



Closing the Payroll Cycle
Bi-Weekly Payroll Processing
OneUSG Connect



OneSource
UNIVERSITY OF GEORGIA



UNIVERSITY SYSTEM
OF GEORGIA

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Queries and Definitions

Daily Reports:

- **Missed or Incomplete Punches** – Shows employees who have missed punches or invalid punch order. This is a high exception and will prevent the employee from being paid.
 - [Entering Time for a Punch Employee Tutorial](#)
- **Exceptions** – This is not a query, but it can be monitored from the timesheet screen or via "Manage Exceptions."
 - [Managing Timesheet Exceptions Tutorial](#)
- **Invalid Funding** – Shows positions that aren't funded. To add funding, complete the MSS Form called Change Position Funding.
 - [Running Invalid Funding Report Tutorial](#)



Queries and Definitions

Weekly Reports:

- **No Time Keyed** – Shows employees who have not entered any time for the pay period. ***Note – Holiday time counts as time entered.**
- **Reported Time Not Approved** – Shows employees who have reported time in an unapproved status. This time should be approved each Friday.
- **Payable Time Biweekly** – Shows the Payable Time for employees. This will let you analyze TL rules such as Overtime/Comp Time, Meal Deductions, Shift Diffs, etc.
- **Employee Absence Activity** – Shows all absence activity for employees. Use this query to filter for unapproved absences and absences that are saved but not submitted.
- **Reported Time and Absence** – Shows the total reported time, along with absences. Use this to make sure your benefitted full-time employees have 40 hour weeks and 80 hour pay periods.



Queries and Definitions

Monday Payroll Reports:

- **Reported Time Not Approved** – Shows employees who have reported time in an unapproved status. All time must be approved by 10AM.
- **TL Reconciliation** – This query shows the hours that have been Taken by Payroll after the first payroll run on Monday. This is a snapshot of what the employee will be paid.
- **Payable Time Biweekly** – If changes are made to the timesheet after the first payroll run, those changes will not show on the reconciliation report. The Payable Time Biweekly query can be run to make sure those changes are in the system.



Queries and Definitions

Other useful reports:

- **TL & ABS Enrolled Employees** – Shows how employees are set up in Time and Absence, including Overtime/Comp Time, Time Entry Method, Time and Absence Approver, Reports To
- **Reported Time Biweekly** – Shows the employee's reported time, does not include absences
- **Web Clock IP Address Audit** – Shows the IP Address used for Web Clock Punches
- **Absence Balances By Employee** – Shows employee's Absence Balances



Queries and Definitions

Other useful reports:

COMING SOON!

- **Timesheet Comments** – (180_TL_COMMENTS) - Shows comments added to employee's timesheet by a specific date range
- **Meal Deductions with Lunch Punch** – (180_TL_MEAL_DED) - Shows employees set up with an automatic meal deduction who clocked in/out for lunch. In this case, the meal time will still be deducted and will need to be manually added back to the timesheet
- **Project Managers can run these queries and send the results to you!**

Process Schedule

Day/Time	Action	Notes
Friday before payroll is due	Change Position Funding	Must be submitted & fully approved through MSS by end of day
Monday 9:00 A.M.	All Absences due	Must be submitted and approved
Monday 10:00 A.M.	All Time due	Must be submitted and approved Central payroll locks timesheets at 10:00 a.m. and batch approves unapproved time All unapproved time goes to compliance component to be approved later
Monday 2:00 P.M.	Time/Labor emails Time & Absence Listserv	Run Reconciliation Report
Monday afternoon to Tuesday 10:00 A.M.	Urgent changes to time, but NOT to Absences	Any absences submitted or approved after Monday 9:00 A.M. WILL NOT be paid until the next On-Cycle pay date. Time can be updated on the timesheet until 10AM Tuesday.

Reports Schedule

Day/Time	Report
Daily	Missed or incomplete punches Exceptions Invalid Funding Report
Every Friday	No Time Keyed Reported Time Not Approved Payable Time Biweekly Employee Absence Activity Reported Time & Absence
Monday of Payroll Due	Reported Time & Absence Reported Time Not Approved
Monday 2:00 P.M.	Time & Labor Reconciliation Report (after receiving email) <i>Note: If changes are made to time after TL Recon is run, the changes will not be visible in that report. You may run: Payable Time BiWeekly and Reported Time BiWeekly</i>

Reports Schedule

Day/Time	Report
Other Useful Queries	Absence Balances by Employee Audit Time Input Location ABS Enrolled Employees Reported Time Biweekly
Queries not in Workcenter that PC's may run	180_TL_COMMENT 180_TL_MEAL_DED

Absence Schedule

- The *absence* processing schedule is different than the *time* schedule.
 - Absences for the bi-weekly payroll are due every other Monday at 9am
- Absences entered or approved *after* the Monday 9am deadline will **not** be paid until the next on-cycle payroll.
- **The best practice is to approve or deny the leave request as soon as the notification is received.**
- Run weekly absence reports to ensure all time is paid.
- Refer to the [Monthly Practitioner Processing calendar](#) for exact dates.

