Good afternoon,

As a manager of a Web Clock user, it is critical that you and your direct reports know how to track hours during a OneUSG Connect outage.

As OneUSG Connect makes system updates, there are planned OneUSG Connect outages that typically take place over a weekend.

All Web Clock users would need to record time worked outside the system using this form. Manager will then need to enter those hours directly onto timesheet(s) once the system is back up.

Please contact Christine Edell know if you have any questions or concerns.

Thank you,

OneUSG Connect Team