

TIME FOR BIWEEKLY STAFF

OneUSG Connect Go-Live Guide

ONEUSGCONNECT.USG.EDU

Effective December 16, the OneUSG Connect Employee Self-Service site will be your one-stop shop for all your employee information.

Employees who are paid biweekly will submit their time in **one of four** ways:

- **Submitting a Punch Timesheet (Manual)**
- **Reporting Time Using A Web Clock**
- **Using Pay from Schedule to Submit Time**
- **Using a Kaba Clock**

This guide contains instructions for submitting a punch timesheet, reporting time using a web clock and submitting using pay from schedule.

Instructions for using the Kaba Clocks will be posted by each time clock.

Submitting a Punch Timesheet (Manual)

Log your start and end times for each day.

If your meal breaks are not automatically deducted, you will also have to enter those.

From **OneUSG Connect Employee Self-Service**, click **Time and Absence**.

Click **Weekly Timesheet**.

The current timesheet period should be open.

Paid holidays and any absences requested should already be reflected in the timesheet. You cannot add leave or absences directly to the timesheet.

Enter **In** and **Out** fields:

- In the **In** field, enter the time you started work for that date.
- In the **Out** field, enter the time you ended work for that date.

If your meal breaks are automatically deducted, click **Submit**.

Confirm you entered all absence requests for the pay period. If you haven't, make sure to enter your absence requests. If you have, click **OK**.

If your meal breaks are not automatically deducted, enter your meals in your timesheet as well:

- In the **Lunch** field, enter the time you started your meal break.
- In the second **In** field, enter the time you returned from your meal break.

Leave the Time Reporting Code and Quantity fields empty.

If desired, click the **Add Comments** bubble icon and enter your comments.

Click **Submit**.

Confirm you entered all absence requests for the pay period. If you haven't, make sure to enter your absence requests. If you have, click **OK**.



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Have questions about direct deposit, pay, W-2s or absence requests?

Find our other Go-Live guides at onesource.uga.edu.

Report Time Using A Web Clock

From **OneUSG Connect Employee Self-Service**, click **Time and Absence**.

On the **Time** page, click the Web Clock link.

Record your punch at the following times:

- Punch in at the beginning of your shift by clicking the **Punch Type** drop-down and select **In**.
- Punch out for your meal break by clicking the **Punch Type** drop-down and select **Meal**.
- Punch in after your meal break by clicking the **Punch Type** drop-down and select **In**.
- Punch out at the end of your shift by clicking the **Punch Type** drop-down and select **Out**.

If you want to enter comments with any of your punches, click the **Expand** icon for Time Reporting Elements and **enter your comments**.

Leave the Time Reporting Code field blank. This optional step can be done for any punch.

Click the **Enter Punch** button.

Click **OK** for the confirmation message.

Submitting Time Using Pay from Schedule

You will enter the total number of hours worked each day.

From **OneUSG Connect Employee Self Service**, click **Time and Absence**. Click **Weekly Timesheet**.

There should be an option to 'Apply schedule'. Your time will automatically populated. You will be able to edit your time if necessary.

If you have paid holidays or absences on your timesheet, you will need to manually enter your time for each day. The 'Apply Schedule' option will not be available.

If a blank row is not showing, click the **Add (+)** icon at the beginning of the row. Otherwise, skip this step.

Click the **Time Reporting Code** drop-down and select the appropriate entry. This is usually "**oOREG - Regular.**"

If you need to enter different types of time entries for one day, add an additional row.

You cannot add any leave or absences directly to the timesheet.

Click **Submit**.

Confirm you entered all absence requests for the pay period. If you haven't, enter your absence requests. If you have, click **OK**.



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