



Non-Closure Emergency Leave/Teleworking

Applying Non-Closure Emergency Leave/Teleworking as the Manager

This document provides a quick guide for managers and time approvers on applying non-closure emergency leave and teleworking codes to their employee's timesheets.

Punch Timesheet

1. Navigate to the employee's timesheet
 - a. For Reports To: Manager Self Service > Team Time > Report/Approve Time
 - b. For Time & Absence Approvers: Time Approver > Time Approver > Report/Approve Time
2. Choose the correct TRC and enter the hours for:
 - a. Punch Time using the In, Lunch, and Out fields:

Select	Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Date
<input type="checkbox"/>		Sun	4/5	New								4/5
<input type="checkbox"/>		Mon	4/6	Needs Approval	1:00:00PM			2:45:00PM	1.75	00REG - Regular		4/6
<input type="checkbox"/>		Tue	4/7	New								4/7
<input type="checkbox"/>		Wed	4/8	Needs Approval	9:30:00AM	1:45:00PM	5:00:00PM	6:00:00PM	5.25	00REG - Regular		4/8
<input type="checkbox"/>		Thu	4/9	Needs Approval	10:45:00AM	12:45:00PM	3:00:00PM	3:30:00PM	2.50	00REG - Regular		4/9
<input type="checkbox"/>		Fri	4/10	Needs Approval	12:00:00PM			2:15:00PM	2.25	00NHP - BIWK Non-Closure Emer Leave		4/10
<input type="checkbox"/>		Sat	4/11	New								4/11
<input type="checkbox"/>		Sun	4/12	New								4/12
<input type="checkbox"/>		Mon	4/13	New								4/13
<input type="checkbox"/>		Tue	4/14	New								4/14
<input type="checkbox"/>		Wed	4/15	New								4/15
<input type="checkbox"/>		Thu	4/16	New								4/16
<input type="checkbox"/>		Fri	4/17	New								4/17
<input type="checkbox"/>		Sat	4/18	New								4/18

- b. Elapsed Time using the Quantity fields:

Select	Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Date
<input type="checkbox"/>		Sun	4/5	New								4/5
<input type="checkbox"/>		Mon	4/6	Needs Approval	1:00:00PM			2:45:00PM	1.75	00REG - Regular		4/6
<input type="checkbox"/>		Tue	4/7	New								4/7
<input type="checkbox"/>		Wed	4/8	Needs Approval	9:30:00AM	1:45:00PM	5:00:00PM	6:00:00PM	5.25	00REG - Regular		4/8
<input type="checkbox"/>		Thu	4/9	Needs Approval	10:45:00AM	12:45:00PM	3:00:00PM	3:30:00PM	2.50	00REG - Regular		4/9
<input type="checkbox"/>		Fri	4/10	Needs Approval	12:00:00PM			2:15:00PM	2.25	00NHP - BIWK Non-Closure Emer Leave	4	4/10
<input type="checkbox"/>		Sat	4/11	New								4/11
<input type="checkbox"/>		Sun	4/12	New								4/12

3. Press Submit



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Elapsed Timesheet

1. Navigate to the employee's timesheet
 - a. For Reports To: Manager Self Service > Team Time > Report/Approve Time
 - b. For Time & Absence Approvers: Time Approver > Time Approver > Report/Approve Time
2. Enter the hours as elapsed time and choose the correct TRC

Timesheet

Employee ID [REDACTED]
Empl Record 0
Earliest Change Date 04/05/2020

Total Reported 0.00
Reported Hours 0.00

Previous Period Next Period

Print Timesheet Punch Timesheet

g is complete. Absences are processed once each pay period.

	Sun 4/5	Mon 4/6	Tue 4/7	Wed 4/8	Thu 4/9	Fri 4/10	Sat 4/11	Sun 4/12	Mon 4/13	Tue 4/14
		8	8	8	8	8				

Submit

3. Press 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.

Non-Closure Emergency Leave cannot be applied by the employee. This code must be applied by the manager.

Additional Information

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