

OneUSG Connect

Release 6.22: Fluid Time & Absence
Employee Course

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Course Objectives

- View the new fluid time and absence pages within OneUSG Connect
- Understand how to enter time and leave with the new functionality

What is fluid?

Peoplesoft Fluid is a more modern, responsive user interface



Agenda

- Absence Management (monthly and biweekly benefits eligible employees)
 - Requesting leave
 - Viewing your leave requests
 - Viewing your leave balances
 - Cancelling your leave request
 - Editing a previously submitted/approved leave request
 - Entering an extended leave request
- Time & Labor (biweekly employees)
 - Weekly Timesheet
 - Payable time summary
 - Web clock
 - Pay from Schedule
 - Manual Time Entry
 - Multiple Jobs on Campus
 - Time entry exception





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Absence Management



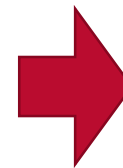
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Requesting leave

- [Submitting a Full Day Absence Request Tutorial](#)
- [Submitting a Partial Day Absence Request Tutorial](#)
- Attachments can now be added to leave requests but are **NOT** required

The dashboard displays several key metrics:

- Time Summary** (02/21/21 - 03/06/21): No Time Reported
- Weekly Timesheet** (02/21/21 - 03/06/21): Reported 0.00, Scheduled 40.00
- Payable Time** (Last Pay Period: 02/07/21 - 02/20/21): Total Hours 0 Hours, Estimated Gross 0
- View Absence Requests**: Icon of a briefcase and calendar
- Exceptions**: 1
- Request Absence**: Icon of a briefcase, circled in red
- Cancel Absences**: Icon of a briefcase with a red 'X'



The form contains the following fields and options:

- Absence Type**: All
- *Absence Name**: Sick Leave
- *Start Date**: 03/03/2021
- End Date**: [Calendar icon]
- Original Start Date**: [Calendar icon]
- Duration**: 8.00 Hours
- Partial Days**: None (circled in red)
- Check Leave Balance**: Button
- Comments**: [Text area]
- Attachments**: You have not added any Attachments. **Add Attachment** button (circled in red)

View Absence Requests

- [Viewing Your Absence Request Tutorial](#)
- Similar to the current absence request history link
- Shows status of leave requests (submitted, approved, cancelled, pushed back, etc.)
 - Default view shows the past 90-days and 90-days into the future

The dashboard overview includes several widgets: 'Time Summary' (02/21/21 - 03/06/21) with 'No Time Reported'; 'Weekly Timesheet' (02/21/21 - 03/06/21) with 'Reported 0.00' and 'Scheduled 80.00'; 'Payable Time' (Last Pay Period 02/07/21 - 02/20/21) with 'Total Hours 0 Hours' and 'Estimated Gross 0'; 'Weekly Timesheet - Fluid' (02/28/21 - 03/06/21) with 'Reported 0.00' and 'Scheduled 40.00'; 'View Absence Requests' (circled in red) with a calendar icon; 'Exceptions' with a large '0'; and 'Request Absence' with a briefcase icon.

New Filter Button for viewing request outside default view

The 'View Requests' table shows a list of absence requests. A filter button (a funnel icon) is circled in red with an arrow pointing to it from the text box above. The table has 4 rows. The first row is for 'Vacation Approved' on 01/20/2021 for 8 hours, with 'ELIGIBLE' status. The second row is for 'Sick Leave Approved' on 12/23/2020 - 12/24/2020 for 16 hours, with 'ELIGIBLE' status.

Request Type	Status	Start Date	End Date	Hours	Action
Vacation	Approved	01/20/2021		8 Hours	>
ELIGIBLE					
Sick Leave	Approved	12/23/2020	12/24/2020	16 Hours	>
ELIGIBLE					

Viewing Your Leave Balance

- [Viewing Your Leave Balance Tutorial](#)

The screenshot displays a dashboard with several widgets:

- Weekly Timesheet** (02/21/21 - 03/06/21): Reported 0.00, Scheduled 80.00.
- Payable Time** (Last Pay Period 02/07/21 - 02/20/21): Total Hours 0 Hours, Estimated Gross 0.
- Time Summary** (02/21/21 - 03/06/21): No Time Reported.
- Weekly Timesheet - Fluid** (02/28/21 - 03/06/21): Reported 0.00, Scheduled 40.00.
- View Absence Requests**: Icon of a briefcase and calendar.
- Exceptions**: Large number 0.
- Request Absence**: Icon of a briefcase.
- Cancel Absences**: ORACLE PEOPLESOFT logo.
- Extended Absence Request**: Icon of a briefcase and clock.
- Absence Balances**: Icon of a briefcase and scales, circled in red.



