

Upcoming OneUSG Connect Time and Absence Changes

Release 6.22 – Effective April 10, 2021



- Updated Time and Absence Dashboard
- Updated Timesheet Page Layout
- Updated Absence Request Page Layout
- New Absence Attachment Functionality
- Updated Approvals Menu

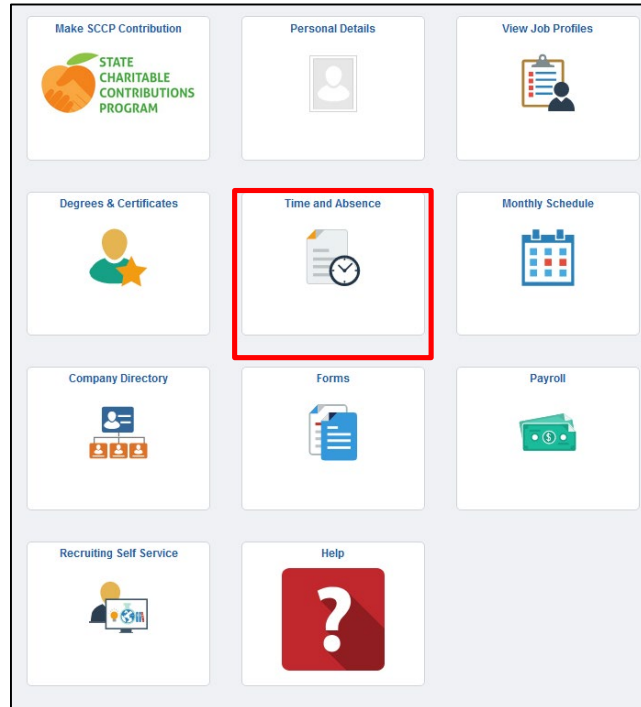


For Employees

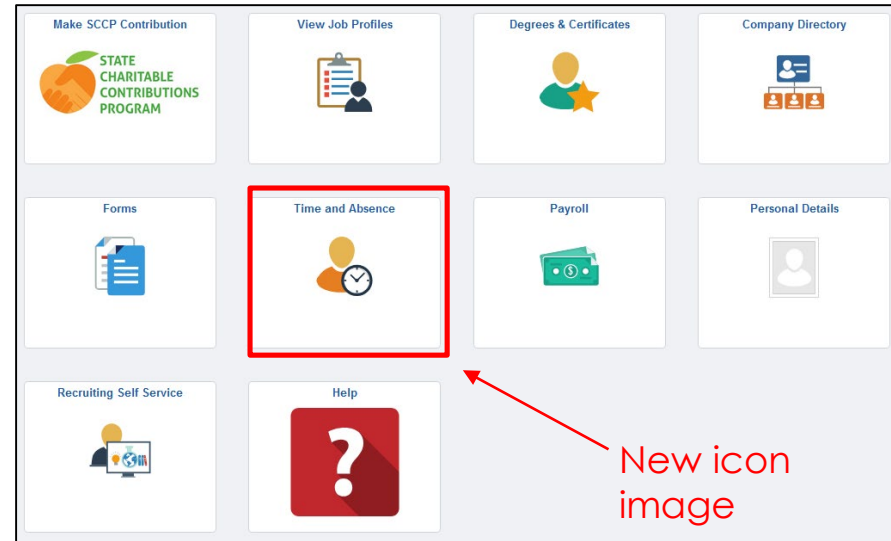


Updated Time and Absence Tile Icon

Prior to Release 6.22













After Release 6.22








New Time and Absence Dashboard

Prior to Release 6.22

 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 Summary 03/07/21 - 03/20/21 No Time Reported	Weekly Timesheet 03/07/21 - 03/20/21 ● Reported 0.00 ● Scheduled 80.00	
Payable Time Last Pay Period 02/21/21 - 03/06/21 Total Hours 0 Hours Estimated Gross 0	Weekly Timesheet - Fluid 03/07/21 - 03/13/21 ● Reported 0.00 ● Scheduled 40.00	
View Absence Requests 	Exceptions 0	Request Absence 
Cancel Absences 	Extended Absence Request 	Absence Balances 

Punch Timesheet Layout

Prior to Release 6.22

Timesheet

Employee ID
Empf Record g
Earliest Change Date: 01/24/2021

Actions

Select Another Timesheet

View By: Previous Week Next Week

Date: Total Reported Hours: 41.75
Reported Hours: 41.75 Print Timesheet Elapsed Timesheet

