

Time Submission for Biweekly Staff

OneUSG Connect Time Entry Quick Start

ONESOURCE.UGA.EDU

One USG Connect Employee Self Service site will be your one-stop-shop for all your employee information. You can access OneUSG Connect on the OneSource homepage at onesource.uga.edu.

Employees who are paid biweekly will submit their time in one of five ways:

- Using Pay from Schedule to Submit Time (Weekly Timesheet – Fluid)
- Reporting Time Manually Using the Weekly Timesheet
- Reporting Time Using the Web Clock
- Submitting a Punch Timesheet (Manual)
- Using a Biometric Clock

This guide contains instructions for submitting a punch timesheet, reporting time using a web clock, and pay from schedule. Instructions for using the Biometric Clocks will be posted by each time clock.

Submitting Time Using Pay from Schedule

Weekly Timesheet - Fluid

This option can only be used if you do NOT have modifications to your schedule.

From **OneUSG Connect Employee Self Service**, click **Time and Absence**. Click **Weekly Timesheet - Fluid**. Under the options drop down menu, select 'Apply Schedule.'

Click the **Time Reporting Code** drop-down and select the appropriate entry. This can be left blank or typically uses "**ooREG – Regular**." If you need to enter different types of time entries for one day, you will need to enter it manually using the *Weekly Timesheet*.

Click **Review**. Your time will automatically populate. You will be able to edit your time if necessary.

If you have paid holidays or absences on your timesheet, you will need to manually enter your time for each day. The 'Apply Schedule' option will not be available.

You cannot add any leave or absences directly to the timesheet.

Click **Submit**.

Confirm you entered all absence requests for the pay period. If you have not, enter your absence requests via the *Absence Management* module.

Submitting Time Manually

Weekly Timesheet

You will be entering the hours you worked each day. If you have any changes from your reported schedule, including multiple time codes, leave, or holidays, use this option.

From **OneUSG Connect Employee Self Service**, click **Time and Absence**. Click **Weekly Timesheet**.

Enter the number of hours worked for each day.

Click the **Time Reporting Code** drop-down and select the appropriate entry. This can be left blank or typically uses "**ooREG – Regular**." If multiple Time Reporting Codes are needed, click the **Add Row** button, select the appropriate code, and enter hours on the corresponding date.




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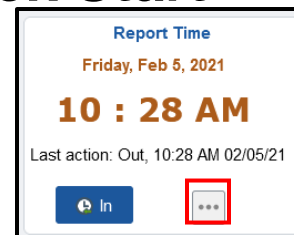
Report Time Using A Web Clock

From **OneUSG Connect Employee Self Service**, click **Time and Absences**.

On the **Time** page, click the **Ellipse** link  on the **Report Time** tile.

Record your punch at the following times:

- Punch in at the beginning of your shift by clicking the **Punch Type** drop-down and select **In**.
- Punch out for your meal break by clicking the **Punch Type** drop-down and select **Meal**.
- Punch in after your meal break by clicking the **Punch Type** drop-down and select **In**.
- Punch out at the end of your shift by clicking the **Punch Type** drop-down and select **Out**.



If you want to enter comments with any of your punches, click the **Expand** icon for Time Reporting Elements and **enter your comments**. Leave the Time Reporting Code field blank. This optional step can be done for any punch. Click the **Enter Punch** button. Click **OK** for the confirmation message.



Submitting a Punch Timesheet (Manual)

Log your start and end times for each day. If your meal breaks are not automatically deducted, you will also need to indicate the in and out times for your meal break.

From **OneUSG Connect Employee Self Service**, click **Time and Absence**. Click **Weekly Timesheet**. The current timesheet period should be open.

Paid holidays and any absences requested should already be reflected in the timesheet. You cannot add leave of absences directly to the timesheet.

Enter **In** and **Out** fields:

- In the **In** field, enter the time you started work for that date.
- In the **Out** field, enter the time you ended work for that date.

Alternately, enter the total hours worked for the day in the **Quantity** field.

If your meal breaks are automatically deducted, click **Submit** and click **OK** on the confirmation screen. If you do not know if your meal breaks are automatically deducted, contact your manager or supervisor.

Confirm you entered all absence requests for the pay period. If you have not, enter your absence requests via the *Absence Management* module.

If your meal breaks are not automatically deducted, enter your meals in your timesheet as well:

- In the **Lunch** field, enter the time you started your meal break.
- In the second **In** field, enter the time you returned from your meal break.

Leave the Time Reporting Code and Quantity fields blank.

If desired, click the **Add Comments** bubble icon and enter your comments.

Click **Submit** and click **OK** on the confirmation screen.

Confirm you entered all absence requests for the pay period. If you have not, enter your absence requests via the *Absence Management* module.

ADDITIONAL RESOURCES

- Tutorials and job aids relating to time entry can be found in the OneSource Training Library (training.onesource.uga.edu) under OneUSG Connect HR/Payroll Topics > OneUSG Connect Basics > [Time and Leave Management](#) or consult the [Faculty & Staff Guide](#)
- For questions or issues, contact **OneUSG Connect Support** at: oneusgsupport@uga.edu or at 706-542-0202 (option 1).