Educational Leave Balance As Of 02/20/2021	8.00 Hours
Deferred Holiday Balance As Of 02/20/2021	6.00 Hours
Comp Time Balance As Of 02/20/2021	0.00 Hours
Vacation Balance As Of 02/20/2021	44.20 Hours
Sick Balance As Of 02/20/2021	668.50 Hours

****Disclaimer** The current balance does not reflect absences that have not been processed.

Canceling Your Leave Request

- [Canceling Your Leave Request Tutorial](#)
- Cancel if: you are no longer taking off **OR** to edit the absence request

Payable Time
Last Pay Period 02/01/21 - 02/28/21
Total Hours 0 Hours
Estimated Gross 0

Weekly Timesheet - Fluid
02/28/21 - 03/06/21
Reported 0.00
Scheduled 40.00

View Absence Requests

Exceptions
0

Request Absence

Cancel Absences

Extended Absence Request

Absence Balances



View Requests 4 rows

Vacation Submitted	03/08/2021 4 Hours	>
Sick Leave Submitted Manager Absence Request	02/19/2021 8 Hours	>

Absence Details

Absence Type All
Absence Name Vacation
Start Date 03/08/2021
End Date 03/08/2021
Original Start Date
Duration 4.00 Hours
Status Submitted
Comments

Cancel Absence



Editing Your Previously Submitted/Approved Leave Request

- Editing a Submitted and Approved Absence Request
- The request must be in a **Canceled** status to allow editing

The screenshot illustrates the workflow for editing a leave request. It starts with the dashboard where the 'View Absence Requests' button is highlighted. This leads to a table of requests, where a 'Vacation Canceled' request is selected. The detailed view of this request shows various fields that can be edited, such as the absence type, name, dates, duration, and status.

View Requests		17 rows
Vacation	Canceled	02/19/2021
ELIGIBLE		8 Hours

Any of the fields can be edited including Partial Days.

Requesting an Extended Leave

- Requesting an Extended Leave Event
- Guided 3 step process
- Attachments are **NOT** required (Central Leave Administrators will reach out for the necessary supporting documentation)
- Be sure to **SAVE** before selecting **NEXT**

The screenshot illustrates the Oracle PeopleSoft interface for requesting an extended leave. It shows a dashboard with various time-related metrics, a 'Manage Extended Absence' section with a '+ Add' button, and a form for 'Step 1 of 3: Absence Information'. The form includes fields for 'Absence Type' (FMLA), '*Absence Take' (EA - FMLA Continuous/Intermitt), '*Start Date' (03/03/2021), '*Expected Return Date', and 'Actual Return Date'. A 'Save' button is circled in red, and a 'Next >' button is visible. A 'Launch' button is also present in the top right of the form area.



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Time & Labor



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Understanding the Weekly Timesheet

- The timesheet now only shows Reported Time
 - Payable Time, Absences, and Exceptions are now located on different pages
- Schedules are primarily used for absence requests.
 - It is **okay** for reported time to be different than the scheduled hours
- Employees will **NOT** be able to toggle between punch and elapsed timesheets

The screenshot displays the 'Weekly Timesheet' interface for the period 02/21/21 - 03/06/21. On the left, a summary box shows 'Reported 14.00' and 'Scheduled 40.00'. The main area is divided into two sections: a 'Day Summary' and a 'Legend'.

The 'Day Summary' table shows the following data:

Day	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments
21 Feb Sunday	4:00:00PM			7:00:00PM		Reported 3.00 / Scheduled OFF	
22 Feb Monday	00:00:00AM			3:00:00PM		Reported 9.00 / Scheduled 4.00	
23 Feb Tuesday						Reported 0.00 / Scheduled 4.00	
24 Feb Wednesday	10:00:00AM			12:00:00PM		Reported 2.00 / Scheduled 4.00	

The 'Legend' window on the right lists various status icons and their meanings: Time Details, Saved, Approved, Pending Approvals, Denied, Pushed Back, Exception, Absence, Reported, and Reported Under Schedule.

Red annotations highlight specific features: a red circle around the 'Day Summary' table, a red box labeled 'Punch' pointing to the Sunday entry, and a red oval labeled 'Elapsed' pointing to the 'Scheduled 8' entries in the bottom row.

Payable Time Summary

- [Evaluating Your Reported vs Payable Time Tutorial](#)
- Payable time is **NOT** located on the timesheet anymore
- The Payable Time Tile shows the payable time from the **PREVIOUS** period
- Payable Time includes special rules such as overtime, comp time, etc.

