



Manager Self Service for Supervisors

OneUSG Connect



OneSource
UNIVERSITY OF GEORGIA



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OF GEORGIA

website: onesource.uga.edu
email: oneusgsupport@uga.edu
support desk: 706-542-0202

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Objectives

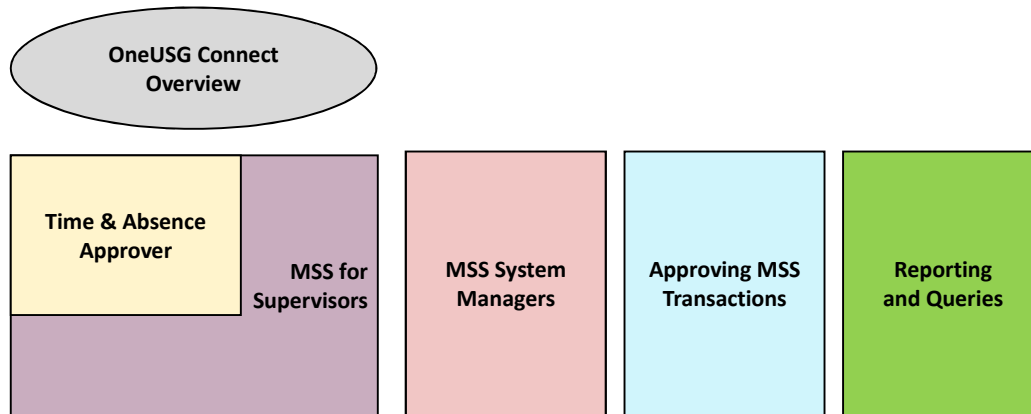
By the end of this course, you will be able to:

- Understand the HR Reports-To Supervisor role in OneUSG Connect as it applies to time and absence requests by direct reports
- View team information in OneUSG Connect
- Approve time and absence requests for your direct reports

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Manager Self Service Courses



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

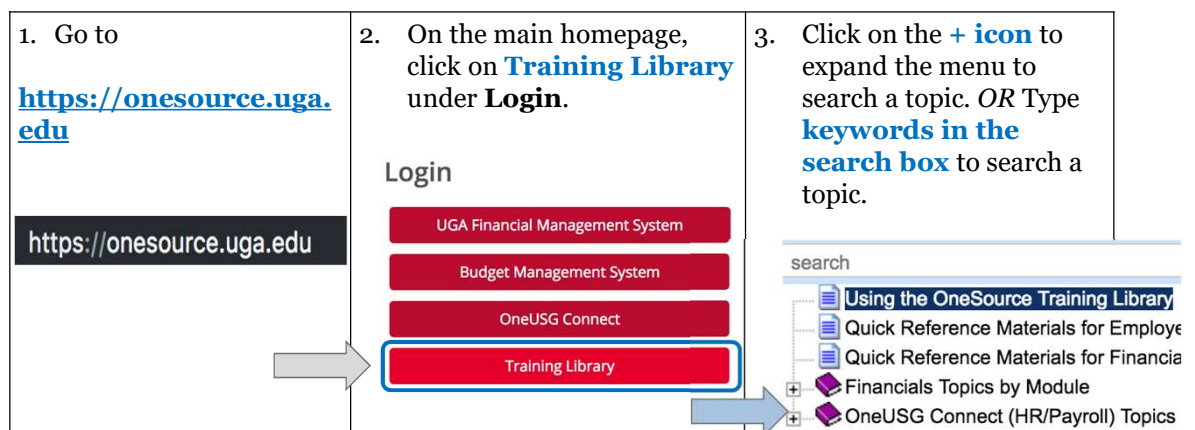
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How to Get to the OneSource Training Library

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

OR



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Introduction

Manager Self Service for Supervisors



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HR Reports-To Supervisor

Reports-To Supervisor: The manager that an employee “reports to” is auto-assigned from HR Data (UGAJobs)

Reports-To Supervisors can:

- Approve time and leave requests
- Delegate transactions so that others may act on their behalf
- View information relating to their team

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Time & Absence Approvers

Time & Absence Approvers: Employees who have the ability to approve time and absence requests for employees who do not report to them.