Payroll Calendars

2019 UGA Practitioner Payroll Processing Schedule Bi-Weekly On Cycle Payroll Schedule

Pay Period Begin Date	Pay Period End Date	HR/Payroll Deadline*	Mgr Absence Approval by 9am	Mgr Time Approval by 10am	OneUSG Confirm Date	Pay Date	Pay Run ID
12/16/18	12/29/18		12/21/2018 (12pm deadline)	12/21/2018 (12pm deadline)	12/31/18	01/04/19	91B1
12/30/18	01/12/19	01/07/19	01/14/19	01/14/19	01/15/19	01/18/19	91B2
01/13/19	01/26/19	01/21/19	01/28/19	01/28/19	01/29/19	02/01/19	92B1
01/27/19	02/09/19	02/04/19	02/11/19	02/11/19	02/12/19	02/15/19	92B2
02/10/19	02/23/19	02/18/19	02/25/19	02/25/19	02/26/19	03/01/19	93B1
02/24/19	03/09/19	03/04/19	03/11/19	03/11/19	03/12/19	03/15/19	93B2
03/10/19	03/23/19	03/18/19	03/25/19	03/25/19	03/26/19	03/29/19	93B3
03/24/19	04/06/19	04/01/19	04/08/19	04/08/19	04/09/19	04/12/19	94B1

[Link to Payroll Processing Calendars](#)

Time Approval Best Practice

- Managers should approve reported time **every Friday**.
 - Employees should also make sure to report time *at least* each Friday.
- Each Monday, managers or departmental time administrators should analyze the payable time that has generated.
- ***Bi-weekly payroll is due every other Monday at 10am.***

Using Timesheet Search Screen

- The timesheet screen can be sorted by your Reports To, Time and Absence Approver group, and Departmental Dynamic Groups
- This is the Time Reporter Group on the Timesheet screen. You may have up to 3 Time Reporter Group types.
 - "M" groups are your Reports To
 - The Empl ID group is your Time and Absence Approver Group
 - "D" groups are departmental dynamic groups
- Additionally, this screen can be sort by hourly benefitted employees and hourly non-benefitted
 - To sort for Hourly Benefitted: Use the North American Pay Group field and select "18H"
 - To sort for Hourly Non-Benefitted: Use the Workgroup field and select "18HRTOVT"
- Multiple search criteria can be entered to specialize your search
 - Example: you can search by on the hourly benefitted employees who report to you by selecting the "M" Time Reporter Group and the 18H North American Pay Group
- [Using Timesheet Search Screen Criteria](#)

Using Timesheet Search Screen

Report Time
Timesheet Summary

Employee Selection

Employee Selection Criteria	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Company	<input type="text"/>
North American Pay Group	<input type="text"/>
Workgroup	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

Using Timesheet Search Screen

Time Reporter Group

Look Up Time Reporter Group

Search by: Time Reporter Group begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-13 of 13 Last

Time Reporter Group	Group Type Indicator	Description
180	Dynamic	
D180493	Dynamic	Assoc Provost & Univ Librarian
D180494	Dynamic	Libraries - General Operations
D180495	Dynamic	Libraries - Galileo
D180497	Dynamic	Special Collections Library
D180498	Dynamic	Capitol Museum
D180499	Dynamic	Carnegie Library
D180500	Dynamic	Program Development
D180502	Dynamic	The Press
D180509	Dynamic	The Georgia Review
D180723	Dynamic	Digital Library of Georgia
D180724	Dynamic	MLC Operations
M181630	Dynamic	

North American Pay Group

Look Up North American Pay Group

Search by: Pay Group begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-18 of 18 Last

Pay Group	Description
18A	Salaried
18B	Benefits Billing
18C	Temporary Staff
18E	Exempt Hourly
18F	Academic Year Faculty
18G	Graduate Assistants
18H	Staff - Hourly
18J	10 Month Non-Exempt
18L	Temporary Salaried
18M	Pending Faculty
18N	Non Paid Affiliate
18P	Part Time Faculty
18S	Summer Faculty
18T	Student Assistants
18V	Student Assistantship Program
18W	College Work Study
18X	10 Month-Non Faculty Exempt
18Y	12 Month Faculty

