

Overview

This SOP describes the process for how to enroll or update a Time Reporter (employee) in OneUSG Connect, UGA's online HR/Payroll system. All employees are automatically enrolled in Time & Labor (T&L) in OneUSG Connect when they are hired, based on a Time & Labor matrix developed by Central Payroll. An employee's Time Reporter enrollment is based on their pay group and will dictate things like how the employee enters time (via Kaba clock, Web clock, or pay schedule) and whether the employee earns over time or comp time.

The distributed unit is responsible for making sure that an employee is enrolled correctly as a Time Reporter.

Once an employee is hired in the system and an employee record exists in OneUSG Connect, the hiring unit must ensure that the employee is correctly enrolled as a time reporter by sending an email to oneusgsupport@uga.edu with the Subject line: Time Reporter Update. Use the same procedure for enrolling a new employee and for updating an existing employee's time reporter setup.

Several changes to an employee's status will "trigger" the need for an update to Time Reporter setup:

- New hire/rehire
- Extended leave event
- Short work break
- Termination
- Transfer
- Position data change (e.g., Reports To, Standard Hours, percent time, regular to temp)

Any time a change is needed to an employee's setup as a time reporter, the distributed unit will follow the same process. All changes are made in the system by the Central Office; the distributed unit will not be able to view Time Reporter setup. However, System Managers with System Manager Reporting access can run a query (180_TL_ABS_ENROLLED) to view Time Reporter setup for their row-level employees. For more information on this query, see the "[Reporting and Queries in OneUSG Connect](#)" presentation in the Reporting and Queries section of the OneUSG Connect (HR/Payroll) Topics in the [OneSource Training Library](#).

Roles and Responsibilities

Roles involved in the Enroll or Update Time Reporter process include the following:

- **Department HR Practitioner (System Manager role):** Sends email to oneusgsupport@uga.edu to notify the Central Office to verify/update the new employee's time reporter setup.

- **Central Payroll Office** Reviews the request and makes the proper adjustments to an employee's time reporter setup in OneUSG Connect.

Key Process Steps

- 1. The Department HR Practitioner (System Manager role) sends a message to the Central Office via oneusgsupport@uga.edu for a specific employee (either to enroll a new employee or to change the time reporter setup of an existing employee).**

This creates a ServiceNow ticket that is routed to the Central Office. Make sure to include the relevant details so that the Central Office can make the correct updates.

- **Employee ID**
- **Employee Name**
- **What needs to change**
 - Time Entry Method (Kaba Clock, Web Clock, Pay From Schedule, Manual)
 - Overtime or Comp Time
 - Auto-Meal Deduction (30 minute, 60 minute, or none)
 - 14 Hour Special Accrual (Y or N)

- 2. The Central Office updates the employee's Time Reporter setup in OneUSG Connect based on the information provided and resolves the ServiceNow ticket.**

The Department HR Practitioner receives a notification from ServiceNow that the Time Reporter setup has been updated in OneUSG Connect.

- 3. Once the employee's Time Reporter setup has been updated in OneUSG Connect, the time reporting rules will be applied to the employee's time entries moving forward, effective as of the first day of the pay period.**

Relevant Resources

List of resources and links:

- [OneSource Training Library](#)
- [Reporting and Queries in OneUSG Connect \(presentation\)](#)

Approval



Enroll/Update Time Reporter	SOP_TL_002
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Name	Date
Amanda Ganger	December 2018
Amanda Ganger	January 2019 (updated)