

OneUSG Connect

*Release 6.22: Fluid Time & Absence
Manager Course*

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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





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Key Differences



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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

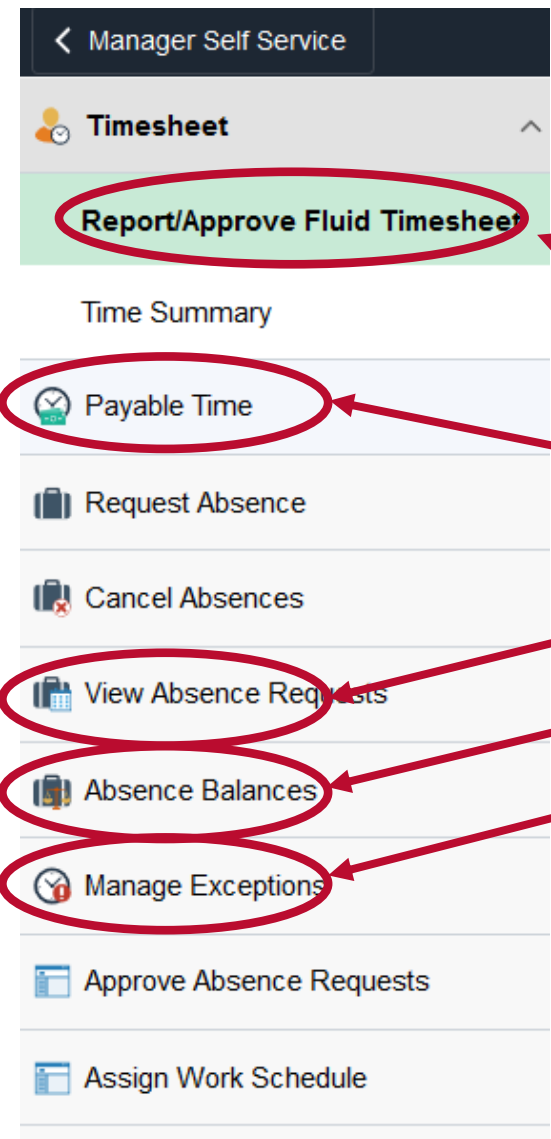
Remember - utilize your queries!

(Queries within System Manager Reporting will remain unchanged)

Timesheet Differences

Summary		Leave / Compensatory Time	Absence	Exceptions	Payable Time
Reported Time Summary					
Category	Total	Week 1 (2/7-2/13)			
Hours Worked	56.00	18.00			
Absence Event	4.80	4.80			
Hours Not Worked	2.00				
Total Reported Hours	79.96	39.96			
Time with no Category	17.16	17.16			

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

Day Summary In

07 Sunday
Feb Reported 0.00 / Scheduled OFF

08 Monday
Feb **Punch** Scheduled 3.92

09 Tuesday
Feb Reported 0.00 / Scheduled 3.92

7:47:16AM

Actions Earliest Change Date 03/07/2021

Select Another Timesheet

*View By Calendar Period

*Date 02/07/2021 31 ↻

Total Reported Hours 79.96
Reported Hours 79.96

Previous Period Next Period
Previous Employee Next Employee
Print Timesheet **Elapsed Timesheet**

Elapsed

Time Reporting Code	31-Sunday	1-Monday	2-Tuesday	3-Wednesday	4-Thursday	5-Friday	6-Saturday
Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 12	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled OFF Reported 0	
	8.00	8.00	8.00	8.00	8.00		+ -

Previous Period Next Period
Previous Employee Next Employee
Print Timesheet **Punch Timesheet**

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

Current

New

Day	Date	Reported Status	In	Lunch	In	Out	Punch Total
Sun	2/21	New					
Mon	2/22	Approved	10:00:00AM			12:00:00PM	2.00
Tue	2/23	Approved	4:00:00PM			5:00:00PM	1.00

