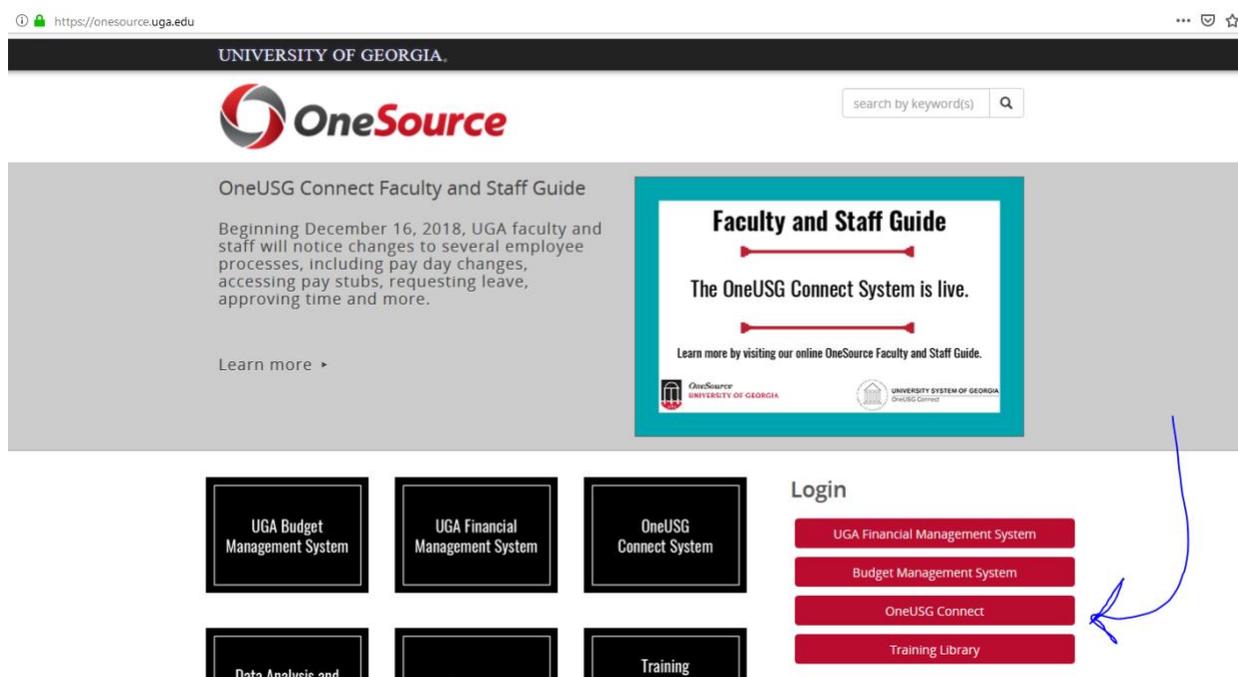


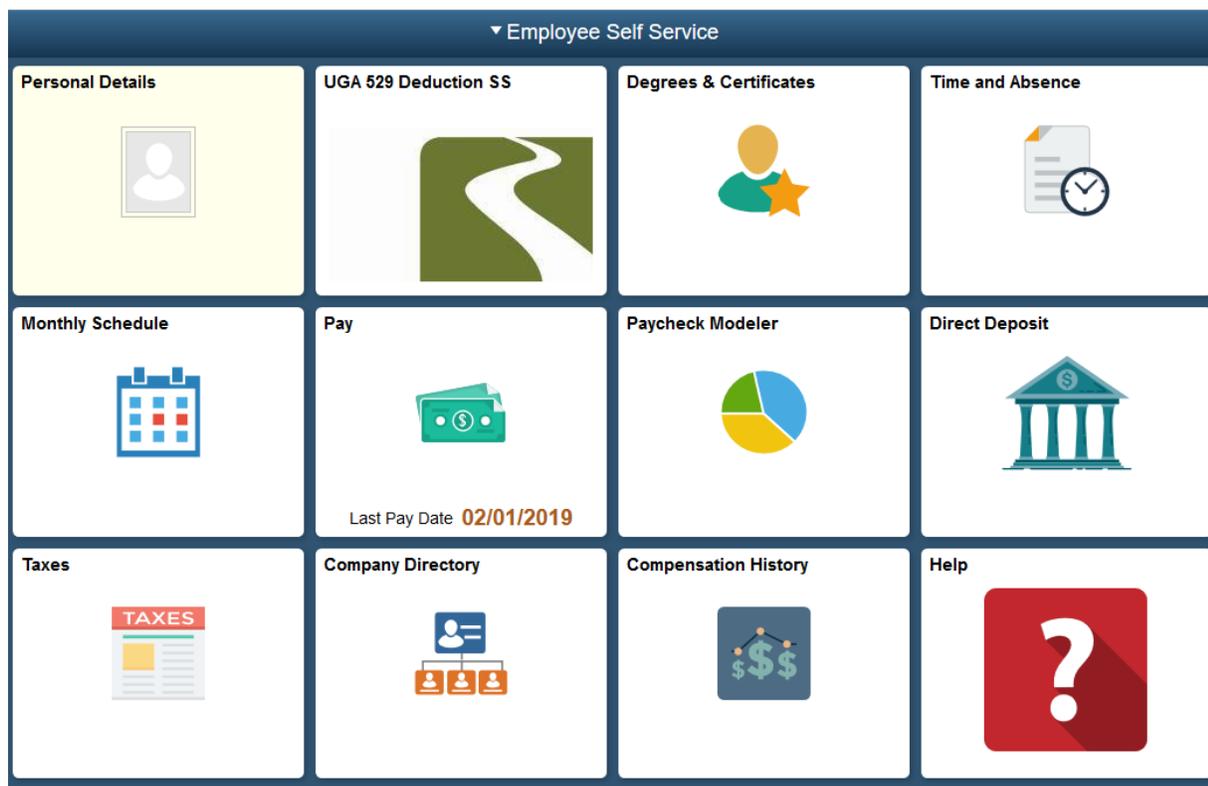
OneUSG Connect Cheat Sheet for Supervisors

Logging in to OneUSG Connect

- Use Firefox browser (this browser is the most successful)
- Be sure you are NOT using UGA Financial Management System
 - o That system is for travel and expense reports
- Go to onesource.uga.edu and click on OneUSG Connect:

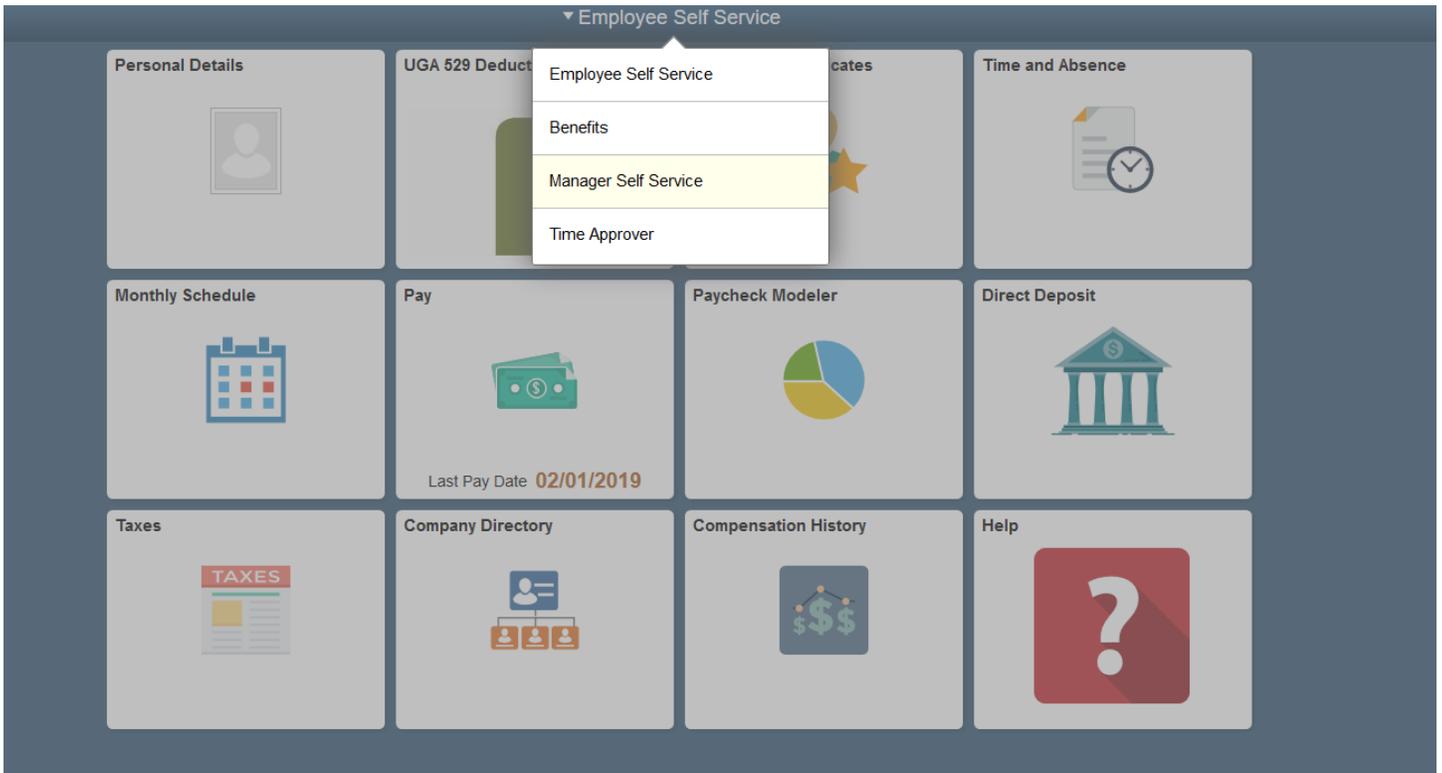


When you log in this is what you should see:

