



## Time & Absence Approvers OneUSG Connect



OneSource  
UNIVERSITY OF GEORGIA



UNIVERSITY SYSTEM  
OF GEORGIA

website: [onesource.uga.edu](http://onesource.uga.edu)  
email: [oneusgsupport@uga.edu](mailto:oneusgsupport@uga.edu)  
support desk: 706-542-0202

1

## Objectives

By the end of this course, you will:

- Understand the Time & Absence Approver role in OneUSG Connect
- Understand changes to time and absence procedures at UGA
- Approve time and absence requests

2

2

## Manager Self Service Courses

OneUSG Connect Overview

Time & Absence Approver

MSS for Supervisors

MSS System Managers

Approving MSS Transactions (coming soon)

\*Managers/Approvers should choose the session(s) that best applies to them, based on their assigned role(s).

3

## How to Get to the OneSource Training Library

- Go to <https://training.onesource.uga.edu>

OR

<p>1. Go to <a href="https://onesource.uga.edu">https://onesource.uga.edu</a></p> <div style="background-color: black; color: white; padding: 5px; text-align: center; margin-top: 10px;">https://onesource.uga.edu</div>	<p>2. On the main homepage, click on <b>Training Library</b> under <b>Login</b>.</p> <div style="margin-top: 10px;"> <p style="text-align: center;">Login</p> <div style="display: flex; flex-direction: column; align-items: center;"> <div style="background-color: #d32f2f; color: white; padding: 5px; margin-bottom: 5px;">UGA Financial Management System</div> <div style="background-color: #d32f2f; color: white; padding: 5px; margin-bottom: 5px;">Budget Management System</div> <div style="background-color: #d32f2f; color: white; padding: 5px; margin-bottom: 5px;">OneUSG Connect</div> <div style="background-color: #d32f2f; color: white; padding: 5px; border: 2px solid blue; margin-bottom: 5px;">Training Library</div> </div> </div>	<p>3. Click on the <b>+ icon</b> to expand the menu to search a topic. <i>OR</i> Type <b>keywords in the search box</b> to search a topic.</p> <div style="margin-top: 10px;"> <p style="text-align: center;">search</p> <div style="border: 1px solid #ccc; padding: 5px;"> <ul style="list-style-type: none"> <li style="background-color: #e3f2fd; padding: 2px 5px;">Using the OneSource Training Library</li> <li style="padding: 2px 5px;">Quick Reference Materials for Employee</li> <li style="padding: 2px 5px;">Quick Reference Materials for Financial</li> <li style="padding: 2px 5px;">+ Financials Topics by Module</li> <li style="padding: 2px 5px;">+ OneUSG Connect (HR/Payroll) Topics</li> </ul> </div> </div>
---	--	--

4

# Introduction

## Time & Absence Approvers



OneSource  
UNIVERSITY OF GEORGIA



UNIVERSITY SYSTEM  
OF GEORGIA

website: [onesource.uga.edu](http://onesource.uga.edu)  
email: [oneusgsupport@uga.edu](mailto:oneusgsupport@uga.edu)  
support desk: 706-542-0202

# Time & Absence Approvers

Time & Absence Approvers are employees that have the ability to approve time and absence requests for employees that do not report to them as back-ups to the Reports To Supervisor.

Time & Absence Approvers will use the system to:

- Approve time and absence requests

## Past to Future Systems

The diagram illustrates the migration of three legacy systems to a new platform. On the left, three grey rectangular boxes are stacked vertically, labeled 'employee.uga.edu', 'Kronos', and 'Leave form'. Three thick red arrows point from each of these boxes to a single, larger grey rectangular box on the right labeled 'OneUSG Connect Employee Self Service'.

Complete listing of systems retiring:  
[https://onesource.uga.edu/resources/system\\_changes](https://onesource.uga.edu/resources/system_changes)

7

7

## HomePage: Time Approver

The screenshot shows the Oracle Time Approver home page. The top navigation bar is dark blue with the Oracle logo on the left and the text 'Time Approver' on the right. Below the navigation bar, there is a large white card with a clock icon and a checkmark, representing the 'Time Approver' function. The background of the page is a dark blue gradient.