From 01/24/2021 to 01/30/2021

Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Date
<input type="radio"/>	Sun	1/24	Approved	4:00:00PM			4:20:00PM	0:20	00TYM - Teleworking Non-Exempt		1/24
<input type="radio"/>	Mon	1/25	Approved	8:00:00AM	8:15:00PM	2:00:00PM	5:00:00PM	8:25	00TYM - Teleworking Non-Exempt		1/25
<input type="radio"/>	Tue	1/26	Needs Approval	7:00:00AM	1:30:00PM	2:30:00PM	5:00:00PM	9:00			1/26
<input type="radio"/>	Wed	1/27	Needs Approval	8:00:00AM	1:30:00PM	2:30:00PM	5:00:00PM	8:00			1/27
<input type="radio"/>	Thu	1/28	Approved	8:00:00AM	1:05:00PM	2:00:00PM	5:10:00PM	8:10	00TYM - Teleworking Non-Exempt		1/28
<input type="radio"/>	Fri	1/29	Approved	8:00:00AM	1:00:00PM	2:00:00PM	5:00:00PM	8:00	00TYM - Teleworking Non-Exempt		1/29
<input type="radio"/>	Sat	1/30	New								1/30

Submit Clear

Summary Absence Exceptions Exempt Time

Reported Time Summary

Category	Total	Sun 1/24	Mon 1/25	Tue 1/26	Wed 1/27	Thu 1/28	Fri 1/29	Sat 1/30
Hours Worked	24.75	0:20	8:25			8:10	8:00	
Total Reported Hours	41.75	0:33	8:25	9:00	8:00	8:10	8:00	
Time with no Category	17.00			9:00	8:00			

Punch Timesheet Layout

After Release 6.22

21 February - 6 March 2021
BiWeekly Period: PS Delivered
Scheduled 80.00 | Reported 0.00 Hours | Combined Hours 0.00 Hours

[View Legend](#)

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
21 Sunday Feb Reported 0.00 /Scheduled OFF	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
22 Monday Feb Reported 0.00 /Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
23 Tuesday Feb Reported 0.00 /Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
24 Wednesday Feb Reported 0.00 /Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
25 Thursday Feb Reported 0.00 /Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
26 Friday Feb Reported 0.00 /Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Elapsed Timesheet Layout

Prior to Release 6.22

Timesheet

Employee ID [REDACTED]
Empl Record 1

Actions ▼ Earliest Change Date 03/07/2021

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 02/28/2021 📅 🔄 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 | 1-3 of 3 | 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
+ - 00TVH - Teleworking Non-Exempt		8.00	6.00	4.00	8.00	6.00		32.0
+ 00SCK - Sick			2.00			2.00		4.0
+ 00VAC - Vacation				4.00				4.0

Submit

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	00TVH Teleworking Non-Exempt	🗨
03/02/2021	Approved	2.00	00SCK Sick	
03/02/2021	Approved	6.00	00TVH Teleworking Non-Exempt	🗨
03/03/2021	Approved	4.00	00TVH Teleworking Non-Exempt	🗨
03/03/2021	Approved	4.00	00VAC Vacation	
03/04/2021	Approved	8.00	00TVH Teleworking Non-Exempt	🗨
03/05/2021	Approved	2.00	00SCK Sick	
03/05/2021	Approved	6.00	00TVH Teleworking Non-Exempt	🗨

Request Absence
Self Service
Time Reporting



Elapsed Timesheet Layout

After Release 6.22

◀ 21 February - 6 March 2021 ▶
BiWeekly Period- PS Delivered
Scheduled 80.00 | Reported 0 Hours | Combined Hours 0.00 Hours

[View Legend](#) Submit

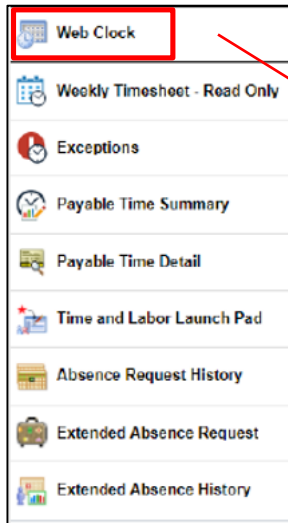
◀ Week 2 of 2 ▶
Scheduled 40.00 | Reported 0.00 Hours