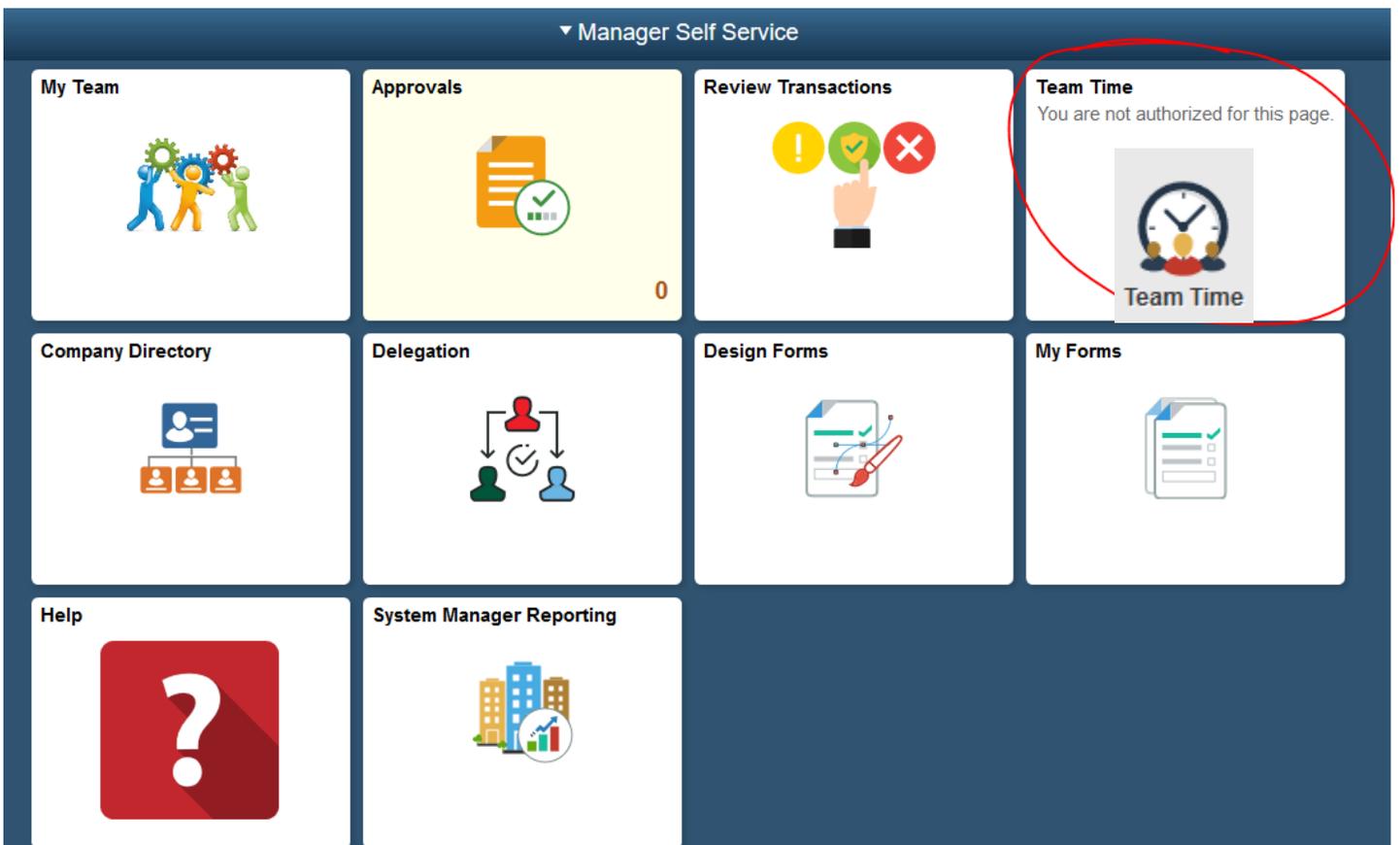


Approving Timecards

- Go to Manager Self Service by clicking on Employee Self Service drop down



- Then choose the Team Time Tile (yours will have a clock icon with 3 heads in front)



- Click Report/Approve Time for timecards

Manager Self Service

- Payable Time Summary
- Payable Time Detail
- Report/Approve Time**
- Assign Work Schedule
- Manage Schedules
- Monthly Time Calendar
- Time and Labor Launch Pad
- Absence Requests
- Absence Request History

- Type employee's last name and click Get Employees, then click on their name
- Do NOT click Approve Reported Time or Approve Absence

Report Time Timesheet

Report Time

Timesheet Summary

Employee Selection

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	Holland
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

Change View

*View By: Week

Date: 02/08/2019

Previous Week Next Week

Show Schedule Information

Employees For Ashley Mccullough, Totals From 02/03/2019 - 02/09/2019

Time Summary

Last Name	First Name	Employee ID	Empl Record	Task Profile ID	Task Profile Description	Job Title	Reported Hours	Hours to be Approved	Sc
Holland	W							0.00	

~~Approve Reported Time~~
~~Approve Absence~~

- This will open the timesheet
- Review timesheet WEEKLY as approvals are due every Friday by noon
- To approve, click Select All, and then Approve

Timesheet

Timesheet

Employee: [REDACTED]
 Empl Record: 0
 Earliest Change Date: 02/10/2019

Actions ▾

Select Another Timesheet

*View By: Week
 *Date: 02/03/2019 [ST] [Refresh]

Total Reported Hours: 40.00