Weekly Timesheet
02/21/21 - 03/06/21

Reported 98.00
Scheduled 80.00

Weekly Timesheet - Fluid
02/28/21 - 03/06/21

Reported 48.00
Scheduled 40.00

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

Payable Time Summary

Summary Detail

Time Reporting Code	TRC Type	Quantity	Estimated Gross
Additional Straight Time	Hours	8.00	\$153.06 USD
Holiday Non-Exempt	Hours	8.00	\$153.06 USD
Comp Time Overtime	Hours	15.00	USD
Regular	Hours	72.00	\$1377.55 USD
Total	Hours	103.00	\$1683.67 USD

Entering Time Via Web Clock

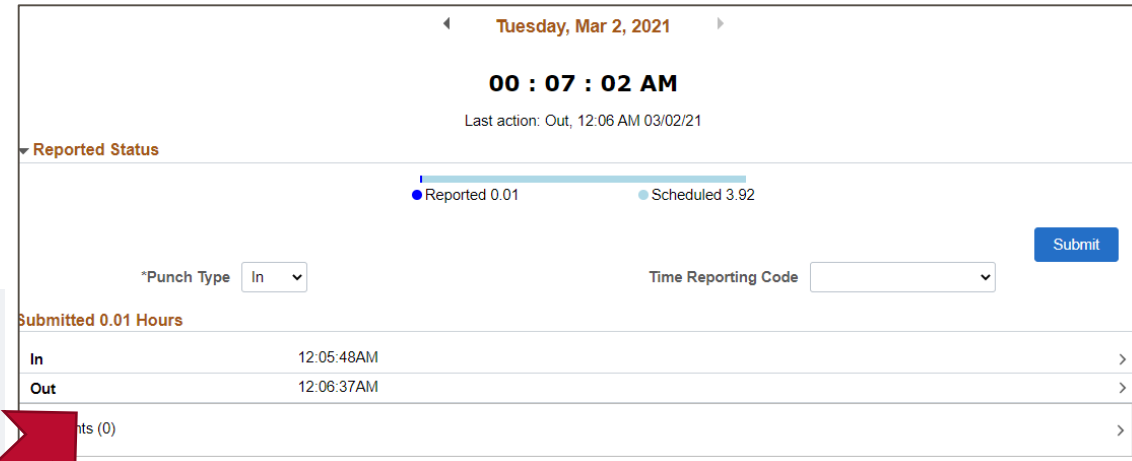
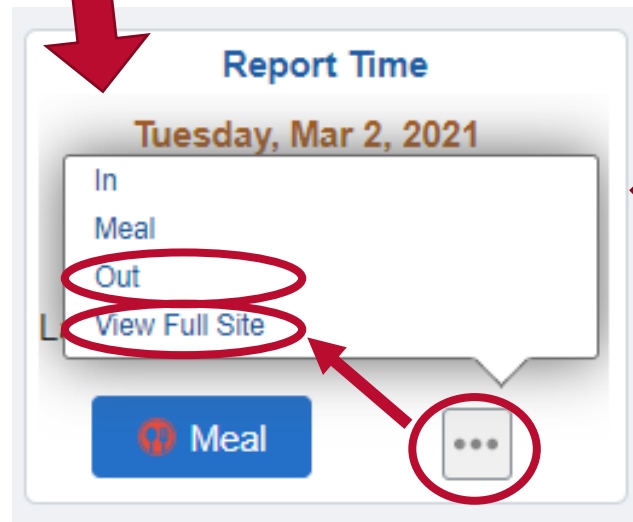
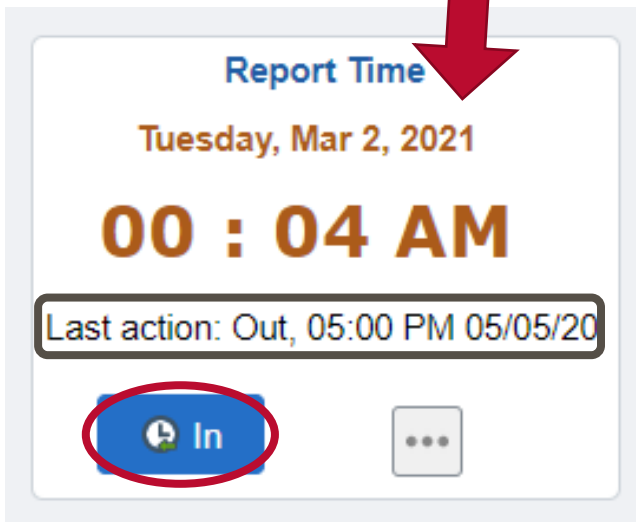
- [Entering Time Using the PeopleSoft Web Clock Tutorial](#)
- Web Clock employees will use the “Report Time” Tile to enter time
 - The Report Time Tile shows the last action reported

Enter time using:

Punch Button

OR

Additional Options



Entering Time Via Pay from Schedule

- [Reporting Time Using Pay from Schedule via Fluid Tile Tutorial](#)
- [Reporting Time Using Pay From Schedule Via Weekly Timesheet](#)
- Pay From Schedule Employees have **ELAPSED** timesheets
 - Time can be entered from the Weekly Timesheet or the Weekly Timesheet Fluid tiles
 - The Apply Schedule option only exists on the **Weekly Timesheet – Fluid Tile**
- After time is entered, if changes need to be made, it must be edited from the Weekly Timesheet Tile

The screenshot illustrates the process of entering time via pay from schedule in the OneUSG Connect system. It is divided into three main sections:

- Fluid Tile (Left):** Titled "Weekly Timesheet - Fluid" for the period 02/28/21 - 03/06/21. It shows a progress bar with "Reported 0.00" (blue dot) and "Scheduled 40.00" (light blue dot).
- Main Timesheet Entry (Middle):** Shows the period 02/28/21 - 03/06/21. A progress bar indicates "Reported 40.00" (blue dot) and "Scheduled 40.00" (light blue dot). Below this, there are options for "Options" (a dropdown menu), "Apply Schedule" (a button circled in red), and "*Time Rep" (a dropdown menu with "Copy from Previous Week" and "Manual Entry" options). A message states "Copied 40 hours from Schedule". A "Review" button is also circled in red.
- Weekly Timesheet Summary (Right):** Shows the period 02/28/21 - 03/06/21. It lists days: 28 Feb (Sunday, Reported 0.00 / Scheduled OFF), 01 Mar (Monday, Reported 8.00 / Scheduled 8.00, Teleworking Exempt 8.00), and 02 Mar (Tuesday, Reported 8.00 / Scheduled 8.00, Teleworking Exempt 8.00). A "Back" button and a "Submit" button (circled in red) are visible at the top right.

Entering Time Via Manual Time Entry

- [Entering Your Time via Manual Time Entry Tutorial](#)
- Manual Time Entry are those individuals who edit their timesheets to enter In and Out Times (**Punch Timesheet**)
- Manual Time Entry is entered via the **Weekly Timesheet Tile** (Not Fluid)

The screenshot displays the 'Weekly Timesheet' interface. On the left, a summary tile for the week of 02/21/21 - 03/06/21 shows 'Reported 0.00' and 'Scheduled 80.00'. A red arrow points from this tile to a detailed daily entry table. The table has columns for 'Day Summary', 'In', 'Lunch', 'In', 'Out', and 'Comments'. The 'Submit' button in the top right is circled in red.

Day Summary	In	Lunch	In	Out	Comments
21 Feb Sunday Reported 0.00 /Scheduled OFF					
22 Feb Monday Reported 0.00 /Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	
23 Feb Tuesday Reported 0.00 /Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	

Navigating through Multiple Jobs

- [Entering Time via Manual Time Entry with Multiple Jobs](#)
- [Reporting Your Time for Multiple Jobs Using the Web Clock](#)
- The job selection drop-down is at the top of the Time page
- Use the department information to the right of “Apply” to ensure proper job selection
- Once you choose the correct job, click the **Apply** button

The screenshot displays the 'Time' entry interface. At the top, there is a dark blue header with the word 'Time' in white. Below this, there are two main sections. The first section shows a dropdown menu labeled '*Select a Job' with four options: '2 - Work Study Student', '1 - Student Assistant', '2 - Work Study Student', and '3 - Student Assistant'. The '2 - Work Study Student' option is highlighted in blue. To the right of the dropdown is an 'Apply' button. Further right, the job ID 'H1000171 - VPR-Complex Carbohyd Rsch Ctr, CAHS-Physical Therapy' is displayed. The second section shows a similar dropdown menu with '3 - Student Assistant' selected. To its right is another 'Apply' button, followed by the job ID 'H1000665 - PSO-Cont Ed-Aux-Food Services'. Red arrows point from the 'Apply' buttons in both sections to a red callout box at the bottom right.

Time is reported for this job **after** you click Apply

Time Entry Exceptions

- [Viewing Your Timesheet Exceptions Tutorial](#)
- Exceptions are no longer on the timesheet screen, but instead are on their own tile
 - High Exceptions cannot be paid and must be resolved
 - Medium and Low Exceptions can be paid
- If you see an exception that needs to be fixed, contact your manager

The image shows a user interface for viewing time entry exceptions. On the left is a summary tile titled "Exceptions" with a large orange number "1". A red arrow points from this tile to a detailed view on the right. The detailed view is for "Job Title 2 - Work Study Student" and is titled "Exceptions". It shows a list of exceptions. The first item in the list is highlighted with a red circle and contains the text "Medium" and "10/14/2019". Below the list, there is a summary line: "Reported Hours: 14 flagged as long interval %1 reported hours are flagged as a long interval." To the right of this line is a "Medium" label and a date "10/14/2019", both of which are circled in red. There are also navigation icons (up/down arrows and a right arrow) on the right side of the detailed view.

Questions?

Contact oneusgsupport@uga.edu or
Call 706-542-0202 option 1

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