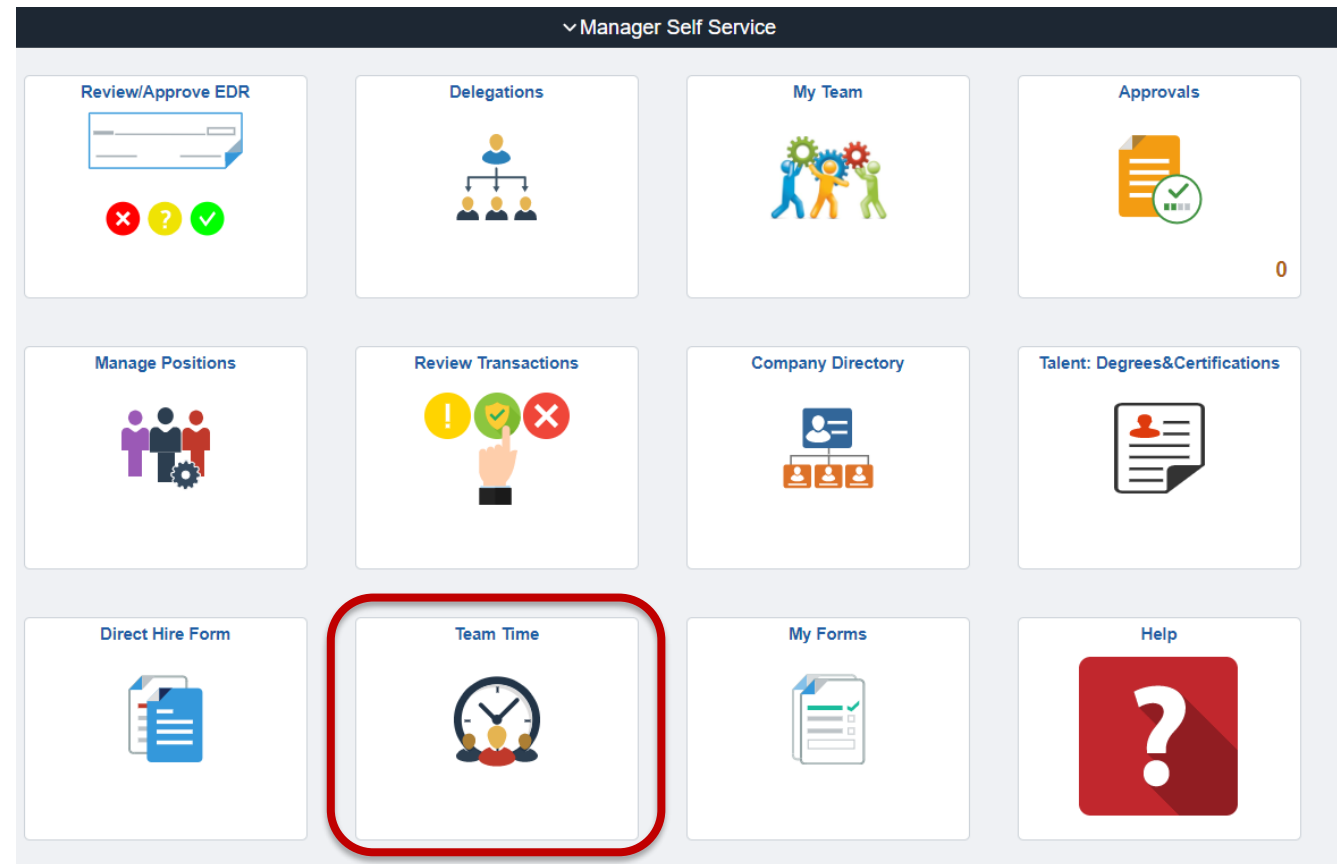
APPROVING TIMESHEETS

- 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

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

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

Must toggle between Week 1 & 2 to view each week

View Legend

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
☐	03/08/2021	Needs Approval	8.00	00REG	Regular	8.00
☐	03/09/2021	Needs Approval	8.00	00REG	Regular	8.00
☐	03/10/2021	Needs Approval	8.00	00REG	Regular	8.00

