System Transition: eLEAVE
September 28, 2018

Important Dates

- **Lockout Date**: 12/15/18
- **Re-Open**: 12/16/18 (Read Only Mode)
- **What happens on January 1, 2019?** eLeave will be available in read-only mode until July 1, 2019.
- **What happens on July 1, 2019?** Access to eLeave will be revoked on July 1, 2019.
- **What happens to historical data?** Archived to data warehouse 8/1/19
- **When will eLeave be decommissioned?** 9/1/19

Key Communication Points

- Plan ahead for December leave!
  - Encourage employees to submit planned events ahead of time (prior to December 15)
  - Stress that 12/31/18 is a working day- if employees plan to take off, submit requests early.
- Bi-weekly employee’s leave will be paid via Kronos through 12/15/18 and paid via OneUSG Connect 12/16/18 and beyond.
- Monthly and Academic employees need to enter 2018 leave requests (through 12/31/18) into eLeave as soon as possible.
- There is a process in OneUSG Connect that will remove annual leave hours over 360; there is no manual adjustment needed by the department.
- On 1/2/19, all biweekly leave eligible employees should verify the absence balance that is reflected in OneUSG Connect is what is reflected in UGA Employee Self Service; bi-weekly employees will need to consider leave events that occurred 12/16 – 12/31/18, December accruals, if they donated sick leave for the Shared Leave Program, and the lost annual leave adjustment for hours over 360 when verifying their balance.
- Mid-January monthly and academic leave balances will be available in OneUSG Connect; employees should verify the balance that is reflected in UGA Employee Self Service matches what is reflected in OneUSG Connect. Monthly and academic employees should be mindful if they donated sick leave to be a part of the Shared Leave Program and the lost annual leave adjustment for hours over 360 when verifying their balance.

Bi-Weekly Leave Procedures

- Beginning 12/16/18 biweekly employees will enter time and absence requests into OneUSG Connect for dates 12/16/18 and beyond
  - Leave balances will not be available in OneUSG Connect until later in December. Employees need to be aware that when they enter a leave request it will allow them to submit the request but it will indicate an ineligible status. By the time the first bi-weekly payroll is processed the balance will be available and the leave request will be compensated.
    - Employees will need to be aware of what their leave balance is at Go-Live
      - This can be found on the current Employee Self Service site
  - Biweekly employees 12/16 – 12/31/18 leave events will need to be entered and approved by 12 pm on 12/21/18 due to the OneUSG Connect Blackout period.
  - Biweekly Employees who work on the holiday can either “defer” the holiday or be paid for the hours worked in addition to the holiday hours
    - Managers need to manually defer the holiday for the employee to add the time to the “deferred holiday” leave balance
  - If biweekly employees need to make a correction for leave events that occurred prior to 12/16/18, the department’s manager self-service initiator would enter a leave balance adjustment request in OneUSG Connect and Central HR would make the adjustment to the employee’s leave balance after the data is converted on 12/22/18

Monthly and Academic Leave Procedures

- On 12/16 monthly and academic employees will be able to log-in to OneUSG Connect to enter leave requests but should only for leave events from 1/1/19 and beyond
- If a leave event from 12/16 – 12/31/18 for a monthly employee is not recorded prior to 12/15/18 in eLeave, then the department’s manager self-service initiator would need to enter a request for a leave balance adjustment within OneUSG Connect beginning 12/16/18 and Central HR would make the adjustment to the employee’s leave balance after the data is converted on 12/22/18
  - The same is true for all other corrections to leave balances