OneUSG Connect

Release 6.22: Fluid Time & Absence
Employee Course
Presenters: Baileigh Barnes and Amanda Ganger
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
Absence Management
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
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

New Filter Button for viewing request outside default view
Viewing Your Leave Balance

- Viewing Your Leave Balance Tutorial
Canceling Your Leave Request

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

![View Requests](image)

**Vacation**
- Submitted

**Sick Leave**
- Submitted
- Manager Absence Request

**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

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**
Time & Labor
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
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.

```
<table>
<thead>
<tr>
<th>Time Reporting Code</th>
<th>TRC Type</th>
<th>Quantity</th>
<th>Estimated Gross</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Straight Time</td>
<td>Hours</td>
<td>8.00</td>
<td>$153.06 USD</td>
</tr>
<tr>
<td>Holiday Non-Exempt</td>
<td>Hours</td>
<td>8.00</td>
<td>$153.06 USD</td>
</tr>
<tr>
<td>Comp Time Overtime</td>
<td>Hours</td>
<td>15.00</td>
<td>USD</td>
</tr>
<tr>
<td>Regular</td>
<td>Hours</td>
<td>72.00</td>
<td>$1377.55 USD</td>
</tr>
<tr>
<td>Total</td>
<td>Hours</td>
<td>103.00</td>
<td>$1683.67 USD</td>
</tr>
</tbody>
</table>
```
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
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)
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

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
Questions?

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

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