

OneUSG Connect - Time and Labor/Absence Management

What is Time and Labor?

Time and Labor is the module in OneUSG Connect where all time worked is recorded. Time worked is reported, approved, and converted to payable time for payroll purposes. Time and Labor is also the system of record for official campus closures that do not require an absence request (for example, inclement weather or holiday).

What is Absence Management?

Absence Management is the module in OneUSG Connect where all absences are recorded. It is where time off is requested, approved, and transferred to Time and Labor. Absence Management also maintains an employee's accrual balances.

How do the modules work together?

- Manager maintains employees' work schedule in Time and Labor
- Employee requests absences via Employee Self Service
- Manager approves absences via Manager Self Service
- System processes absences and then converts approved absences to payable time
- Employee reports and submits time, and manager approves employee's reported time
- A Time and Labor system process converts reported time to payable time
- Payable time is sent to payroll for payroll processing

Example Absence Types:

- Vacation
- Sick
- Comp Time
- Education Support
- Jury Duty
- FMLA
- Military Leave

Example Time Reporting Codes:

- Regular
- Teleworking
- ACA Tracking
- Call-in Pay
- Holiday
- Inclement Weather