



Employee Teleworking Quick Reference Guide

Applying Teleworking as an Employee

This document provides a quick guide for employees on applying non-closure emergency leave and teleworking codes to their timesheets.

Pay from Schedule Employees

1. Navigate to your timesheet
 - a. Employee Self Service > Time and Absence > Weekly Timesheet

2. Apply schedule

From Sunday 04/12/2020 to Saturday 04/18/2020

Time Reporting Code	Sun 4/12	Mon 4/13	Tue 4/14	Wed 4/15	Thu 4/16	Fri 4/17	Sat 4/18	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Submit **Apply Schedule**

3. Select the correct Time Reporting Code (TRC)

From Sunday 04/12/2020 to Monday 05/11/2020

Time Reporting Code	Sun 4/12	Mon 4/13	Tue 4/14	Wed 4/15	Thu 4/16	Fri 4/17	Sat 4/18	Total
<input type="text"/>	<input type="text"/>	8.00	8.00	8.00	8.00	8.00	<input type="text"/>	

00ACA - ACA Tracking
00CIP - Call-in Pay
00REG - Regular
00TWH - Teleworking Non-Exempt
18TIP - UGA Tips (Cash)

Reported

Personalize | Find | 1 of 1

4. Press Submit

Submit



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For Manual Time Entry Employees

1. Navigate to your timesheet

a. Employee Self Service > Time and Absence > Weekly Timesheet

2. Enter your hours, and select the correct Time Reporting Code (TRC)

From 04/12/2020 to 04/18/2020 ?

Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Date		
	Sun	4/12	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				4/12	+	-
	Mon	4/13	New						00ACA - ACA Tracking		4/13	+	-
	Tue	4/14	New						00CIP - Call-in Pay		4/14	+	-
	Wed	4/15	New						00REG - Regular		4/15	+	-
	Thu	4/16	New						00TWH - Teleworking Non-Exempt		4/16	+	-
	Fri	4/17	New								4/17	+	-
	Sat	4/18	New								4/18	+	-

Submit Clear

3. Press Submit

Submit

Web Clock Employees and Kaba employees **cannot** apply Teleworking to their **own timesheets**. If these employees are teleworking, the TRC will need to be added by the manager.

Additional Information

- If you have questions, please contact the OneUSG Support at oneusgsupport@uga.edu or 706-542-0202 (option 1).