## Time Entry

- Each unit determines their employees' form of time entry.
- Employees must enter time based on the unit's chosen method.
- The different forms of time entry are:
  - KABA biometric clock
  - PeopleSoft Web Clock
  - Entering time on a timesheet (manual entry)
  - Pay from Schedule
- Once an employee submits their time on the timesheet, it is considered approved by the employee and no additional timecard approval is needed by the employee.

## Approving Time

- Reports To Supervisors and Time and Absence Approvers can approve employees' time and enter time on their behalf.
- Time and Absence Approvers serve as back-ups to Reports To Supervisors.
- Supervisors should approve time regularly.
  - Best practice is to approve time weekly.
  - Time and Labor rules will not generate until the reported time is approved and converted to payable time.
  - Once approved, the Time Admin process will capture the reported time and convert to payable time. This runs every 2 hours.

**Navigation:** Manager Self Service > Team Time tile > Report/Approve time > Get Employees > Select employee > Select days to approve > Approve

## Managing Exceptions

- Missed/Incomplete/Invalid punches create "exceptions" on the timesheet.
- Medium/Low Exceptions can be resolved or allowed.
- High Exceptions must be resolved by correcting the timesheet for the time to be paid.

**Navigation to Manage Medium/Low Exceptions:**
Manager Self Service > Team Time tile > Report/Approve time > Get Employees > Exceptions button on employee name line > Allow > Save

**Navigation to Manage High Exceptions:** Manager Self Service > Team Time tile > Report/Approve time > Get Employees > Select employee's last name > Edit the timesheet > Submit

## Delegated Authority

- Reports To Supervisors can delegate authority (in the organizational chart): One up, One down, or Across
- Once an action is delegated to someone else, the supervisor can't take that action in the system.
- Delegation lasts for a pre-determined time, but it can be cancelled at any time.
- The initiation of MSS transactions (termination for example) should not be delegated, as the access to employees will not move over. A security request can be submitted to add this access to a "delegate" if needed.

OneSource

## Absences/Leave Requests

- The cascading rules determine which type of leave to deduct from first. Leave is deducted from balances using these cascading rules.
- After employees submit their absence requests through OneUSG Connect, supervisors can approve, deny, or pushback those requests in the system.
  - Approve = approves the request
  - Deny = denies the request
  - Pushback = requires the employee to edit/modify the request or provide more information
- Supervisors can view an employee's leave balance, absence request history, and submit an absence request on the employee's behalf.

## Approving Absence/Leave Requests

- Best practice is to approve absence/leave requests as soon as the notification is received.
- Leave requests for bi-weekly benefitted employees must be approved for their time off to be paid.
- Unapproved leave will not be paid or deducted from the employee's leave balance.
- Refer to the [Practitioner Payroll Processing calendar](#) for the absence approval deadline.
- If a request is approved after the deadline, it will be processed on the next on-cycle payroll.

**Navigation:** Manager Self Service > Team Time tile > Absence Requests > Click employee's name > Check Leave Balance > Approve, Deny, or Pushback > Submit

## Things to Consider about Time and Absences

- If automatic meal deduction was not established, employees clock out and back in for lunch. For employees who are given an automatic meal deduction, the Reported Time will not reflect the deduction. The deduction will show in payable time. The meal deduction will come out even if the employee does clock in and out for lunch.
- Employees in departments using the KABA clock have been pre-enrolled. If the time entry method needs to change, email [oneusgconnect@uga.edu](mailto:oneusgconnect@uga.edu) with the request.
- A prior period adjustment can be performed for up to 28 days. Beyond that, a request will need to be submitted to Central Payroll. Once the adjustment is entered on the timesheet, the system calculates the adjustment and will pay the difference on the next pay cycle.
- Supervisors can process mass updates (i.e. inclement weather) using Mass Time Reporting.
- Supervisors will use the Team Time tile or the Navigator menu items in Manager Self Service for most time and absence-related management tasks.
- Supervisors/Time & Absence Approvers will receive email notification when an employee submits a leave request.
- Employees receive an email notification if someone updates their timesheet.
- Supervisors/Time & Absence Approvers will receive an email on the morning payroll is due notifying them of the employees whose time needs approval.