

# Applying Non-Closure Emergency Leave/Teleworking as the Manager

This document provides a quick guide for managers and time approvers on applying nonclosure 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:

							Tim	esheet				1	
rom 04/0	5/2020 to 04/	18/2020	3							~			
Select	Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity Dat	e	
	0	Sun	4/5	New	-					•	4/5	+	-
	0	Mon	4/6	Needs Approval	1:00:00PM			2:45:00PM	1.75	00REG - Regular 🔹	4/6	+	-
	0	Tue	4/7	New							4/7	+	-
	0	Wed	4/8	Needs Approval	9:30:00AM	1:45:00PM	5:00:00PM	6:00:00PM	5.25	00REG - Regular 🔻	4/8	+	-
	0	Thu	4/9	Needs Approval	10:45:00AM	12:45:00PM	3:00:00PM	3:30:00PM	<mark>2.50</mark>	00REG - Regular	4/9	+	-
	0	Fri	4/10	Needs Approval	12:00:00PM			2:15:00PM	2.25	· · · · · · · · · · · · · · · · · · ·	4/1	0 🛨	-
	0	Sat	4/11	New						00ACA - ACA Tracking	4/1	1 🛨	-
	0	Sun	4/12	New						00ENH - Fed Emerg Leave Hrly Non-Ben	4/1	2 🗜	-
	0	Mon	4/13	New						00NHP - BIWK Non-Closure Emer Leave	4/1	3 🛨	-
	0	Tue	4/14	New						00REG - Regular 00TWH - Teleworking Non-Exempt 00WSP - Work Study Pymt Non-Closure EM 18S20 - Shift Differential \$2.00	4/1	4 🕩	-
	0	Wed	4/15	New							4/1	5 🛨	-
	0	Thu	4/16	New						18SDR - DAR Holiday 1.5x 18SHO - Housing Holiday 1.5x	4/1	6 💽	-
	Q	Fri	4/17	New						18SLW - Law Holiday 1.5x 18SRB - Rec Break \$0.50	4/1	7 🛨	-
	0	Sat	4/18	New						18SRH - Rec Holiday 1.5x 18SVT - Vet Holiday 1.5x	4/1	в 💽	-
S	ubmit		Clear							18TAJ - UGA Tip Adjustment Amt 18TIP - UGA Tips (Cash)			

### b. Elapsed Time using the Quantity fields:

•							Tim	esheet			Â	۲	:	Ø
From 04/0	5/2020 to 04/	18/2020	(?)											-
Select	Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	00ACA - ACA Tracking 00CIP - Call-in Pay	Quantity Date			
	0	Sun	4/5	New						00ENH - Fed Emerg Leave Hrity Non-Ben 00.IDU - Unnaid Jury Duty Non-Exempt 00NHP - BIWK Non-Closure Emer Leave	4/5	+	-	
	0	Mon	4/6	Needs Approval	1:00:00PM			2:45:00PM	1.75	UUONC - On Call Pay	4/6	+	-	
	0	Tue	4/7	New	[]				1	00TWH - Teleworking Non-Exempt	4/7	•	-	
	0	Wed	4/8	Needs Approval	9:30:00AM	1:45:00PM	5:00:00PM	6:00:00PM	5.25	18S20 - Shift Differential \$2.00 18SDR - DAR Holiday 1.5x	4/8	٠	=	
	0	Thu	4/9	Needs Approval	10:45:00AM	12:45:00PM	3:00:00PM	3:30:00PM	2.50	18SHO - Housing Holiday 1.5x 18SLW - Law Holiday 1.5x	4/9	•	-	
	0	Fri	4/10	Needs Approval	12:00:00PM			2:15:00PM	2.25	18SRB - Rec Break \$0.50 18SRH - Rec Holiday 1.5x	4/10	Ŧ		
	0	Sat	4/11	New						18SVT - Vet Holiday 1.5x 18TAJ - UGA Tip Adjustment Amt	4/11	•		
	0	Sun	4/12	New							4 1/12	Ŧ	Ξ	
	~									1216		-		111

#### 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										
Timesh HR/EEO/C Actions • Select A	00ACA - ACA Tracking 00AMN - Administrative Leave NonEx 00CCB - Campus Closure-Non-Exempt 00CCP - Cali-in Pay 00DCH - Deferred Holiday 00HOL - Holiday Non-Exempt 00HOL - Holiday Non-Exempt	Employee ID Empl Record 0 Earliest Change Date 04/05/2020										New Wir	dow -
	00NHP - BWK Non-Closure Emer Leave 000PAC - O Cair Pay 00PAC - Comptime Paid Out 00EFG - Reardar 00TWH - Teleworking Non-Exempt 00TWH - Teleworking Non-Exempt 00TWH - Teleworking Non-Exempt 00TWH - Teleworking Pay	Total Reported Hours Reported Hours	0.00	Pri	Previous Period Next Period Print Timesheet Punch Timesheet								
The Paya	18S20 - Shift Differential \$2.00	g is complete. Abs	ences are process	ed once each p	ay period.						_		
From Su	18SDR - DAR Holiday 1.5x 18SEA - UGA Skiddaway Sea Pay 18SVT - Vet Holiday 1.5x 18TAL - LIGA Tin Aduistment Amt	2 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		2
• •			8	8	8	8	8						
• •													

#### 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 <u>oneusgsupport@uga.edu</u> or 706-542-0202 (option 1).

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