Day Summary		In	Lunch	In	Out	Time Reporting Code	Quantity	Comments
21	Sunday Feb	4:00:00PM			7:00:00PM			
Reported 3.00 / Scheduled OFF								
22	Monday Feb	6:00:00AM			3:00:00PM			
Reported 9.00 / Scheduled 4.00								
23	Tuesday Feb							
Reported 0.00 / Scheduled 4.00								

Time Reporting Code		Sun 2/7	Mon 2/8	Tue 2/9	Wed 2/10
+ -	00IWB - Inclement Weather-Non-Exemj				
+ -	00REG - Regular		9.00		9.00
+	00CPT - Comptime Taken				

Time Reporting Code	31-Sunday	1-Monday	2-Tuesday	3-Wednesday
Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	
	8.00	8.00	8.00	

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

Actions ▾

Select Another Timesheet

*View By **Calendar Period**

*Date **Calendar Period** | Scheduled 41.50
Day | Reported 0.00 Hours | Combined Hours 0.00 Hours | Unapproved Time 0.00
Week | Scheduled 41.50

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

New

Employee Employ
HR/EEO/OD Paraprofessional/Pro
Return to Select Employee

*View By **Calendar Period**

Day
Week

View Legend

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

Current

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
<input type="checkbox"/>	12/23/2020	12/23/2020	Vacation	8.00	Hours	Details	Cancelled	Approval Monitor	Employee Absence Request	<input type="checkbox"/>	Forecast	Edit
<input type="checkbox"/>	12/24/2020	12/24/2020	Vacation	8.00	Hours	Details	Approved	Approval Monitor	Employee Absence Request	<input type="checkbox"/>	Forecast	Edit

New





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Absence Management



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Approving a leave request

- [Approving a Leave Request Tutorial](#)
- Absence Request Approvals are done via the Team Time Tile

The first screenshot shows the 'Manager Self Service' dashboard with various tiles. The 'Team Time' tile, located in the bottom right, is circled in red and indicates '1 Exceptions'. A red arrow points from this tile to the second screenshot.

The second screenshot shows the 'Manager Self Service' menu. The 'Approve Absence Requests' option is circled in red. A red arrow points from this option to the third screenshot.

The third screenshot shows the 'Approve Absence Requests' screen. It features a table of absence requests with columns for 'Absence Detail', 'Partial Days', 'Additional Information', 'Override', 'Process', 'Forecast', 'Comments', and 'Demographic'. Below the table are 'Approval Options' including 'Approve', 'Deny', 'Push Back', and 'Forecast' buttons.

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason
<input type="checkbox"/>	18023XX	[Barcode]	0	Information Technology Manager	02/01/2021	02/03/2021	Vacation	
<input type="checkbox"/>	18233XX	[Barcode]	0	Information Technology Manager	01/21/2021	01/21/2021	Vacation	
<input type="checkbox"/>	18028XX	Minneapolis Walston	0	Information Technology Manager	01/21/2021	01/21/2021	Sick Leave	
<input type="checkbox"/>	18006XX	Delmas Henry	0	IT Applications Support Pro	01/22/2021	01/22/2021	Sick Leave	
<input type="checkbox"/>	18005XX	Sergio Mena	0	Office / Clerical Assistant	01/26/2021	01/26/2021	Sick Leave	

Viewing your employee's leave balances

- Viewing Employee Leave Balances Tutorial

Manager Self Service

Review/Approve EDR

Retro Distribution Request

Delegations

My Team

Approvals

Review Transactions

Company Directory

Direct Hire Form

Team Time

1 Exceptions

Manager Self Service

Timesheet

Report/Approve Fluid Timesheet

Time Summary

Payable Time

Request Absence

Cancel Absences

View Absence Requests

Absence Balances

Manage Exceptions

Approve Absence Requests

Assign Work Schedule

Absence Balances

Search Options

Select Employee

Name / Title / ID - Record	Status / Type	Position
Eliza Walter IT Applications Support Pro 0123456 - 1	Active Employee	11903137

