

3/22/2020

Colleagues,

We have received inquiries regarding employees who are set up to use the Kaba time clock to report time but will be working remotely due to COVID-19 concerns. Some units have requested to temporarily switch their Kaba time clock users working remotely to be Web Clock users.

**If this option would be appropriate for members of your team, you can begin submitting requests for this type of change on Monday, March 23:**

- Visit ServiceNow ([services.gatech.edu](https://services.gatech.edu))
- Select the HR tile
- Select the Online Request tile
- Complete the form
  - Enter “*Urgent Web Clock Update*” in the Short Description field.
  - When asked about impact, select the response which indicates a work around is currently available.

You will receive email notifications on the status of the request. As always, managers will have the ability to edit the employee’s timesheet to add any missing hours worked. Another request will need to be submitted to switch back to the Kaba time clock when the employee is no longer working remotely.

If you are preparing to switch any employees over to the Web Clock, please communicate your intentions to do so with these employees and ensure that they are tracking the start and stop times worked.

We are committed to working with you to ease this transition. If you have any questions about this process, please send an email to [erp.readiness@gatech.edu](mailto:erp.readiness@gatech.edu).

Thank you,

OneUSG Connect Team