 Reported Hours: 40.00

Previous Week Next Week
 Previous Employee
 Print Timesheet Punch Timesheet

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

From Sunday 02/03/2019 to Saturday 02/09/2019 ?

Time Reporting Code	Sun 2/3	Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7	Fri 2/8	Sat 2/9	Total
00REG - Regular		8.00	8.00	8.00	8.00	8.00		40.00

Submit

Reported Time Status | Summary | Absence | Exceptions | Payable Time

Reported Time Status

Select	Date	Reported Status	Total	TRC	Description	Add Comments
<input type="checkbox"/>	02/04/2019	Needs Approval	8.00	00REG	Regular	
<input type="checkbox"/>	02/05/2019	Needs Approval	8.00	00REG	Regular	
<input type="checkbox"/>	02/06/2019	Needs Approval	8.00	00REG	Regular	
<input type="checkbox"/>	02/07/2019	Needs Approval	8.00	00REG	Regular	
<input type="checkbox"/>	02/08/2019	Needs Approval	8.00	00REG	Regular	

Approval

Select All Deselect All Approve

Return to Select Employee
 Request Absence
 Approve Absence

- Click YES and then OK on the following two confirmation messages and now the timecard is approved. You will have to do this for every employee that reports to you.

Timesheet

Approve Confirmation

Message

Are you sure you want to approve the time selected? (13504,2500)

Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

1

2 Selected transactions were successfully approved.

- The timecard will show APPROVED if your approval went through. Once you click OK as referenced above, it will automatically take you back to the timecard where you can see the status of the payable time.

