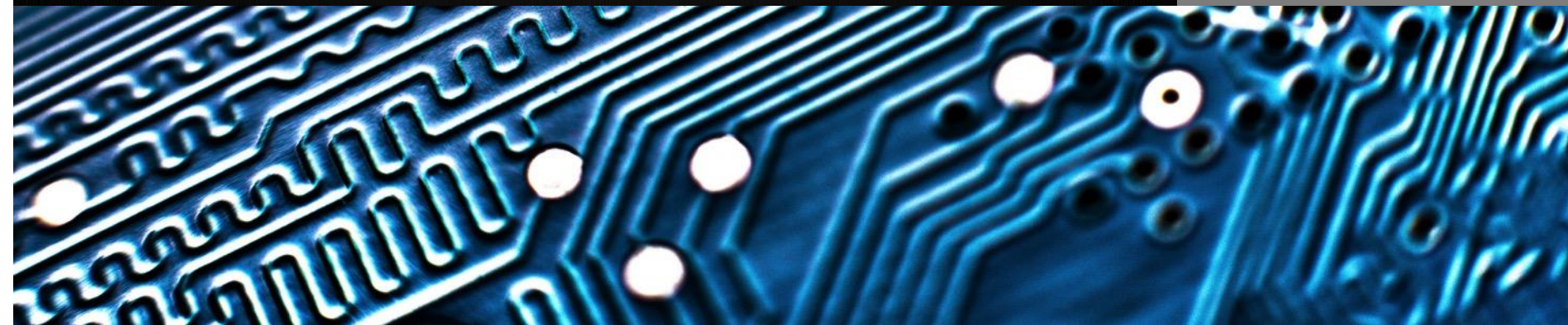


OneUSG Connect

Time & Absence Interface Changes

March 5, 2021



- Release 6.22 Time and Absence Interface Changes:
 - Updated Homepages and Tiles
 - New Dashboard
 - Updated Layouts

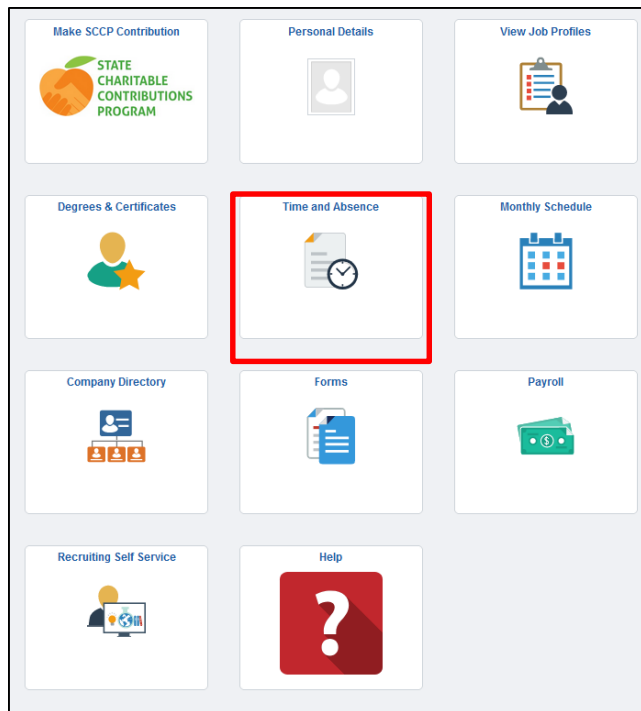


OneUSG Connect

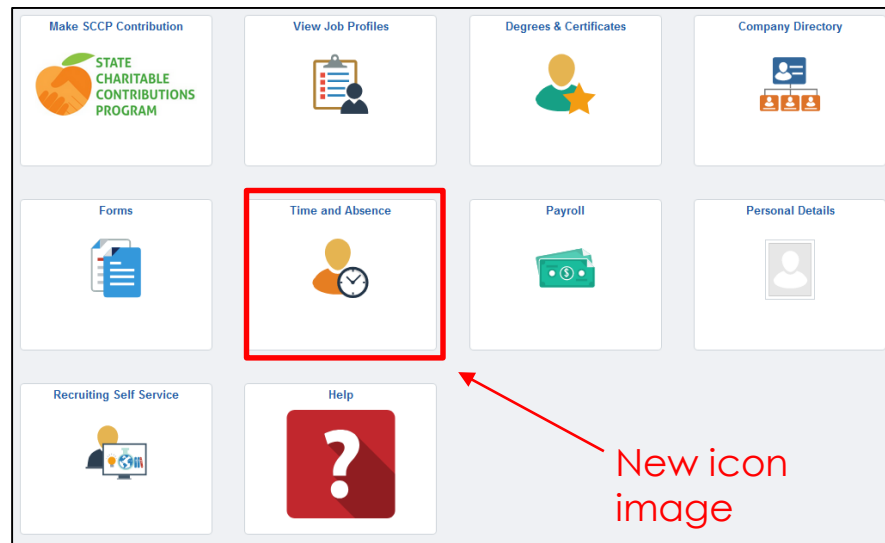
For Employees

Updated Time and Absence Tile Icon

Prior to Release 6.22

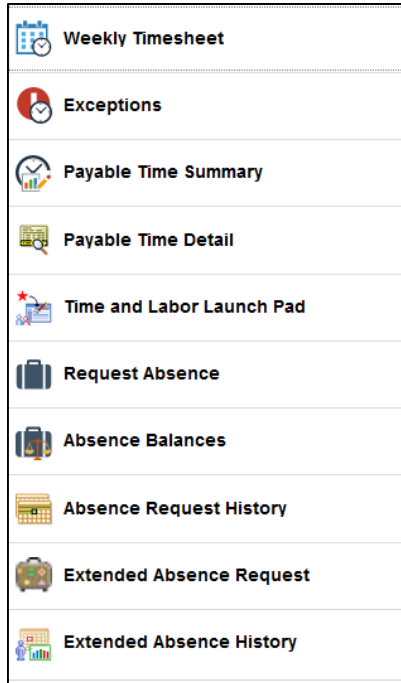


After Release 6.22

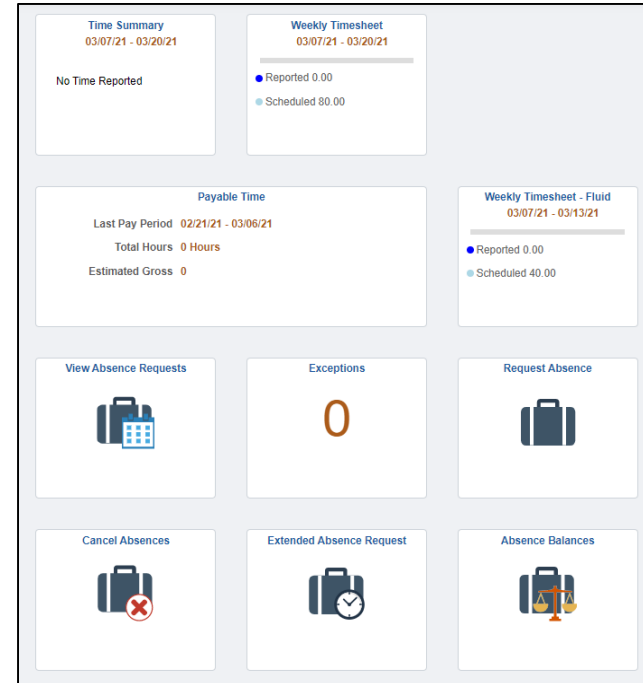


New Time and Absence Dashboard

Prior to Release 6.22



After Release 6.22



Timesheet Punch Layout

Prior to Release 6.22

Timesheet

Employee ID: 00150000000000000000
Emp Record: 0
Earliest Change Date: 01/24/2021

Actions:

