OneUSG Connect Timekeeping Methods

An overview of the timekeeping methods in OneUSG Connect are detailed below. If an employee is unsure of the correct timekeeping method to use, the employee can reach out to their manager or submit a ServiceNow ticket for assistance.
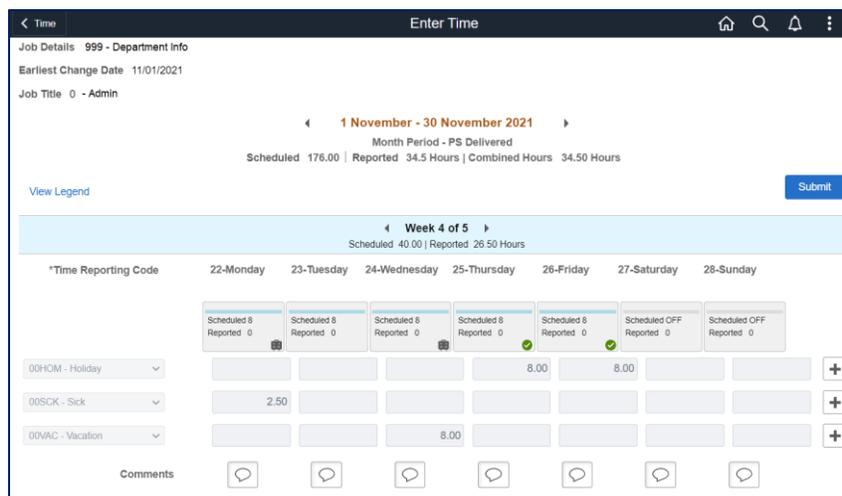
Exception Hours

Monthly paid, leave benefited, staff and faculty employees report 'exception' hours in OneUSG Connect. Exception hours are time out of the office for an employee's regularly scheduled workday.

These exception hours can include regular absences (e.g. vacation, sick, jury duty), official campus closures (e.g. holiday, inclement weather), and extended absence cases (e.g. FMLA, military).

Absence hours should be recorded in real time. Planned absences hours (e.g. vacation, education support) need to be requested and approved prior to time off being taken. Unplanned absence hours (e.g. sick) should be requested once the leave hours are known.

Regular absences are requested by the employee through Employee Self Service (ESS) and are processed by the employee's manager in Manager Self Service (MSS). Extended absence cases are requested by employees through ESS and processed by the GTHR – Benefits Extended Leave team. Holiday hours are automatically loaded by central offices.

Timesheet example:

Kaba Time Clock

Kaba time clocks are used by biweekly paid employees who work in departments that utilize time clocks to report hours worked. An employee's BuzzCard is used to tap at the Kaba time clock. The employee then selects the appropriate punch icon (e.g. Clock In, Meal, Clock Out) on the Kaba time clock touch screen. If an employee forgets to record a punch via the Kaba time clock, their manager can enter the missing punch on the employee's timesheet in OneUSG Connect.

Kaba time clock users can review punches recorded at the time clock via OneUSG Connect. These punches are visible in Employee Self Service (ESS) using the Weekly Timesheet tile located under the Time and Absence tile.

If the Kaba time clock is 'Offline', the employee can still punch in and out using the time clock. Once the time clock comes back 'Online', the punches will then be visible on the employee's timesheet in OneUSG Connect.
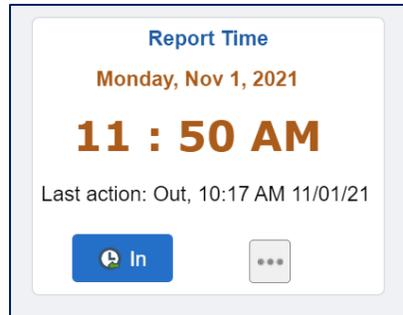
Kaba Time Clock image:

Web Clock

The Web Clock is accessible via the Report Time tile located in Employee Self Service (ESS) under the Time and Absence tile. The Web Clock is used to record timestamp punch times for biweekly paid employees working in units not utilizing the Kaba time clocks. Employees use the Web Clock to record an in punch and an out punch at the beginning and end of their shift worked. Any meal breaks taken by the employee can be recorded using the meal punch and an in punch at the beginning and end of the meal break.