ACTIONS ▾ Earliest Change Date 02/10/2019

Select Another Timesheet

*View By: [Previous Week](#) [Next Week](#)

*Date:

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 02/03/2019 to Saturday 02/09/2019 [Personalize](#) | [Find](#) | |

	Time Reporting Code	Sun 2/3	Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7
<input type="button" value="+"/> <input type="button" value="-"/>	<input type="text" value="00REG - Regular"/>	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>

[Reported Time Status](#) | [Summary](#) | [Absence](#) | [Exceptions](#) | [Payable Time](#)

Reported Time Status [Personalize](#) | [Find](#) | | 1-5 of 5

Date	Reported Status	Total	TRC	Description	Add Comments
02/04/2019	Approved	8.00	00REG	Regular	<input type="button" value="🗨"/>
02/05/2019	Approved	8.00	00REG	Regular	<input type="button" value="🗨"/>
02/06/2019	Approved	8.00	00REG	Regular	<input type="button" value="🗨"/>
02/07/2019	Approved	8.00	00REG	Regular	<input type="button" value="🗨"/>
02/08/2019	Approved	8.00	00REG	Regular	<input type="button" value="🗨"/>

Notes about Timecards

- The employee must estimate worked hours for Fridays
 - o It is the **supervisor's responsibility** that all worked hours are approved for the entire pay period
 - o If approval takes place before an employee has estimated hours, it is the supervisor's responsibility to
 - Remind the employee to estimate Friday hours
 - Ensure the Friday hours get approved
 - o If a Friday shift is not approved, the time will not be paid out resulting in a shorted pay check AND a lengthy back pay request process for that one shift
 - This adds undue stress to both the employee AND fiscal office
 - o Please make sure all hours are approved, you are welcome to set your own deadlines for your employees if that makes life easier

Absence Requests

- Navigate back to this screen and choose Absence Requests

The screenshot shows a navigation menu for 'Manager Self Service'. The menu items are: Payable Time Summary, Payable Time Detail, Report/Approve Time (highlighted in yellow), Assign Work Schedule, Manage Schedules, Monthly Time Calendar, Time and Labor Launch Pad, Absence Requests (circled in red), and Absence Request History.

- You should see something like this if you have outstanding absence requests awaiting approval
- You will click the employee's name

The screenshot shows the 'Absence Requests' page. It includes a header with a back arrow and the title 'Absence Requests'. Below the header is a section with instructions: 'Select the requestor's name link to approve or deny the request. You can view the monthly calendar for your direct reports by selecting the View Monthly Calendar link. To view all requests or previously approved/denied requests, use the Show Requests by Status and select the Refresh button.' There is a dropdown menu for 'Show Requests by Status' set to 'Pending' and a 'Refresh' button. Below this is a table with the following columns: Name, Employee ID, Job Title, Approval Process, Absence Name, Start Date, End Date, Status, and Submitted. The first row of the table is circled in red.

Name	Employee ID	Job Title	Approval Process	Absence Name	Start Date	End Date	Status	Submitted
[Redacted]	[Redacted]	[Redacted]	Absence Request	Vacation	[Redacted]	[Redacted]	Submitted	02/08/2019
[Redacted]	[Redacted]	[Redacted]	Absence Request	Vacation	[Redacted]	[Redacted]	Submitted	02/08/2019
[Redacted]	[Redacted]	[Redacted]	Absence Request	Vacation	[Redacted]	[Redacted]	Submitted	02/08/2019

- Click Check Leave Balance and the system will tell you if the employee is eligible for the leave
- Once you know an employee is eligible, you can click Approve.
- If the system tells you an employee is ineligible, (i.e. they do not have enough leave time) they will be uncompensated for this absence request.
 - o If they are ineligible, it is at the supervisor's discretion to approve/deny this request
 - o If request is approved and will be uncompensated, it is the supervisor's responsibility to notify the employee it will be uncompensated
 - This can be done via the approver comments box noted in red below.
- If the employee needs to edit, you can push back the request using the Pushback button

Absence Request

Approve Deny Pushback

Absence Details

Absence Name: Vacation
Start Date: 02/08/2019
End Date: 02/08/2019
Original Start Date: 02/08/2019
Duration: 1.5 Hours
Partial Days: All Days - 1.5 Hours
Current Balance: [Redacted]

Check Leave Balance

Requester Comments
There are no requester comments

Request History >

Approver Comments

Approval Chain >