*Time Reporting Code / Time Details	28-Sunday	1-Monday	2-Tuesday	3-Wednesday	4-Thursday	5-Friday	6-Saturday
	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Comments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

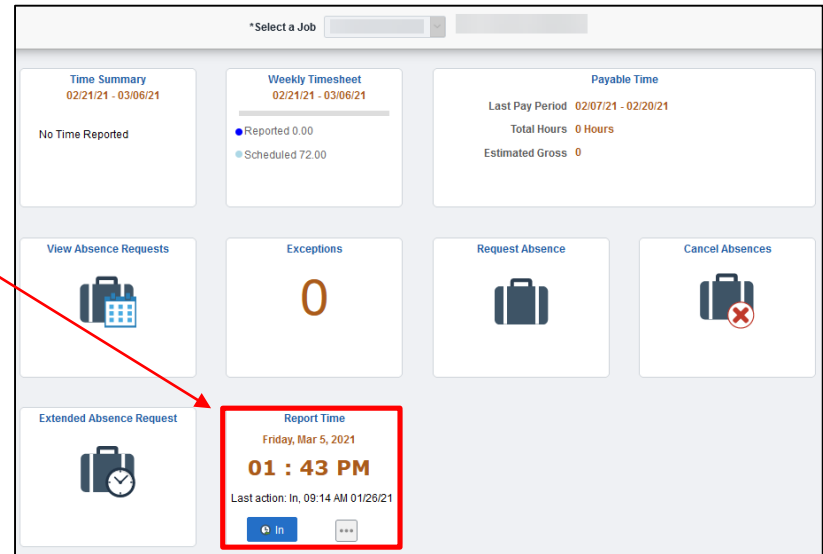
+ -

Web Clock Homepage

Prior to Release 6.22



After Release 6.22



Added Absence Attachment Functionality

Prior to Release 6.22

Absence Type: Vacation

*Absence Name: Vacation

*Start Date: 03/05/2021

End Date:

Original Start Date:

Duration: 8.00 Hours

Partial Days: None

[Check Leave Balance](#)

Comments:

Balance Information

As Of 02/20/2021

[View Balances](#)

[View Requests](#)

After Release 6.22

Absence Type: All

*Absence Name: Sick Leave

*Start Date: 01/11/2021

End Date:

Original Start Date:

Duration: 8.00 Hours

Partial Days: None

[Check Leave Balance](#)

Comments:

Attachments

You have not added any Attachments.

[Add Attachment](#)

Balance Information

As Of 10/21/2020 437.00 Hours**

[View Balances](#)

[View Requests](#)

Updated Extended Absence Request Pages

Prior to Release 6.22

Request Extended Absence

HR Coordinator

To create your request, complete the information in the Extended Absence Request Details section and select save for later or submit the request for approval. Additional information may be managed or viewed at a later time.

Extended Absence Request Details

*Start Date

*Expected Return Date

Actual Return Date

Absence Type

*Absence Name

Absence Requests

Absence Request [Personalize](#) [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

Absence Requests	Status	Start Date	End Date	Duration	Source

Requestor Comments

Go To [View Extended Absence Request History](#) [View Absence Balances](#)

