

Common Action Memo

CAM-TL005

August 3, 2023



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.

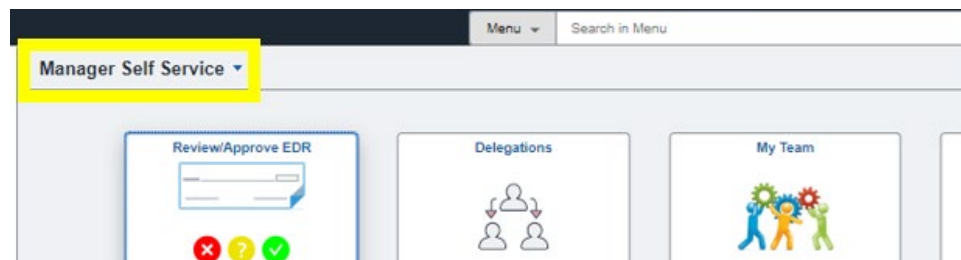
Any time that is not approved before the payroll deadline is automatically batch approved to ensure the following:

- ✓ 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.



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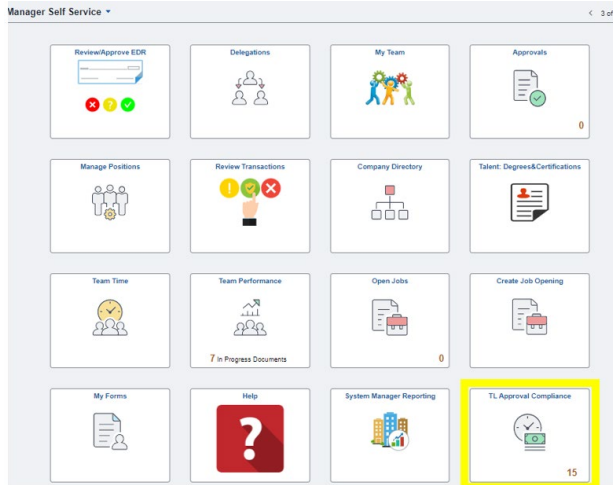
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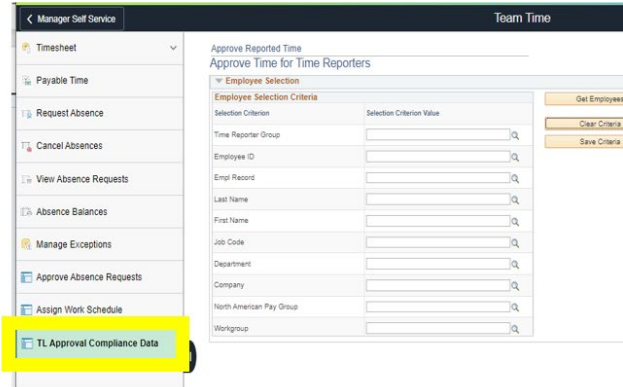
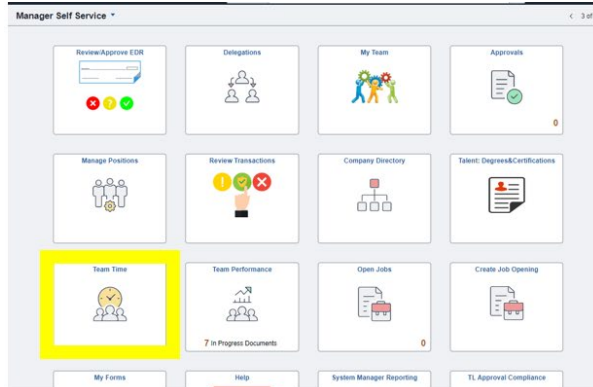
Compliance Module Access Option 1 (for approvers with Manager Self Service role):

- Manager Self Service > TL Approval Compliance tile



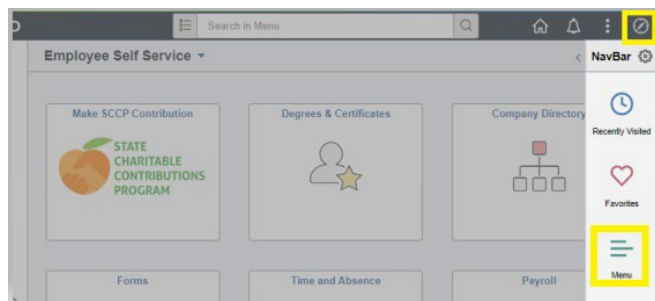
Compliance Module Access Option 2 (for approvers with Manager Self Service role):

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



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



- 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.

The screenshot shows the 'Employee Selection' section of the 'TL Approval Compliance Data' system. The 'Get Employees' button is highlighted with a yellow box. A red arrow points to the 'Time Reporter Group' lookup field. A red-bordered box contains the following text:

Note: Some approvers and practitioners may need to select the Time Reporter Group lookup (to select their Time Reporter Group ID number) prior to selecting Get Employees.

- 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.

The screenshot shows the 'Employees For' table in the system. The table has columns for 'Select', 'Last Name', 'First Name', 'Employee ID', 'Empl Record', 'Job Title', 'Reported Time', and 'Hours Worked'. A red-bordered box contains the following text:

Click on the last name to select employee.
(Do not click on the Select box)

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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.

Empl ID	Empl Record	Date	Sequence Number	Time Reporting Code	Compliance Approval Status	Punch Begin	Punch End	Quantity	Type	Pay Period End Date
<input type="checkbox"/>	1 4015342	1 07/05/2022	5		Needs Approval	10:46 AM	01:02 PM	2.266670		07/09/2022
<input type="checkbox"/>	2 4015342	1 07/05/2022	7		Needs Approval	02:50 PM	06:03 PM	3.216670		07/09/2022
<input type="checkbox"/>	3 4015342	1 07/06/2022	3		Needs Approval	03:58 PM	06:07 PM	2.166670		07/09/2022
<input type="checkbox"/>	4 4015342	1 07/07/2022	1		Needs Approval	10:47 AM	01:01 PM	2.233330		07/09/2022
<input type="checkbox"/>	5 4015342	1 07/06/2022	1		Needs Approval	05:43 PM	06:01 PM	1.133330		07/09/2022

Confirm approval by selecting **Yes**

Message

Are you sure you want to submit this Approval? (0,0)

- 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.

Empl ID	Empl Record	Date	Sequence Number	Time Reporting Code	Compliance Approval Status	Punch Begin	Punch End	Quantity	Type	Pay Period End Date
<input type="checkbox"/>	0				Needs Approval			0.000000		

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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.

A screenshot of a web application interface for 'TL Approval Compliance Data'. The interface has a dark header with a back arrow and the text '< TL Compliance Approval Data' on the left, and 'TL Approval Compliance Data' on the right. Below the header, there are two links: 'Approve Reported Time' and 'Approve Time for Time Reporters'. A dropdown menu is open, showing 'Employee Selection'. Under this menu, there is a section titled 'Employee Selection Criteria' which contains a table with two columns: 'Description' and 'Time Reporter Group'. The table has several rows with input fields and search icons: 'Time Reporter Group', 'Employee ID', 'Empl Record', 'Last Name', 'First Name', 'Job Code', 'Department', and 'Company'. To the right of the table are three buttons: 'Get Employees', 'Clear Criteria', and 'Save Criteria'. At the bottom of the form, a yellow message box states: 'There were no employees found based upon 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.