Workgroup

Look Up Workgroup

Search by: Workgroup begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-14 of 14 Last

Workgroup	Description
00EHRCMP	Exception Hourly Reg-Comp/OT
00EHRROVT	Exception Hourly Reg-OT Only
00EHTOVT	Exception Hourly Non-Benefited
00EXR10F	10 Month Benefited Faculty
00EXR10S	10 Month Benefited Staff
00EXR12M	12 Month Benefited
00EXRSUM	Summer Faculty
00EXT12M	12 Month Non-Benefited
00HRRCMP	Hourly Regular-Comp
00HRROVT	Hourly Regular-OT Only
00HRTOVT	Hourly Non-Benefited-OT
18HRRCMP	Hourly-Regular Comp
18HRROVT	Hourly Regular-OT Only
18HRTOVT	Hourly Non-Benefited-OT



Punch vs. Elapsed Timesheets

- The Total Reported Hours on the elapsed timesheet do not include totals for punch time.
- **The Total Reported Hours on the Punch Timesheet will reflect the true total hours reported.**
- When approving time for Pay From Schedule employees, make sure to toggle to the Punch Timesheet to capture all time that has been entered.
- [Switching Between Punch and Elapsed Timesheets Tutorial](#)

Elapsed vs. Punch Time

Actions ▾ Earliest Change Date 01/13/2019

Select Another Timesheet

*View By Previous Period Next Period

*Date Previous Employee Next Employee

Total Reported Hours 43.00

Reported Hours 43.00 Print Timesheet Punch Timesheet

Punch Time has been reported for this date range. Use the "Punch Timesheet" link to view the time.

The Payable Time page will populate after processing is complete. Absences are processed once each pay period.

From Sunday 12/30/2018 to Saturday 01/12/2019 ?

	Time Reporting Code	Sun 12/30	Mon 12/31	Tue 1/1	Wed 1/2	Thu 1/3	Fri 1/4	Sat 1/5	Sun 1/6	Mon 1/7
<input type="checkbox"/>	00HOL - Holiday Non-Exempt			8.00						
<input type="checkbox"/>	00REG - Regular		9.00			8.00	9.00			9.00

- **Elapsed Timesheet: Total Reported Hours = 43**

Reported Time Status **Summary** Leave / Compensatory Time Absence Exceptions Payable Time

Reported Time Summary Personalize | Find | 1-4 of 4

Category	Total	Week 1 (12/30-1/5)	Week 2 (1/6-1/12)
Hours Not Worked	8.00	8.00	
Hours Worked	35.00	26.00	9.00
Total Reported Hours	43.00	34.00	9.00
Time with no Category			

Elapsed vs. Punch Time

Actions ▾ Earliest Change Date 01/13/2019

Select Another Timesheet

*View By Calendar Period ▾ Previous Period Next Period

*Date 12/30/2018 📅 🔄 Previous Employee Next Employee

Total Reported Hours 52.66
Reported Hours 52.66

[Print Timesheet](#) [Elapsed Timesheet](#)

From 12/30/2018 to 01/12/2019 ?

Select	Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Date		
<input type="checkbox"/>	🗨	Sun	12/30	New								12/30	+	-
<input type="checkbox"/>	🗨	Mon	12/31	Needs Approval						00REG - Regular ▾	9.00	12/31	+	-
<input type="checkbox"/>	🗨	Tue	1/1	Needs Approval						00HOL - Holiday Non-Exempt ▾	8.00	1/1	+	-
<input type="checkbox"/>	🗨	Wed	1/2	Needs Approval	8:00:00AM			5:40:00PM	9.66			1/2	+	-