APPROVING PUNCH TIMESHEETS
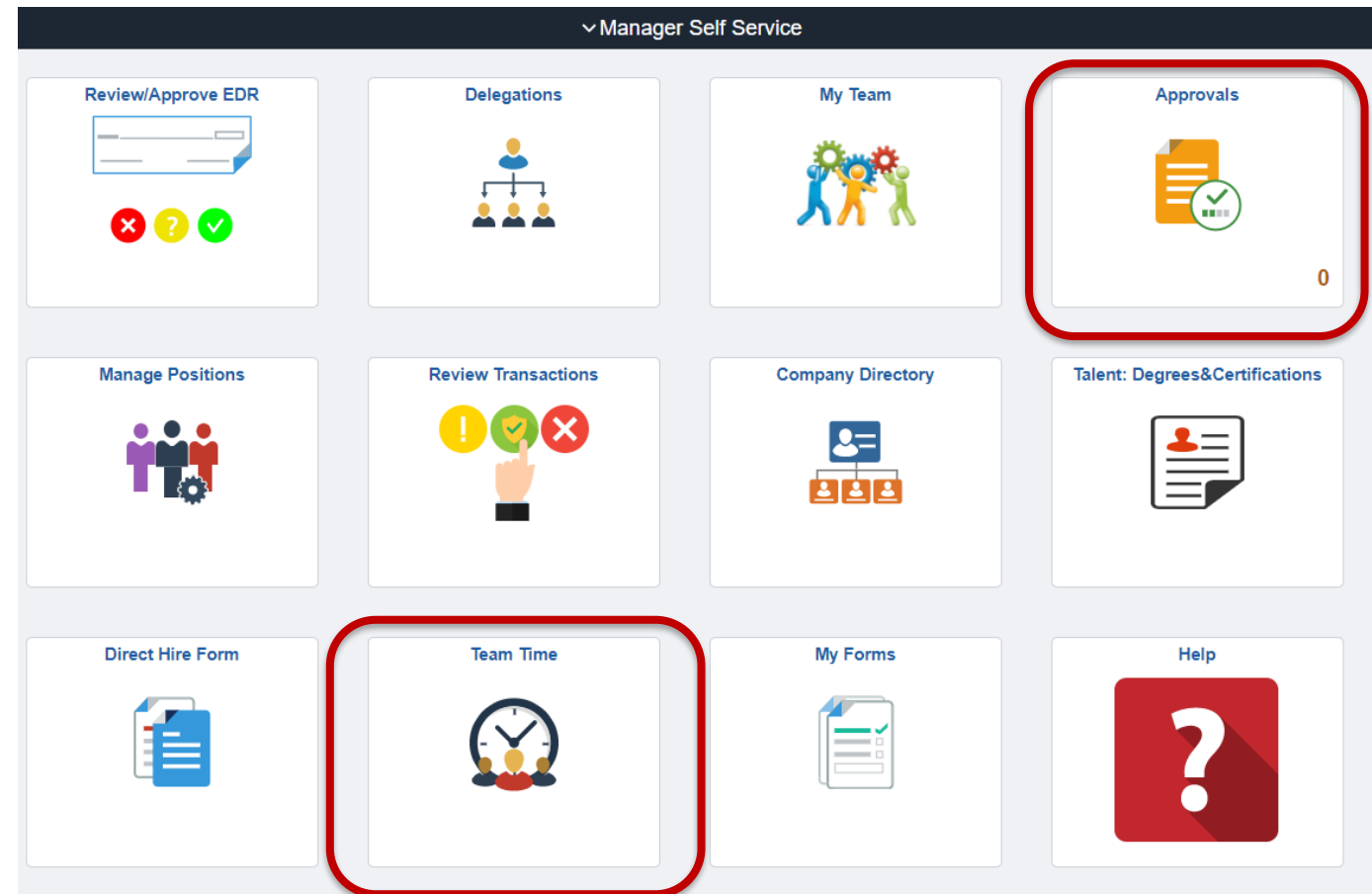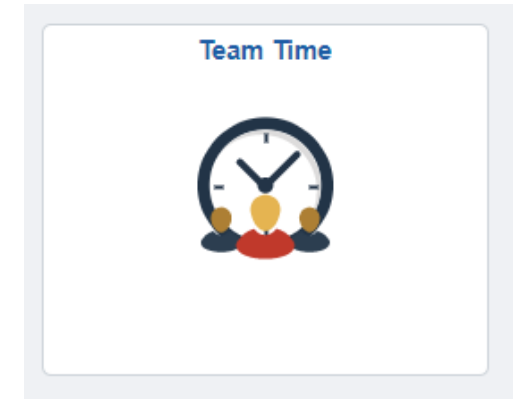
APPROVING ABSENCES

- 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

Team Time

APPROVING ABSENCES FROM APPROVALS TILE

Approvals

2
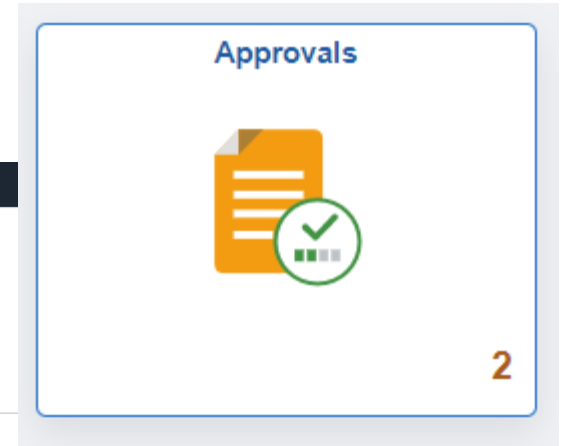
Manager Self Service   **Pending Approvals**

| View By | Type ▾ |

🌐 All   (1)

💼 Absence Request   (1)

▼ (filter)