8

8

## Benefits of OneUSG Connect for Time & Absence Approvers

- Streamlines business processes and increases efficiency
  - All time and absence requests in one place
- Creates consistency across departments and units
  - Every unit is following the same process and can get better support from Central offices
- Reliable tracking and monitoring of transaction status
- Digitizes process to save money, time, and trees

## Pay Date Changes for Employees

### Monthly Employees

- All monthly and academic pay dates will be the last business day of the month.
- **Key Change:** No early pay dates will occur in December, May, or any other month.
- **The monthly December 2018 pay date is December 31, 2018.**

### Biweekly Employees

- All bi-weekly paid staff will be paid every other **Friday** starting January 4, 2019
- **Key Change:** No early pay dates will occur in December, or any other month.
- **The first bi-weekly pay date in the new system is Friday, January 4, 2019.**

# Completing Time & Absence Approvals

Time & Absence Approvers



OneSource  
UNIVERSITY OF GEORGIA



UNIVERSITY SYSTEM  
OF GEORGIA

website: [onesource.uga.edu](http://onesource.uga.edu)  
email: [oneusgsupport@uga.edu](mailto:oneusgsupport@uga.edu)  
support desk: 706-542-0202

## Time Entry Changes

- The employee's method of time entry is determined by their unit or department.
- Each unit has chosen from one of the following options:
  - KABA biometric clock (use your fingerprint to identify yourself)
  - PeopleSoft Web Clock
  - Entering your time into a timesheet in OneUSG Connect
  - “Pay from Schedule”
- **If you have questions about what method your unit has chosen to use, contact your project coordinator.**



## Time Entry Changes

- Once an employee enters time, it is considered “approved” by the employee and no additional time card approval is required by the employee
- Managers/Supervisors (or Time & Absence Approvers as their back-ups) will approve time in the OneUSG Connect system



## Viewing Submitted Time

- Managers/Supervisors can view leave on the timesheet when approving time.
  - Timesheet gaps where no leave has been entered require:
    - Supervisor follow up with employee
    - Employee should submit leave
- Supervisors and Time & Absence Approvers can also view leave requests for their employees to determine if a request was entered.
- Missed punches can be viewed on the timesheet. If there is a missed punch:
  - It creates an exception called an “Incomplete Punch” (viewed under “Manage Exceptions” and Resolved on the Timesheet). There are medium/low exceptions and high exceptions.
  - High exceptions **must** be resolved or the employee will not be paid.
  - There is a lesson on this process.



## Managing Timesheet Exceptions

Approving an Employee's Reported Time

Changing an Employee's Schedule

## OneSource Training Library Practice

- Practice
  - Entering Time for a Pay From Schedule Employee
  - Entering Time for a Punch Time Employee



## OneSource Training Library Practice

- Practice

- Viewing an Employee's Work Schedule and Reported Time
- Viewing an Employee's Reported Time and Payable Time



17

17



## Entering Prior Period Adjustments

## Processing Mass Updates

18

18

# Break



19

## Leave Changes

- Absences and extended leave events will be submitted in OneUSG Connect
- Leave will be submitted in OneUSG Connect beginning:
  - Bi-weekly: 12/16/2018
  - Academic and Monthly: 1/1/2019

20

## Important Info for Approvers

- For bi-weekly employees, unapproved absence requests ***will not*** be paid or deducted from their leave balances.
- For monthly-paid employees, unapproved absence requests ***will not*** be deducted from their leave balances.
- ***Approvers must take action on leave for monthly and biweekly employees to deduct their balance.***
- **Unapproved time and leave requests will be uncompensated until approvals are completed. Once approved, it will be paid out on a later check.**

21

21

## Cascading Rules

- Leave is deducted from your balances using a set of “**cascading rules**,” a set of USG rules that determine which type of leave to deduct from first
- When cascading rules are applied, the leave balances will be deducted accordingly. However, the timesheet/paystub will reflect the type of leave that was originally requested.

22

22

# Cascading Rules for Leave



#	Leave Type	Cascade	Accrual	Limits**	Carryover**
1	Comp Time*	N/A	N	240 hours	N – FY Payout
2	Deferred Holiday*	N/A	N	40 hours	N
3	Sick Leave	3-1-2-4	8 hours/month	N	Y
4	Vacation	1-2-4	10, 12, or 14 hours/ month depending on years of service	360 hours	Y
5	Sick-Bereavement	3-1-2-4	N	N	N
6	FMLA Intermittent	3-1-2-4	N	480 hours	Rolling
7	Jury	N/A	N	N	N
8	Education Support	N/A	8 hours/year	8 hours	N
9	Blood Donation	N/A	N	2 hours per 8 max	N
10	Blood Platelets	N/A	N	4 hours per 16 max	N
11	Voting	N/A	N	2 hours	N

