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
  - 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

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

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.
- 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.

**Notes about Timecards**

- The employee must estimate worked hours for Fridays
  - It is the **supervisor’s responsibility** that all worked hours are approved for the entire pay period
  - 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
  - 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
  - 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

- You should see something like this if you have outstanding absence requests awaiting approval
- You will click the employee’s name
- 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.
  - If they are ineligible, it is at the supervisor’s discretion to approve/deny this request
  - 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.