Updated Extended Absence Request Pages

After Release 6.22

Absence Name EA - FMLA Continuous/Intermitt
Absence Type FMLA
Status New


Next >


1 Absence Information
Visited


2 Attachments and Notes
Not Started

3 Review and Submit
Not Started

Step 1 of 3: Absence Information

*Start Date 03/01/2021 

*Expected Return Date 03/31/2021 

Actual Return Date 

Comments

Save

Updated Extended Absence Request Pages

After Release 6.22

Absence Name EA - FMLA Continuous/Intermitt
Absence Type FMLA
Status New

< Previous Next >

1 Absence Information Visited

2 Attachments and Notes Visited

3 Review and Submit Not Started

Step 2 of 3: Attachments and Notes

Attachments and Notes

Add Attachment

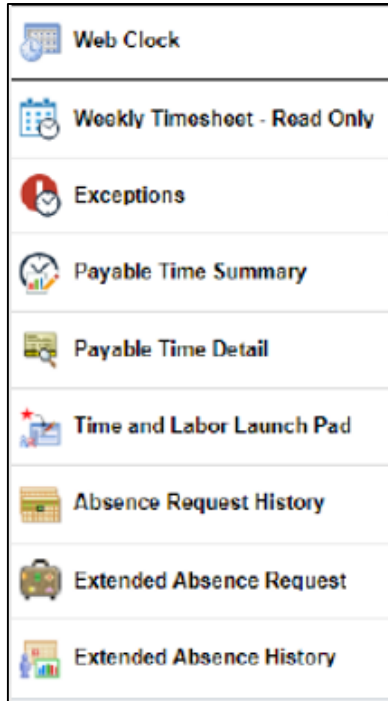
Attachments	Description	Attached By	Attached	Status	
PDF_Test_AttachmentL.pdf		Tia Stegall	02/11/21 11:36:02 AM	Active	

1 row

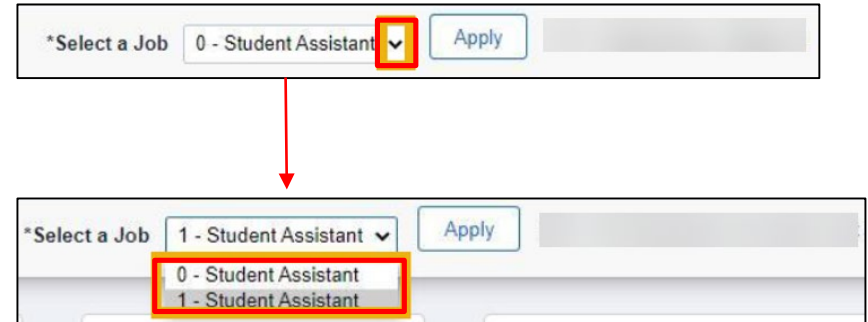
Save

Multiple Jobs on Campus

Prior to Release 6.22



After Release 6.22



Multiple Jobs on Campus

Prior to Release 6.22

Web Clock

Employee ID: 3585949

Student Assistant | Employment Record

Your Last Recorded Punch
Out at: 12:20:42PM

Enter Punch | Punch Type | Time Zone

Time Reporting Elements

View Holiday Schedule

Look Up Employment Record

Search by: Emp Record

Look Up | Cancel | Advanced Lookup

Search Results

View 100 | First | 1 of 2 | Last

Emp Record	Task Profile ID	Task Description	Job Code	Job Description	Department	Department Descr
0	(blank)	(blank)	000X01	Student Assistant 150	Engineering	College of
1	(blank)	(blank)	000X01	Student Assistant 295	E/I-2-Enterprise	Innovation Inst

After Release 6.22

Select a Job | 1 - Misc-Tech Temp

Time Summary
02/21/21 - 03/06/21
No Time Reported

Weekly Timesheet
02/21/21 - 03/06/21
Reported 0.00
Scheduled 72.00

Payable Time
Last Pay Period: 02/07/21 - 02/20/21
Total Hours: 0 Hours
Estimated Gross: 0