\* Not applicable for monthly employees      \*\* See applicable policy

# Cascading Rules

- *Example:* An employee requests annual leave but has a comp time balance. The system will deduct the comp time balance before deducting the annual leave balance.
  - If you select comp time and you do not have enough to cover your request, it will not cascade to deduct from vacation leave.
  - Best practice is to select vacation/annual leave when you want to take comp time or a deferred holiday. This will automatically deduct from your comp time first and then your deferred holiday balance before deducting from your vacation/annual leave.

## Extended Absences

- Employees can request an extended leave event in OneUSG Connect.
- Extended absence requests are made for sick leave greater than 5 consecutive days. These are the eight (8) types of extended absences (Absence Types).
  - Bone marrow donation
  - Education/Professional/Development Leave
  - FMLA
  - Medical non-FMLA
  - Military
  - Organ Donation
  - Personal
  - Workers Compensation
- Employees who wish to request Extended Leave are encouraged to first discuss their leave needs with their department HR practitioner.

\*Please refer to the [Standard Operating Procedure \(SOP\) on Extended Absences](#) for more information.



### Approving an Absence Request

### Requesting an Employee's Absence



## Approving T&L Compliance Data

- Time that has not been approved by the Reports To or T&A Approver by the end of the pay period will be batch approved by Central Payroll.
- Time that is batch approved will go into the compliance component for the manager to approve after payroll has run.
- The Central Payroll office will be monitoring the compliance approvals.



## Approving T&L Compliance Data

# Time & Absence Workflow

## Time & Absence Approvers



OneSource  
UNIVERSITY OF GEORGIA

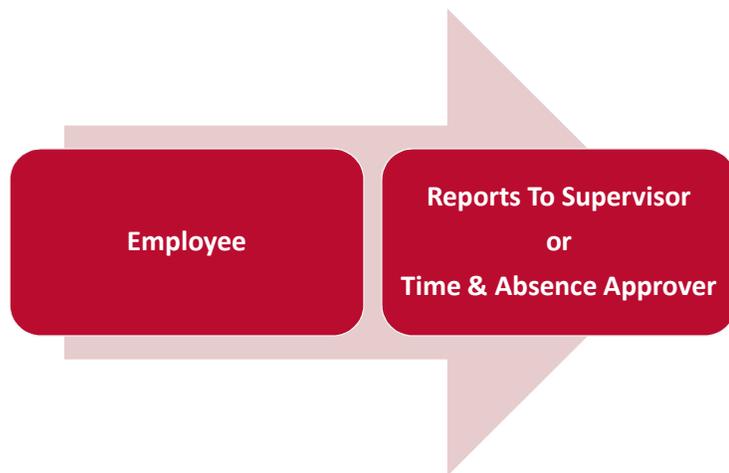


UNIVERSITY SYSTEM  
OF GEORGIA

website: [onesource.uga.edu](http://onesource.uga.edu)  
email: [oneusgsupport@uga.edu](mailto:oneusgsupport@uga.edu)  
support desk: 706-542-0202

# Time & Absence Workflow

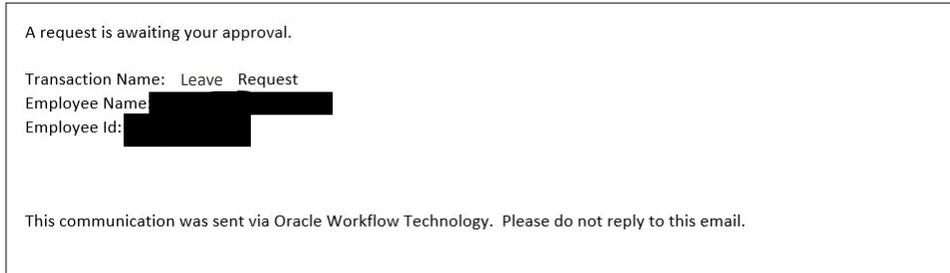
- Time entries and absence requests are initiated by the employee in OneUSG Connect
- Reports To Supervisors OR Time & Absence Approvers approve the requests
- Note that this is the end of the workflow – no need for additional approvals





## Email Notifications

- Reports-To Supervisors/Time & Absence Approvers will receive email notifications every time an employee submits a leave request.



