Upcoming OneUSG Connect Time and Absence Changes

Release 6.22 – Effective April 10, 2021
Overview

• 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 icon image
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

- Payable Time
  - Last Pay Period: 02/21/21 - 03/31/21
  - Total Hours: 6 Hours
  - Estimated Gross: 0
- Weekly Timesheet
  - 03/07/21 - 03/26/21
  - No Time Reported
  - Reported: 0:00
  - Scheduled: 0:00

- View Absence Requests
- Exceptions
- Request Absence
- Absence Balances
- Extended Absence Request
- Cancel Absences
- Absence Balances
Punch Timesheet Layout

Prior to Release 6.22
# Punch Timesheet Layout

## After Release 6.22

### 21 February - 6 March 2021

<table>
<thead>
<tr>
<th>Day Summary</th>
<th>In</th>
<th>Lunch</th>
<th>Out</th>
<th>Time Reporting Code</th>
<th>Quantity</th>
<th>Time Details</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<tr>
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<tr>
<td>Mar 22</td>
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<tr>
<td>Monday</td>
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</tr>
<tr>
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<tr>
<td>Wednesday</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Mar 24</td>
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<td></td>
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<tr>
<td>Thursday</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Mar 25</td>
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<tr>
<td>Friday</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar 26</td>
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</tr>
</tbody>
</table>
## Elapsed Timesheet Layout

### Prior to Release 6.22

![Timesheet layout](image)

### Elapsed Timesheet Layout

#### Time Reporting Code:

<table>
<thead>
<tr>
<th>Time Reporting Code</th>
<th>Description</th>
<th>Reported Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>007W/1</td>
<td>Teleworking Non-Exempt</td>
<td>6.00</td>
</tr>
<tr>
<td>005C</td>
<td>Sick</td>
<td>2.00</td>
</tr>
<tr>
<td>001W/1</td>
<td>Vacation</td>
<td>4.30</td>
</tr>
</tbody>
</table>

#### Reported Time Status

<table>
<thead>
<tr>
<th>Date</th>
<th>Recorded Status</th>
<th>Time Reporting Code</th>
<th>Description</th>
<th>Approved</th>
<th>Add Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/1/2021</td>
<td>Approved</td>
<td>007W/1</td>
<td>Teleworking Non-Exempt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/2/2021</td>
<td>Approved</td>
<td>005C</td>
<td>Sick</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/3/2021</td>
<td>Approved</td>
<td>007W/1</td>
<td>Teleworking Non-Exempt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/4/2021</td>
<td>Approved</td>
<td>001W/1</td>
<td>Vacation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/5/2021</td>
<td>Approved</td>
<td>007W/1</td>
<td>Teleworking Non-Exempt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/6/2021</td>
<td>Approved</td>
<td>005C</td>
<td>Sick</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/7/2021</td>
<td>Approved</td>
<td>007W/1</td>
<td>Teleworking Non-Exempt</td>
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<td></td>
</tr>
</tbody>
</table>
Elapsed Timesheet Layout

After Release 6.22
Prior to Release 6.22

After Release 6.22
Added Absence Attachment Functionality

Prior to Release 6.22

After Release 6.22
Prior to Release 6.22

Updated Extended Absence Request Pages
Updated Extended Absence Request Pages

After Release 6.22
Updated Extended Absence Request Pages

After Release 6.22
Multiple Jobs on Campus

Prior to Release 6.22

After Release 6.22
Multiple Jobs on Campus

Prior to Release 6.22

After Release 6.22
For Managers/Approvers
Updated Manager Self-Service Homepage

Prior to Release 6.22

After Release 6.22
Approvals Menu

Prior to Release 6.22

You have no pending approvals at this time.

After Release 6.22

Absence Request 1
Reported Time 2
Updated Team Time Tile

Prior to Release 6.22

After Release 6.22
Prior to Release 6.22

After Release 6.22

Updated Team Time Tile > Report/Approve Time