View Absence Requests

Exceptions
0

Request Absence

Cancel Absences

Extended Absence Request

Report Time
Friday, Mar 5, 2021
02 : 17 PM
Last action: In, 09:14 AM 01/26/21

For Managers/Approvers



Updated Manager Self-Service Homepage

Prior to Release 6.22

Review/Approve EDR

Delegations

My Team

Manage Positions

Approvals

Review Transactions

Team Time

Company Directory

Talent: Degrees&Certifications

Direct Hire Form

Open Jobs

Create Job Opening

My Forms

Help

System Manager Reporting

After Release 6.22

Review/Approve EDR

Delegations

My Team

Manage Positions

Approvals

Review Transactions

Company Directory

Talent: Degrees&Certifications

Direct Hire Form

Team Time

Open Jobs

Create Job Opening

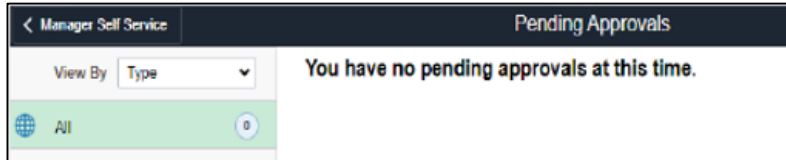
My Forms

Help

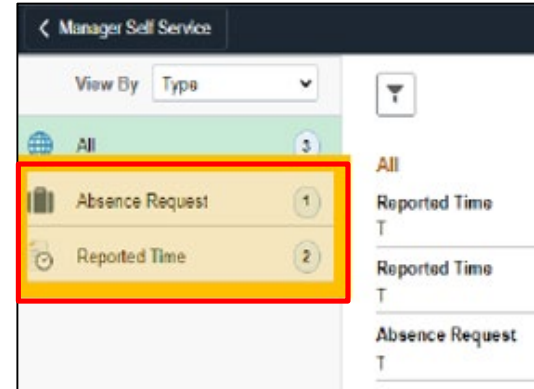
System Manager Reporting

Approvals Menu

Prior to Release 6.22

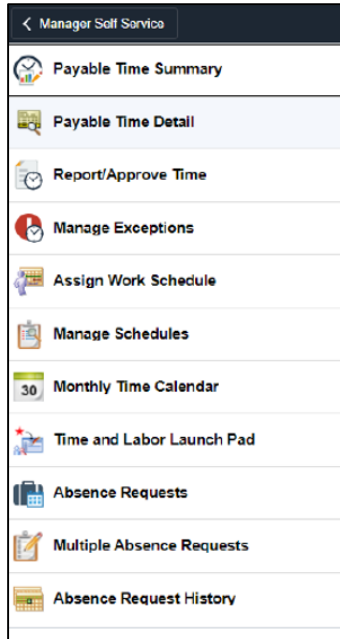


After Release 6.22

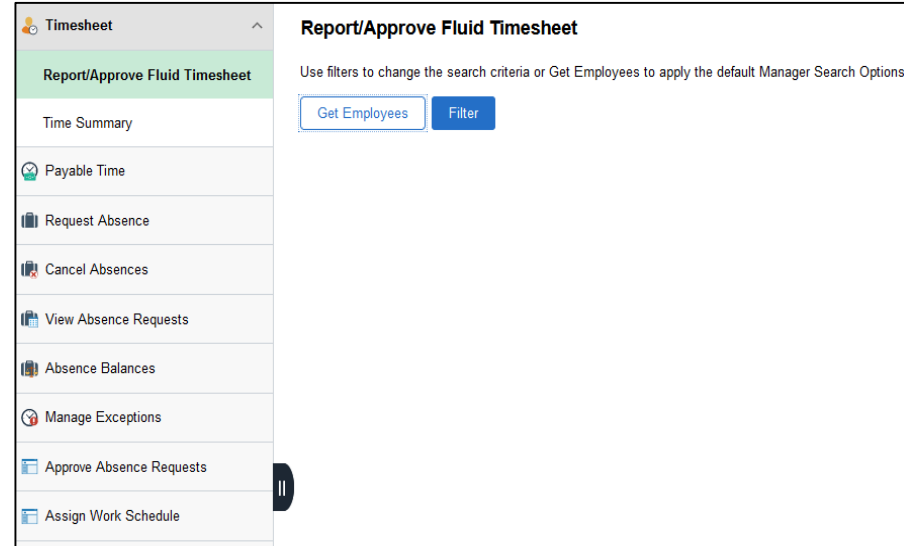


Updated Team Time Tile

Prior to Release 6.22



After Release 6.22



Updated Team Time Tile > Report/Approve Time

Prior to Release 6.22

Report Time

Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion Selection-Criteria Value

Get Employees

Clear Criteria

Save Criteria

Time Reporter Group

Employee ID

Empl Record

Last Name

First Name

Company

North American Pay Group

Workgroup

Change View

*View By (Week)

Show Schedule Information

Date (03/02/2021)

Previous Week

Next Week

Employees For Christy Todd, Totals From 03/02/2021 - 03/13/2021

Time Summary

Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Hours Desired Hours	Earliest Change Date	Job Code	Department	Workgroup ID	Taskgroup ID	Business
Last Name			0		0.000000	0.000000	0.000000			0.000000	0.000000						

Approve Reported Time

Approve Absence

After Release 6.22

Timesheet

Report/Approve Fluid Timesheet

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

Get Employees

Filter

Time Summary

Payable Time

Request Absence

Cancel Absences

View Absence Requests

Absence Balances

Manage Exceptions

Approve Absence Requests

Assign Work Schedule

Filters

Cancel

Done

Time Reporter Group

Employee ID

Empl Record

Last Name

First Name

Company

North American Pay Group

Workgroup

Reset