OneUSG Connect

Release 6.22: Fluid Time & Absence Manager Course
Presenters: Baileigh Barnes and Amanda Ganger
Course Objectives

• Awareness of key differences between classic and fluid
• View the new fluid time and absence pages within OneUSG Connect
• Understand how to enter/approve time and leave with the new functionality
Agenda

• Awareness of Key Differences
• Absence Management (monthly and biweekly employees)
  • Approving a leave request
  • Viewing your employee’s leave balances
  • Canceling vs. editing your employee’s leave request
• Time & Labor (biweekly employees)
  • Report/Approve Time
  • Reviewing Payable Time
  • Managing Exceptions
Key Differences
Key Differences

• What is fluid?
  • Peoplesoft Fluid is a more modern, responsive user interface
• The timesheet view will only show Reported Time
  • Payable Time, Absences, and Exceptions are now located on different pages
• Schedules are displayed on the timesheet
• You can no longer toggle between punch and elapsed timesheets
Key Differences (Continued)

• Timesheet View Options – can only view by full period

• Absences can no longer be entered/edited/approved via the timesheet

Remember - utilize your queries!
(Queries within System Manager Reporting will remain unchanged)
Timesheet Differences

Current timesheet contains Reported Time, Payable Time, Absence Requests/Balances, and Exceptions.

New Fluid Functionality, managers / employees will need to use different screens to view this information.
Punch Vs Elapsed Timesheets

Current:
Managers/employees can toggle between punch and elapsed timesheet views and enter time using either Time Entry Methods.

New:
Punch employees will ONLY have a Punch Timesheet, and Elapsed employees will ONLY have an Elapsed Timesheet.
Schedules on the Timesheet

- Schedules are displayed on the timesheet for visibility purposes only
  - Schedules are primarily used for absence requests
  - It is **okay** for reported time to be different than the scheduled hours

New

<table>
<thead>
<tr>
<th>Day Summary</th>
<th>In</th>
<th>Lunch</th>
<th>In</th>
<th>Out</th>
<th>Punch Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 2/21</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 2/22</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 2/23</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21 Feb</td>
<td>4:00 PM</td>
<td></td>
<td>7:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22 Feb</td>
<td>5:00 AM</td>
<td></td>
<td>3:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23 Feb</td>
<td>6:00 AM</td>
<td></td>
<td>4:00 AM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Time Reporting Code

- Scheduled OFF
- Scheduled 0
- Scheduled 8

New USG Connect: 6.22 Release
Timesheet Viewing Options

- Timesheets can only be viewed by the full pay period, the View by Day and View by Week options will no longer be available
  - The View by Day Option will be available at first, but an ad hoc release after Go Live will remove this option due to a Java Error
- **Entering Time for an Employee with a Mid-Period Change**

Current

Select Another Timesheet

*View By

*Date

Calendar Period

Day

Week

New

21 March - 3 April 2021
BiWeekly Period- PS Delivered
Scheduled 80.00 | Reported 0.00 Hours | Combined Hours 0.00 Hours | Unapproved Time 0.00

This View By Dropdown will be removed
Absences on the Timesheet

- Some employees and managers enter/edit/approve leave requests via the timesheet
  - This functionality will no longer exist in the Fluid interface
  - The actions mentioned above must now be done via the Team Time Tile
  - Exception – managers/dynamic group users will no longer have the ability to edit a leave request that was submitted by their employee
Absence Management
Approving a leave request

- Approving a Leave Request Tutorial
- Absence Request Approvals are done via the Team Time Tile
Viewing your employee’s leave balances

- Viewing Employee Leave Balances Tutorial
Cancelling vs. editing your employee’s leave requests

- Cancelling an Absence Request Tutorial
- Approving an Absence Request Tutorial
- Managers can no longer edit leave via the timesheet –
  - Best Practice is to use the Push Back function so the employee can edit and resubmit
  - Managers should only cancel a request if it is no longer needed
Report/Approve Time

- Approving: **Punch Time** or **Elapsed Time** Tutorials
- The employee search/selection screen is different
  - Use **Filter** to see the classic view search options OR
  - Use **Get Employees** to display all your accessible employees
Reviewing Payable Time

- **Viewing an Employee’s Payable Time Tutorial**
- Payable Time is **no longer** on the timesheet
  - To review payable hours, managers should use the Payable Time page
  - The search options are the same as the Report/Approve page

The Detail tab show hours by date with status and additional data.
Managing Exceptions

- Managing Timesheet Exceptions Tutorial
- Exceptions are no longer on the timesheet
  - Managers will use the Manage Exceptions page to review and resolve exceptions
  - The Fluid page works similarly to the Classic page

Best practice for resolving Exceptions is not changing.
Questions?

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

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