CAM-TLO05

KENNESAW STATE

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Using The Compliance Module

Introduction

This job aid describes how to use the Time & Labor (TL) Approval Compliance module in OneUSG Connect.

The TL Approval Compliance module is a post-payroll component that serves as the final 'Time Approval' process for managers/approvers who were unable to approve their employees reported time (actual hours worked) prior to the payroll processing deadline.

Any time that is not approved before the payroll deadline is automatically batch approved to ensure the following:

- ✓ Hourly employees are paid for their time worked during the pay period.
- ✓ Required ACA hours (using the ACB Time Reporting Code) for part-time faculty are approved. (While the ACA Time Reporting Code does not require approval, the ACB code does require approval (this requirement is determined at the department level)

Batch approved entries are routed into the Compliance Module within OneUSG Connect. Policy now **requires** that these compliance hours be approved.

Instructions

- > Log into **OneUSG Connect**.
- > Navigate to the Compliance Module, using one of 3 access options now available.
 - Approvers with 'Manager Self Service (MSS)' roles (as pictured below) can select from any option but now have access to the compliance module using two different methods via the tiles on their MSS landing page.
 - Approvers with no 'Manager Self Service (MSS)' role will need to choose access option 3.

	Menu 👻 Search in M	enu
Manager Self Service 🔻		
Review/Approve EDR	Delegations	My Team
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Compliance Module Access Option 1 (for approvers with Manager Self Service role):

• Manager Self Service > TL Approval Compliance tile



Compliance Module Access Option 2 (for approvers with Manager Self Service role):

• Manager Self Service > Team Time tile > TL Approval Compliance Data

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Review/Approve EDR	Delegations	My Team	Approvals	📍 Timesheet 🗸 🗸	Approve Reported Time				
		1000			Approve Time for Time	Reporters			
	* 5 *	2000 C		🖓 Payable Time	🙀 Payable Time 🔍 Employee Selection				
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Team Time	Team Performance	Open Jobs	Create Job Opening		Department	[]q			
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	7 In Progress Documents	0		TL Approval Compliance Data					

Compliance Module Access Option 3 (for approvers who do not have the Manager Self Service role. This option can also be accessed by approvers with Manager Self Service role):

Nav Bar icon (upper right corner of the OneUSG home page) > Menu

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Employee Self Service -				<	NavBar 🔇
Make SCCP Contribution	Degrees & Certificates	Co	ompany Dire	ctory	() Recently Visite
CHARITABLE CONTRIBUTIONS PROGRAM	2)	Pavorites
Eoms	Time and Absence		Payroll		 Menu

 Select BOR Customizations > TL Approval Compliance Data (Core Users and some other higher level positions may need to select BOR Customizations > Time and Labor > TL Approval Compliance Data)

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> Select the **Get Employees** button to retrieve all employees needing approval.

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Approve Reporte Approve Time	ed Time e for Time Re	porters	10				0	
Temployee Se	lection							
Employee Selec	tion Criteria			Get Employee	15			
Selection Criterion		Selection Criterion Value		Clear Criteria				
Time Reporter Grou	up .	Q		Save Criteria				
Employee ID		9			-			
Empl Record	Note: So	ome approvers and practitioners ma	y need to	select				
Last Name	the Time	the Time Reporter Group lookup (to select their Time Reporter						
First Name	Group II	Group ID number) prior to selecting Get Employees.						
Company			1				_	

Select displayed employees. You will need to select one employee at a time and then return to the next employee on the list until all approvals have been completed.

Company			I				
North Amer	ican Pay Group			a			
Workgroup				a			
		-					
Employee Time Sum	mary Demographics	(2) s (TTT))	Personalize	Find	View All (2)	First (1-8)	of 61 🕑 Last
Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Time	Hours Worked
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		it with	4029914	0	Student Assistant	492.900050	0.00000
	Click on the	e last name to select	06	1	Student Assistant	152.616710	0.00000
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Review the employees' time needing approval. Mark the hours (either by choosing 'Select All' or by selecting individual lines) as 'Approve' if they are accurate or 'Corrected TS' to show hours were reported incorrectly and subsequently corrected on the employee's timesheet as a prior period adjustment.

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Арр	rove Repo	rted Time										
	Employee	Name			Employ	Employee ID 4015	342					
Г	Select All	Deselect All			Pay Peri	od End Date	~	Appro	ve Correct	ed TS		
Ap	proval Details						Pe	rsonalize Find	View 100 🕼 🔣	First (§	1-10 of 118	Last
	Empl ID	Empl Record	Date	Sequence Number	Time Reporting Code	Compliance Approval Status	Punch Begin	Punch End	Quantity	Type	Pay Period F	End Date
0	1 4015342		1 07/05/2022	5		Needs Approval	10:46 AM	01:02 PM	2.266670		07/09/202	2 1
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	3 4015342		1 07/06/2022	3		Needs Approval	03:58 PM	06:07 PM	2.166670		07/09/202	2 8
	4 4015342		1 07/07/2022	1		Needs Approval	10:47 AM	01:01 PM	2.233330		07/09/202	2 🖪
m	E 4046349		1 07/20/2022			Maarle Americal	A3-61 DM	AL-04 DM	2 433330		ATASAAA	-

Confirm approval by selecting Yes

Message	
Are you sure you	want to submit this Approval? (0,0)
Yes	No

When all lines have been completed for this employee, please select Return to Approval Summary which will take you back to any remaining employees that need approval.

App	roval Details							Personalize	Find View All 🔄 🔣	First	🚯 1 of 1 🛞 Last
	Empl ID	Empl Record	Date	Sequence Number	Time Reporting Code	Compliance Approval Status	Punch Begin	Punch End	Quantity	Туре	Pay Period End Date
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Repeat the process for each employee until all employees have been approved. You will see a notification when there are no other employees remaining.

C TL Compliance Approval Data		TL Approval	Compliance Data
Approve Reported Time Approve Time for Time Rep	orters		
Employee Selection			
Employee Selection Criteria			Get Employees
Description	Time Reporter Group		Clear Criteria
Time Reporter Group		٩	Save Criteria
Employee ID		٩	
Empl Record		٩	
Last Name		٩	
First Name		٩	
Job Code		٩	
Department		٩	
Company		٩	
There were no employees found based u	pon your selection criteria.		



Since OneUSG institutions are now required to complete all approval processes, please ensure that you review and approve your employee's time in the Compliance Module regularly.