Absence Balances

Eliza Walter
IT Applications Support Pro
[Return to Select Employee](#)
0123456 - 1

Educational Leave Balance As Of 01/31/2021	8.00 Hours
Deferred Holiday Balance As Of 01/31/2021	0.00 Hours
Vacation Balance As Of 01/31/2021	24.00 Hours
Sick Balance As Of 01/31/2021	86.00 Hours

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

The image displays a sequence of three screenshots from the 'Manager Self Service' system. The first screenshot shows a dashboard with various icons; the 'Team Time' icon is circled in red. A red arrow points to the second screenshot, which is a sidebar menu where the 'Approve Absence Requests' option is circled in red. A second red arrow points to the third screenshot, which is the 'Approve Absence Requests' page. This page features a table of absence requests and a 'Push Back' button circled in red.

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration
<input type="checkbox"/>	1816148	Cedric Sanders	0	IT Technical/ParaPro	01/26/2021	01/26/2021	Vacation		4 Hours
<input type="checkbox"/>	1816148	Cedric Sanders	0	IT Technical/ParaPro	02/03/2021	02/03/2021	Vacation		4 Hours
<input type="checkbox"/>	1816148	Cedric Sanders	0	IT Technical/ParaPro	03/08/2021	03/08/2021	Vacation		4 Hours

Approval Options:



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Time & Labor



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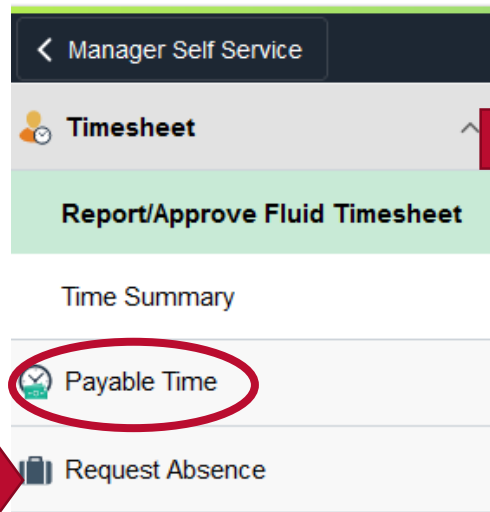
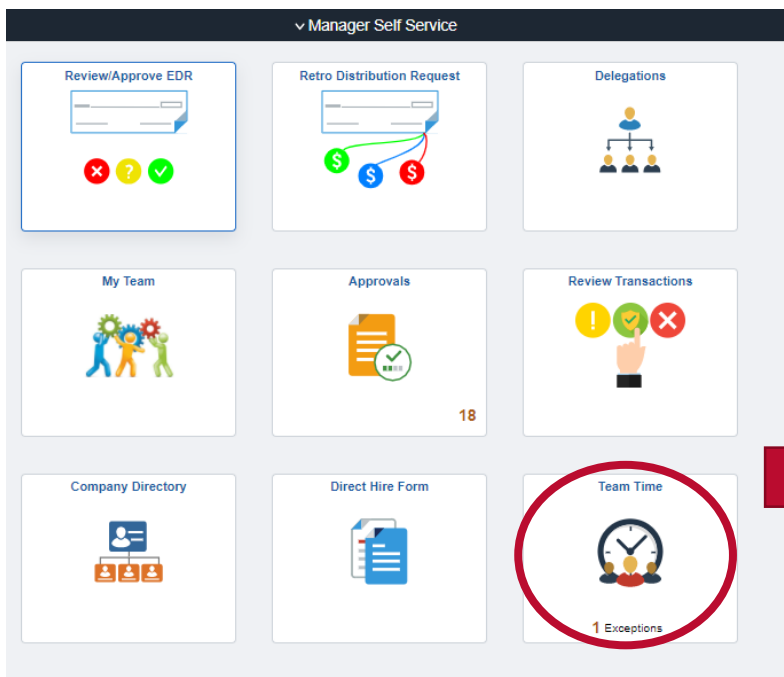
Report/Approve Time