Select Another Timesheet

View By: Week
Date: 01/24/2021
Total Reported Hours: 41.75
Reported Hours: 41.75

Previous Week Next Week

Print Timesheet Elapsed Timesheet

From 01/24/2021 to 01/30/2021

Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Date
<input type="radio"/>	Sun	1/24	Approved	4:00:00PM			4:20:00PM	0:33	00TYM - Teleworking Non-Exempt		1/24
<input type="radio"/>	Mon	1/25	Approved	8:00:00AM	8:15:00PM	2:00:00PM	5:00:00PM	8:25	00TYM - Teleworking Non-Exempt		1/25
<input type="radio"/>	Tue	1/26	Needs Approval	7:00:00AM	1:30:00PM	2:30:00PM	5:00:00PM	9:00			1/26
<input type="radio"/>	Wed	1/27	Needs Approval	8:00:00AM	1:30:00PM	2:30:00PM	5:00:00PM	8:00			1/27
<input type="radio"/>	Thu	1/28	Approved	8:00:00AM	1:00:00PM	2:00:00PM	5:10:00PM	8:10	00TYM - Teleworking Non-Exempt		1/28
<input type="radio"/>	Fri	1/29	Approved	8:00:00AM	1:00:00PM	2:00:00PM	5:00:00PM	8:00	00TYM - Teleworking Non-Exempt		1/29
<input type="radio"/>	Sat	1/30	New								1/30

Submit Clear

Summary Absence Exceptions Exempt Time

Reported Time Summary

Category	Total	Sun 1/24	Mon 1/25	Tue 1/26	Wed 1/27	Thu 1/28	Fri 1/29	Sat 1/30
Hours Worked	24.75	0:33	8:25			8:10	8:00	
Total Reported Hours	41.75	0:33	8:25	9:00	8:00	8:10	8:00	
Time with no Category	17.00			9:00	8:00			

Personalize Find 1/31 1 of 1

Timesheet Punch Layout (con.)

After Release 6.22

21 February - 6 March 2021
BiWeekly Period: PS Delivered
Scheduled 80.00 | Reported 0.00 Hours | Combined Hours 0.00 Hours

[View Legend](#)

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
21 Sunday Feb Reported 0.00 / Scheduled OFF	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>
22 Monday Feb Reported 0.00 / Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>
23 Tuesday Feb Reported 0.00 / Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>
24 Wednesday Feb Reported 0.00 / Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>
25 Thursday Feb Reported 0.00 / Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>
26 Friday Feb Reported 0.00 / Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>

Updated Timesheet Elapsed Layout

Prior to Release 6.22

Timesheet

Employee ID

Empl Record 1

Actions

Earliest Change Date 03/07/2021

Select Another Timesheet

*View By Week

Previous Week

Next Week

*Date 02/28/2021

Total Reported Hours 40.00

Reported Hours 40.00

Print Timesheet

Punch Timesheet

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

From Sunday 02/28/2021 to Saturday 03/06/2021

Personalize | Find | 1-3 of 3 | Last

	Time Reporting Code	Sun 2/28	Mon 3/1	Tue 3/2	Wed 3/3	Thu 3/4	Fri 3/5	Sat 3/6	Total
<div>+ -</div>	00TVH - Teleworking Non-Exempt		8.00	6.00	4.00	8.00	6.00		32.0
<div>+ -</div>	00SCK - Sick			2.00			2.00		4.0
<div>+ -</div>	00VAC - Vacation				4.00				4.0

Submit

Reported Time Status

Summary

Leave / Compensatory Time

Absence

Exceptions

Payable Time

Reported Time Status

Personalize | Find | 1-8 of 8


Date	Reported Status	Total TRC	Description	Add Comments
03/01/2021	Approved	8.00 00TVH	Teleworking Non-Exempt	
03/02/2021	Approved	2.00 00SCK	Sick	
03/02/2021	Approved	6.00 00TVH	Teleworking Non-Exempt	
03/03/2021	Approved	4.00 00TVH	Teleworking Non-Exempt	
03/03/2021	Approved	4.00 00VAC	Vacation	
03/04/2021	Approved	8.00 00TVH	Teleworking Non-Exempt	
03/05/2021	Approved	2.00 00SCK	Sick	
03/05/2021	Approved	6.00 00TVH	Teleworking Non-Exempt	

Request Absence

Self Service

Time Reporting

8



UNIVERSITY SYSTEM
OF GEORGIA

Updated Timesheet Elapsed Layout

After Release 6.22

◀ 21 February - 6 March 2021 ▶

BiWeekly Period- PS Delivered

Scheduled 80.00 | Reported 0 Hours | Combined Hours 0.00 Hours

Submit

[View Legend](#)