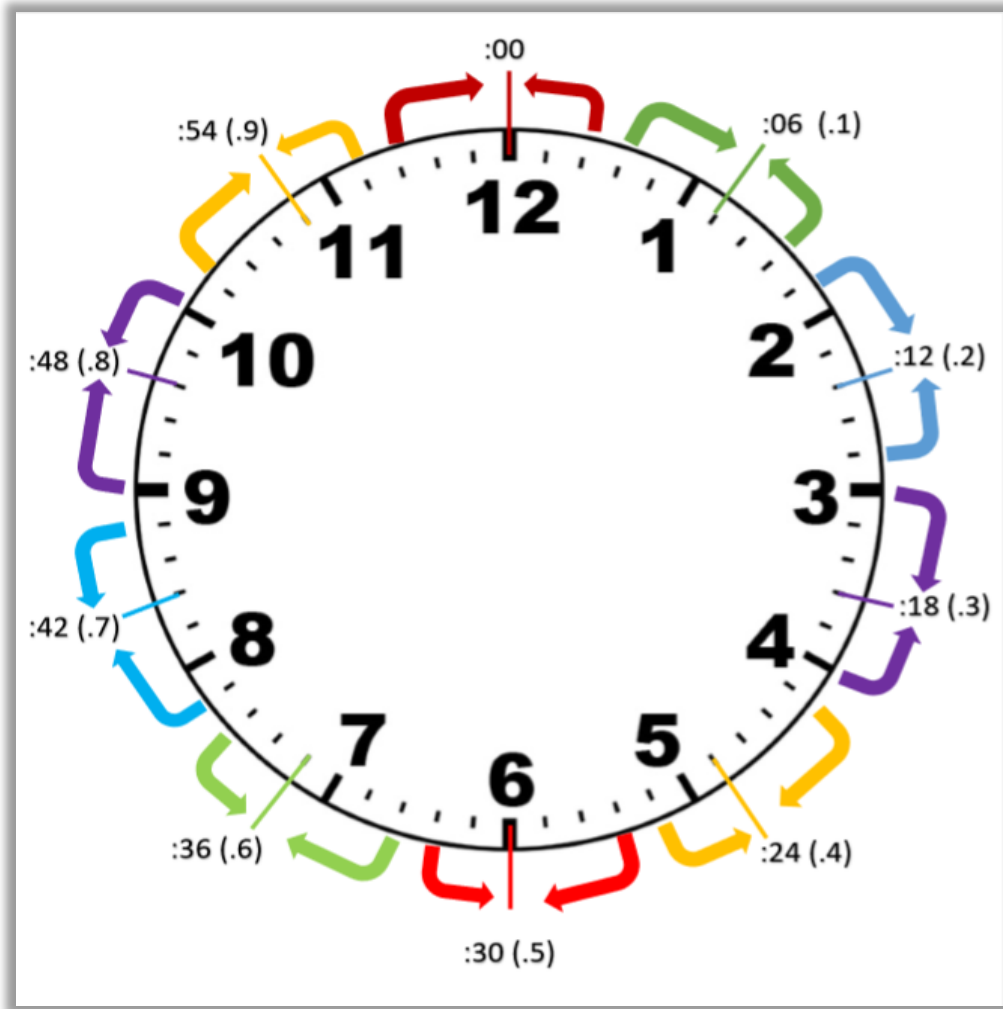
- **Punch Timesheet:**
Total Reported Hours = 52.66

Summary | Leave / Compensatory Time | Absence | Exceptions | Payable Time

Reported Time Summary Personalize | Find | 📄 | 📅 | 1-4 of 4

Category	Total	Week 1 (12/30-1/5)	Week 2 (1/6-1/12)
Hours Worked	35.00	26.00	9.00
Hours Not Worked	8.00	8.00	
Total Reported Hours	52.66	43.66	9.00
Time with no Category	9.66	9.66	

Time Entry Rounding



- Kaba/OneUSG Connect rounding rules are no different from the Kronos rules
- Employees now have visibility to the total time entered per the timesheet, and this is prior to OneUSG Connect applying the "rounding rules" and converting "recorded time" to "payable time."
- Historically, we have used the same rounding rules in Kronos; however, there was only visibility to the "rounded" or "payable time."

Contact Us

[Attendance and Eval Link:](#)

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The screenshot shows the OneSource website for the University of Georgia. At the top, it says "UNIVERSITY OF GEORGIA" and features the OneSource logo. A search bar is located in the top right corner. The main content area is titled "OneUSG Connect Faculty and Staff Guide" and includes a text block about December 2018 changes to employee processes. A prominent teal-bordered box highlights the "Faculty and Staff Guide" with a sub-header and a "Learn more" link. Below this, there are several navigation buttons for systems like "UGA Budget Management System", "UGA Financial Management System", "OneUSG Connect System", "Data Analysis and Reporting", "Resources", and "Training and Help". On the right side, there is a "Login" section with buttons for "UGA Financial Management System", "Budget Management System", "OneUSG Connect", and "Training Library". A "Highlights" section lists "Fall 2018 Training Registration now Open" and "The OneSource Project".



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