- 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

The image illustrates the navigation path for reporting and approving time. It starts with the Manager Self Service dashboard where the 'Team Time' tile is highlighted. This leads to the 'Report/Approve Fluid Timesheet' option in the Timesheet menu. From there, users can either click 'Get Employees' or 'Filter'. The 'Filter' option opens a dialog box with search criteria such as Time Reporter Group, Employee ID, Empl Record, Last Name, First Name, Job Code, Department, Company, North American Pay Group, and Workgroup.

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



Payable Time Summary

Summary Detail

Time Reporting Code	Quantity (Hours)	Estimated Gross
Comptime Taken	2.70	\$55.29
Vacation	5.30	\$108.54
Regular	8.00	\$163.84 USD
Sick	8.00	\$163.84
Total	24.00	\$491.53

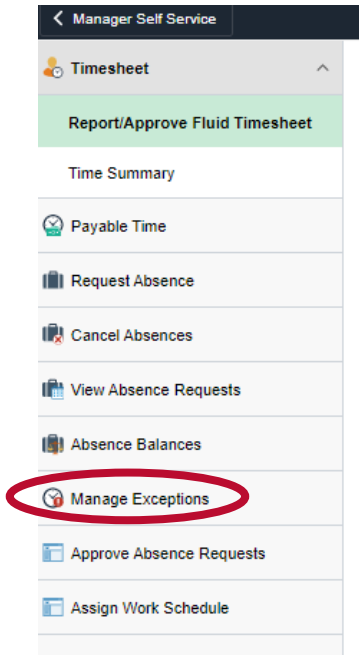
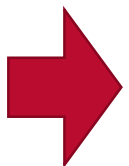
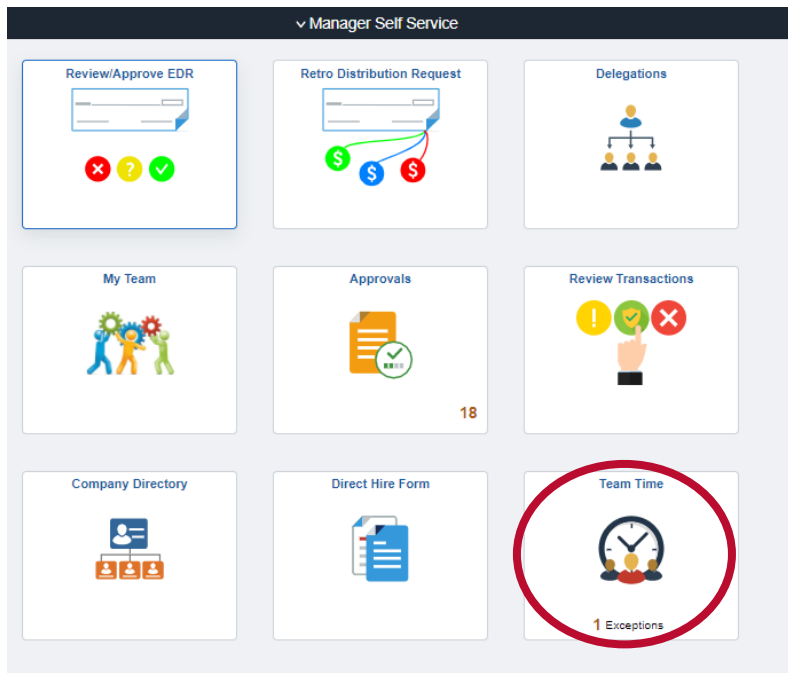
Summary Detail

Date	Time Reporting Code	Quantity (Hours)	Payable Status	Estimated Gross
11/02/2020	Regular	3.80	Taken by Payroll	\$36.82 USD

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



Manage Exceptions



Exceptions

Best practice for resolving Exceptions is not changing.

Questions?

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

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