All

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

‹ Pending Approvals   **Absence Request**   🏠 🔔 ⋮ ⊘

Employee Employ   [Approve] [Deny] [Pushback]
Assoc/Asst Dir SubDiv/Unit AD

Absence Details

Absence Name Vacation	End Date 03/16/2021
Start Date 03/16/2021	Duration 8 Hours
Original Start Date 03/16/2021	
Partial Days None	[Check Leave Balance]
Current Balance 152.00 Hours ⓘ Disclaimer	View Forecast Details

▼ **Requester Comments**

There are no requester comments
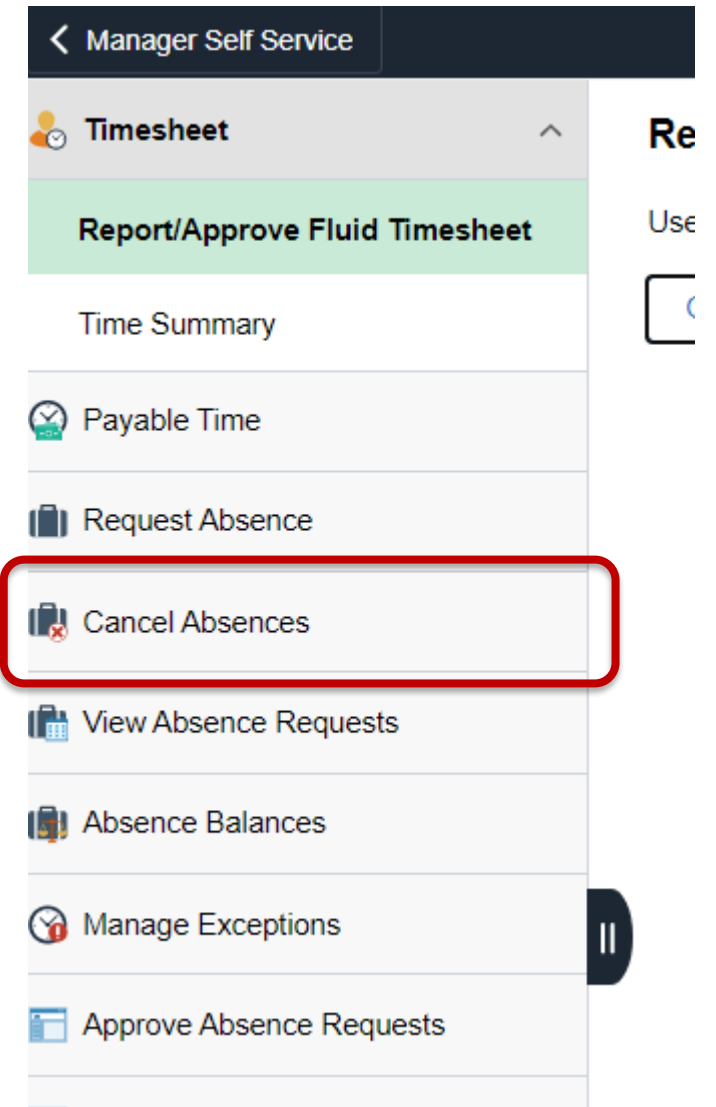
| Request History | › |

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

MANAGING EXCEPTIONS

- Exceptions must be corrected on the timesheet

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

UNIVERSITY OF WEST GEORGIA

ADDITIONAL RESOURCES

- Additional job aids and videos can be found in the OneUSG Knowledge Base available beginning April 9

- www.westga.edu/hr/oneusg

- USG OneUSG Connect Resources tile
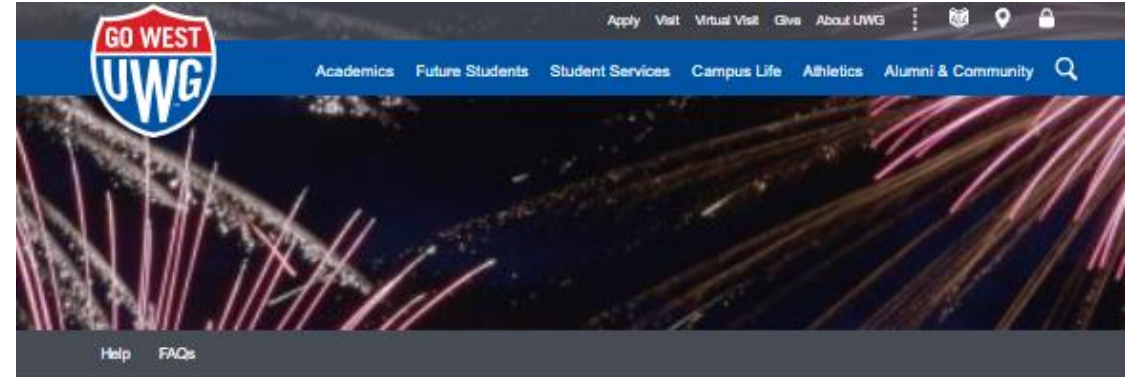
QUESTIONS?

FOR SUPPORT CONTACT PAYROLL SERVICES
PAYROLL@WESTGA.EDU