



## Time & Absence Approvers

### OneUSG Connect



**OneSource**  
UNIVERSITY OF GEORGIA



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

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## 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

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# 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).

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# How to Get to the OneSource Training Library

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

OR

1. Go to <https://onesource.uga.edu>

https://onesource.uga.edu

2. On the main homepage, click on **Training Library** under **Login**.

UGA Financial Management System

Budget Management System

OneUSG Connect

Training Library

3. Click on the **+ icon** to expand the menu to search a topic. OR Type **keywords in the search box** to search a topic.

search

Using the OneSource Training Library

Quick Reference Materials for Employee

Quick Reference Materials for Financials

Financials Topics by Module

OneUSG Connect (HR/Payroll) Topics

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# Introduction

## Time & Absence Approvers



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## 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

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employee.uga.edu

Kronos

Leave form

OneUSG Connect  
Employee Self Service

Complete listing of systems retiring:

[https://onesource.uga.edu/resources/system\\_changes](https://onesource.uga.edu/resources/system_changes)

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ORACLE

Time Approver

Time Approver

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## 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

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## 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.**

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# Completing Time & Absence Approvals

Time & Absence Approvers



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## 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.**

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## 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

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## 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.

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## Managing Timesheet Exceptions

Approving an Employee's Reported Time

Changing an Employee's Schedule

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## OneSource Training Library Practice

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



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## OneSource Training Library Practice

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



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## Entering Prior Period Adjustments

## Processing Mass Updates

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# Break



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## 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

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## 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.**

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## 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.

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## 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

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## 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.

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## 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.

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Approving an Absence Request

Requesting an Employee's Absence

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## 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.

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## Approving T&L Compliance Data

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# Time & Absence Workflow

## Time & Absence Approvers



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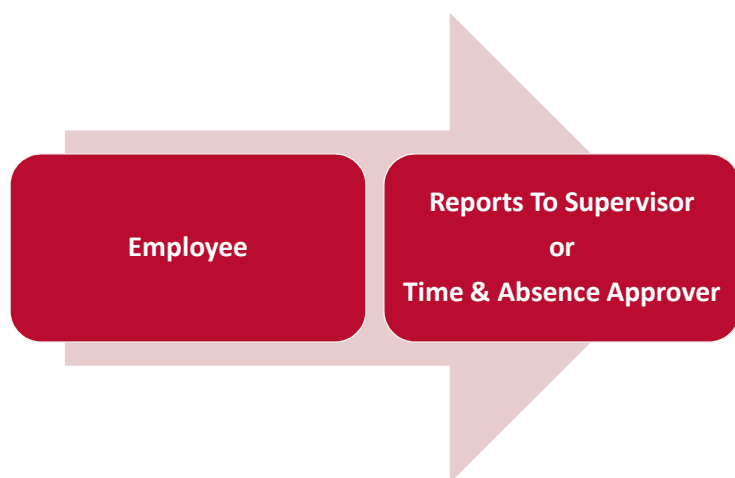
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# Time & Absence Workflow

- 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



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## Email Notifications

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

A request is awaiting your approval.

Transaction Name: Leave Request  
Employee Name: [REDACTED]  
Employee Id: [REDACTED]

This communication was sent via Oracle Workflow Technology. Please do not reply to this email.

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

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## Delegating Authority

### Time & Absence Approvers



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## 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.

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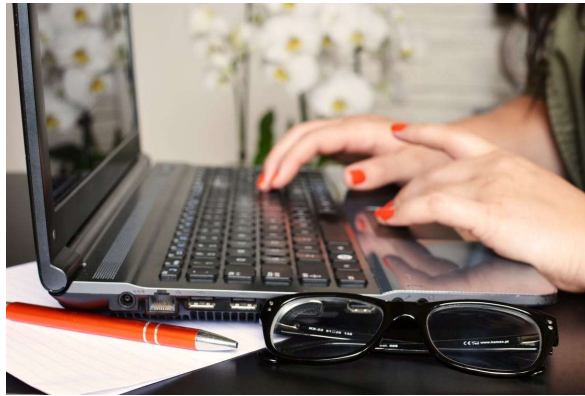
## Delegating Authority

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## OneSource Training Library Practice

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



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## What To Do Now

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## 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.

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## 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

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## Different Modes in the OneSource Training Library

See It!	Try It!	Do It!	Print It!
<b>View a video of a topic</b> <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>	<b>Simulate actions and practice</b> <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>	<b>Coach you through the steps</b> <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>	<b>Print the Job Aid of a topic</b> <ul style="list-style-type: none"> <li>You can save, download, and print the Job Aid of a topic as a reference.</li> </ul>

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## Questions



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## Contact Us

**Attendance and Eval Link:**

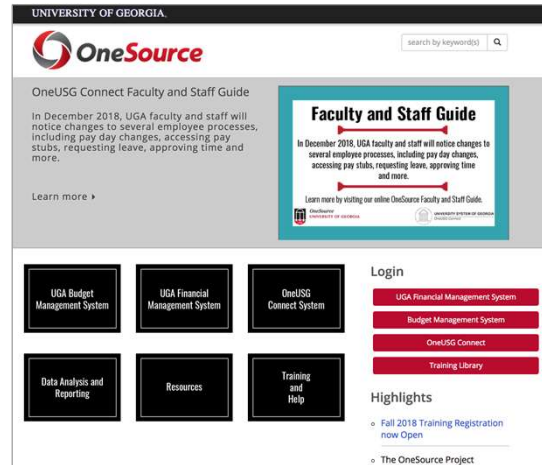
<http://bit.ly/TAApprovers>



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