If an employee forgets to record a punch via the Web Clock, their manager can enter the missing time on the employee's timesheet in OneUSG Connect.

Web Clock users can review punches recorded in ESS using the Weekly Timesheet tile located under the Time and Absence tile.
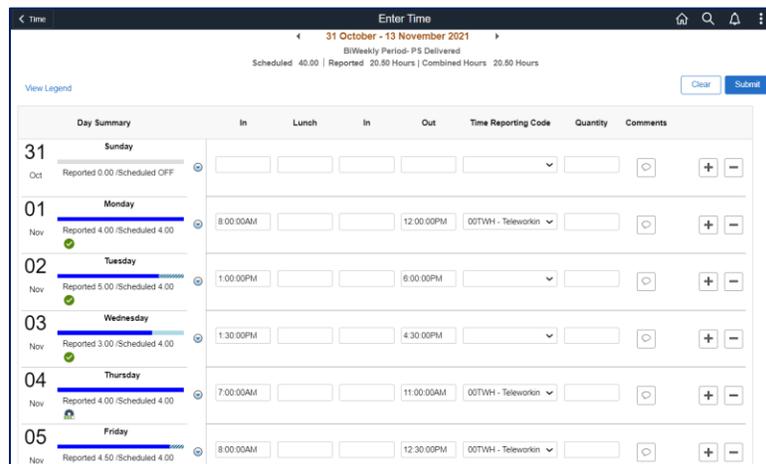
Web Clock example:

Employee Self Service (ESS) Online Timesheet

Biweekly paid staff and faculty record time worked in OneUSG Connect manually using the Online Timesheet. This option is available for biweekly paid employees not required to use the Kaba time clock or the Web Clock. This timekeeping method is accessible via the Weekly Timesheet tile located in Employee Self Service (ESS) under the Time and Absence tile. Time should be recorded in real time as it is worked. Online Timesheet employees can edit time worked as many times as needed leading up to the payroll deadline.

If applicable, regular absences are requested by the employee through ESS and are approved by the employee's manager in Manager Self Service (MSS). Extended absence cases are requested by the employee through ESS and processed by the GTHR – Benefits Extended Leave team. Holiday hours are automatically loaded by central offices.
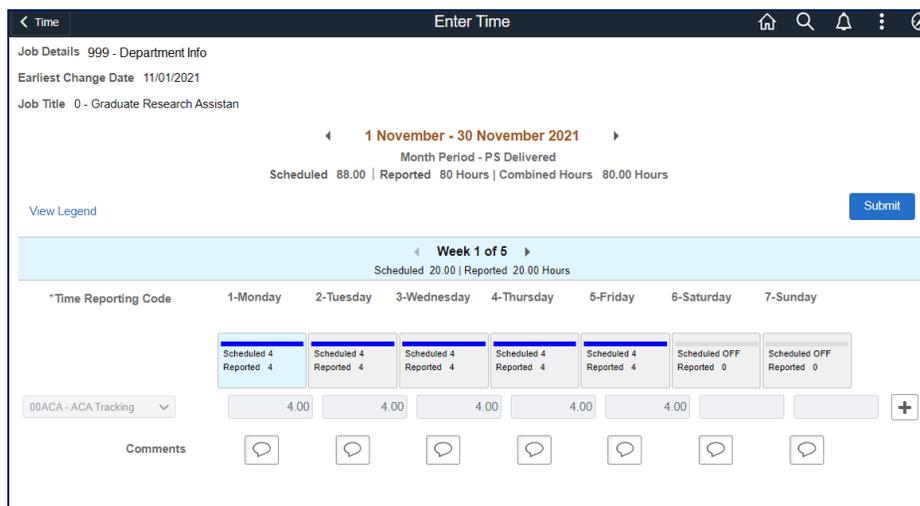
Timesheet example:

ACA Tracking

Monthly paid employees not receiving health benefits from USG will have Affordable Care Act (ACA) hours recorded on their timesheet. ACA hours are for tracking purposes only and do not impact the employee's pay.

These ACA hours will be systematically loaded by central offices as detailed in the employees' standard hours in HR Job Data. Employees and managers can change these ACA tracking hours to accurately reflect the employees' actual hours worked.

Timesheet example: