Job Aide – Adding an Absence to the Employee’s Time Card

1. Access the OneUSG Connect Application
2. From “Manager Self Service”
   a. Select the “Team Time” tile
   b. Click the “Report/Approve Time” link
      i. Enter the Last Name, Employee ID --- or
      ii. Click on Magnifying Glass next to Time Reporter Group and select your name
      iii. Click “Get Employees”
   c. Click on the Last Name of the Employee to enter the absence
   d. Click on the “Absence” tab on the bottom section
   e. Click on the “Add Absence Event” button
      i. In the “Start Date” field either use the calendar icon to select the date or enter the start date of the absence
      ii. In the “End Date” field review the default ending date and make any needed adjustments
      iii. Click the “Absence Name” list and select the type of Absence.
      iv. Click the “Details” link
      v. Here you can enter either a Full Day or a Partial Day absence
         1. The system defaults to a full day
         2. To enter a partial day absence, click on the drop down next to the “Partial Days” field
         3. Select the desired value from the listing:
            a. **All Days** – applies the absence hours (duration) to all days in the absence date range
            b. **End Day Only** – applies the hours (duration) to the last day (End Date) of the absence date range
            c. **None** - bypasses partial day functionality
            d. **Start Day Only** – applies the absence hours (duration) to the first day (Start Date) of the absence date range
e. **Start and End Days** – applies the absence hours (duration) to the first and last day of the absence date range

4. The system updates the page display to reflect the Hours fields for each day of the “Partial” absence.
5. Populate the “Start Day Hours” field
6. Click on “Calculate Duration”
7. Click the “OK” button to close the Details Page
8. Click “Submit” on the Times Sheet Page
9. You can now the select the absence event and then click the “Approve” button to approve the absence.