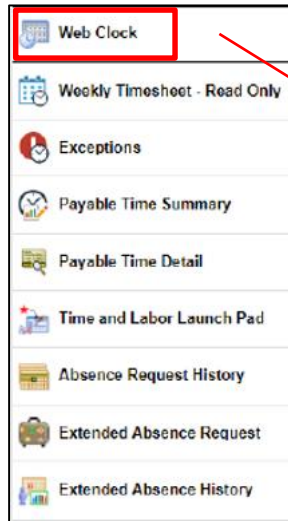
◀ Week 2 of 2 ▶

Scheduled 40.00 | Reported 0.00 Hours

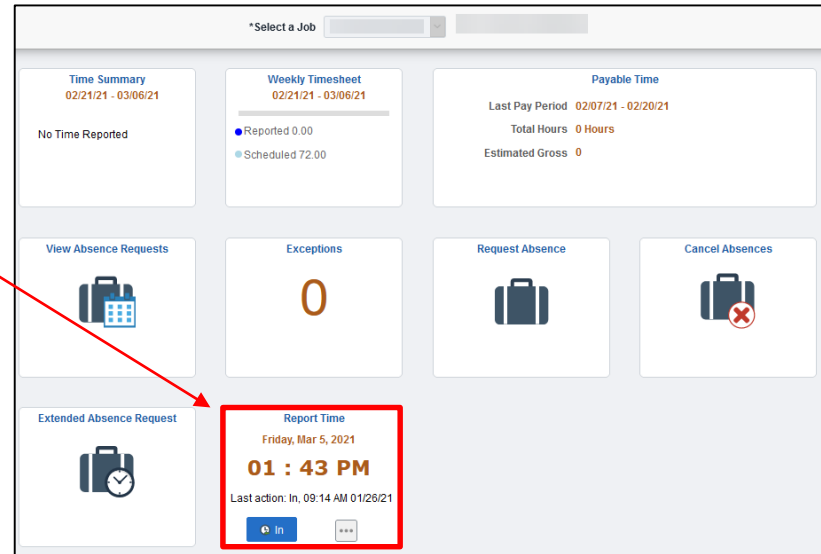
*Time Reporting Code / Time Details	28-Sunday	1-Monday	2-Tuesday	3-Wednesday	4-Thursday	5-Friday	6-Saturday
	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Comments							

Updated Web Clock Homepage

Prior to Release 6.22




After Release 6.22



Multiple Jobs on Campus

Prior to Release 6.22



Web Clock

Weekly Timesheet - Read Only

Exceptions

Payable Time Summary

Payable Time Detail

Time and Labor Launch Pad

Absence Request History

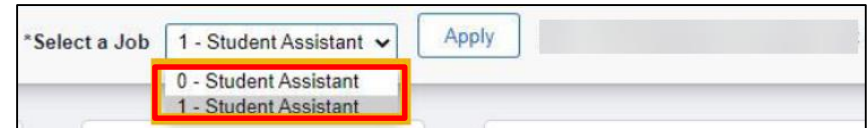
Extended Absence Request

Extended Absence History

After Release 6.22



*Select a Job 0 - Student Assistant ▼ Apply



*Select a Job 1 - Student Assistant ▼ Apply

0 - Student Assistant

1 - Student Assistant

Multiple Jobs on Campus

Prior to Release 6.22

Web Clock

Employee ID: 3685049

Student Assistant

Employment Record

Your Last Recorded Punch

Out at: 12:20:43PM

Enter Punch

Punch Type: In

Time Zone: EST

Time Reporting Elements

View Holiday Schedule

Look Up Employment Record

Search by: Emp Record

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1 of 2 Last

Emp Record	Task Profile ID	Task Description Code	Job Description Code	Job Description	Department	Department Descr
0	(blank)	(blank)	000001	Student Assistant 100	Engineering, College of	
1	(blank)	(blank)	000001	Student Assistant 286	BI2-Enterprise Innovation Inst	

After Release 6.22

Select a Job 1 - Misc-Tech Temp

Time Summary
02/21/21 - 03/06/21
No Time Reported

Weekly Timesheet
02/21/21 - 03/06/21
Reported 0.00
Scheduled 72.00

Payable Time
Last Pay Period 02/07/21 - 02/20/21
Total Hours 0 Hours
Estimated Gross 0

View Absence Requests

Exceptions
0

Request Absence

Cancel Absences

Extended Absence Request

Report Time
Friday, Mar 5, 2021
02 : 17 PM
Last action: In, 09:14 AM 01/26/21

thank you!





UNIVERSITY SYSTEM OF GEORGIA

Information Technology Services