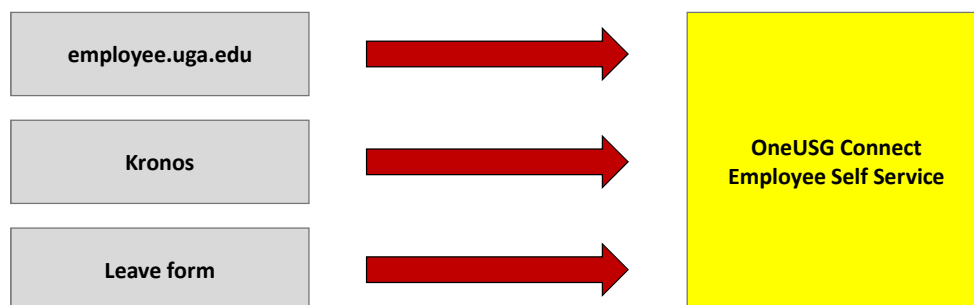
Time & Absence Approvers will use the system to:

- Serve as back-ups to the Reports-To Supervisor
- Approve time and absence requests

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Past to Future Systems



Complete listing of systems retiring:

https://onesource.uga.edu/resources/system_changes

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HomePage: Manager Self Service



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Benefits of OneUSG Connect for Supervisors

- 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.

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 was Friday, January 4, 2019.**

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Using Manager Self Service

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Managing Your Direct Reports

- All Reports-To Supervisors can use Manager Self Service in OneUSG Connect to manage their direct reports, including:
 - Viewing information about your team
 - Approving or editing time entry
 - Approving or denying absence requests
 - Delegating actions so that others can act on your behalf
- Time & Absence Approvers can approve time and absence requests as back-ups to the Reports To Supervisor

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Viewing Basic Team Information about Your Team

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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 balances and 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 My Punch Employee
 - Entering Time for Pay From Schedule 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
 - Viewing an Employee's Comp Time Balance



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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 are now submitted in OneUSG Connect

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Important Info for Supervisors

- Supervisors **must** take action on leave requests for monthly and biweekly employees to deduct their balances.
- ***Leave requests from bi-weekly salaried employees must be approved in order for their time off to be paid.***
- **Unapproved time and leave requests will be uncompensated until approvals are completed. Once approved, it will be paid out on a later check.**
- Supervisors should approve time and absences as often as possible.

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Cascading Rules

- Leave is deducted from balances using a set of “cascading rules.”
- **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 vacation (annual) leave but has a comp time balance. The system will deduct the comp time balance before deducting the vacation 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 time when you want to take comp time or a deferred holiday, which will automatically deduct from your comp time first and then the deferred holiday balance before deducting from your vacation 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

Submitting an Absence Request on Behalf of an Employee via Navigator

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OneSource Training Library Practice

- Practice
 - Viewing Your Employees' Leave Balances
 - Viewing an Employee's Absence Request History



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Approving T&L Compliance Data

- Time that has not been approved by the Reports-To Supervisor 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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MSS Workflow

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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.



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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

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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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Resources

#1: Review the [Faculty and Staff Guide](#) on the onesource.uga.edu page.





#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.

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Different Modes in the OneSource Training Library

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

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Questions



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Contact Us

Attendance and Evaluation:

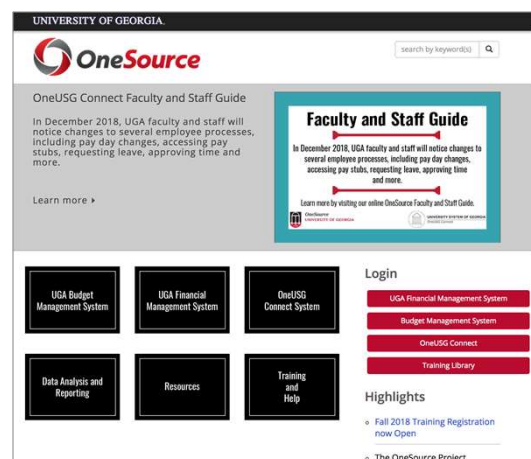
<http://bit.ly/MSSSupers>



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