\*The image above is a screenshot of a sample email notification.



## Delegating Authority

### Time & Absence Approvers



OneSource  
UNIVERSITY OF GEORGIA



UNIVERSITY SYSTEM  
OF GEORGIA

website: [onesource.uga.edu](http://onesource.uga.edu)  
 email: [oneusgsupport@uga.edu](mailto:oneusgsupport@uga.edu)  
 support desk: 706-542-0202

## Delegated Authority

- Reports To supervisors can delegate authority so that another employee can complete one or more tasks on their behalf.
- Delegation (in the organizational chart):
  - One up
  - One down
  - Across
- Once a task is delegated, the supervisor will no longer be able to take that action in the system.
- Delegation lasts for a pre-determined time but can be cancelled at any time.

33

33



## Delegating Authority

34

34

## OneSource Training Library Practice

- Practice
  - Accepting Delegation of Authority
  - Approving a Transaction as a Delegated Supervisor



## What To Do Now

Time & Absence Approvers



OneSource  
UNIVERSITY OF GEORGIA



UNIVERSITY SYSTEM  
OF GEORGIA

website: [onesource.uga.edu](http://onesource.uga.edu)  
email: [onesgsupport@uga.edu](mailto:onesgsupport@uga.edu)  
support desk: 706-542-0202

## How Can I Prepare?

#1: Review the [Faculty and Staff Guide](#) as it is the place for important information you need to know.

#2: For a refresher or for additional training resources, visit the OneSource Training Resources page and the OneSource Training Library.

#3: Reach out to the project coordinator or change champion in your unit if you have questions and/or need information to be prepared.

37

37

## Communicating Locally

- Spread the word to Employees – they will have questions
  - Let them know about functionality and learning opportunities
  - Talk about changes to internal processes
  - Let them know about the Faculty and Staff Guide, the Go-Live Checklists available on the OneSource website
  - Post info in break room for employees to review

38

38



## Different Modes in the OneSource Training Library

 See It!	 Try It!	 Do It!	 Print It!
<p><b>View a video of a topic</b></p> <ul style="list-style-type: none"> <li>• The video changes frames every 5 seconds.</li> <li>• You can pause the player if you need more time on a slide.</li> <li>• You can press <b>Enter</b> if you want to advance more quickly.</li> </ul>	<p><b>Simulate actions and practice</b></p> <ul style="list-style-type: none"> <li>• In the soon-to-be-released system, you can follow the steps to practice completing a specific task, entering values into the simulated system if necessary.</li> </ul>	<p><b>Coach you through the steps</b></p> <ul style="list-style-type: none"> <li>• You can use this mode to open a topic in a small window while completing a task.</li> <li>• You can keep this window in the forefront while working on your designated UGA page.</li> </ul>	<p><b>Print the Job Aid of a topic</b></p> <ul style="list-style-type: none"> <li>• You can save, download, and print the Job Aid of a topic as a reference.</li> </ul>



## Questions



# Contact Us

**Attendance and Eval Link:**

<http://bit.ly/TAApprovers>



[onesource.uga.edu](http://onesource.uga.edu)

[oneusgsupport@uga.edu](mailto:oneusgsupport@uga.edu)

706-542-0202

The screenshot shows the OneSource website for the University of Georgia. At the top, it says 'UNIVERSITY OF GEORGIA' and 'OneSource' with a search bar. Below that is a section titled 'OneUSG Connect Faculty and Staff Guide' with a 'Learn more' link. A prominent blue box highlights a 'Faculty and Staff Guide' with text about December 2018 changes. Below this are several navigation buttons: 'UGA Budget Management System', 'UGA Financial Management System', 'OneUSG Connect System', 'Data Analysis and Reporting', 'Resources', and 'Training and Help'. On the right, there is a 'Login' section with buttons for 'UGA Financial Management System', 'Budget Management System', 'OneUSG Connect', and 'Training Library'. At the bottom right, a 'Highlights' section lists 'Fall 2018 Training Registration now Open' and 'The OneSource Project'.



OneSource  
UNIVERSITY OF GEORGIA



UNIVERSITY SYSTEM  
OF GEORGIA

website: [onesource.uga.edu](http://onesource.uga.edu)  
email: [oneusgsupport@uga.edu](mailto:oneusgsupport@uga.edu)  
support desk: 706-542-0202