

OneUSG Connect Timekeeping Methods

This spring, Georgia Tech will move to a new comprehensive human resources system, OneUSG Connect. With this transition, starting March 22, OneUSG Connect will become the system of record for tracking time worked for biweekly paid employees and on April 1, OneUSG Connect will become the system of record for tracking exception hours for monthly paid employees.

A high level overview of the new timekeeping methods in OneUSG Connect are detailed below. Screenshots of these new methods are included on the following pages.

Exception Hours

Monthly paid, leave benefited, staff and faculty employees will report 'exception' hours in OneUSG Connect. Exception hours are time out of the office for a regularly scheduled work day.

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). These regular and extended absences are requested through Employee Self-Service (ESS) Time and Absence tile. Official campus closures are loaded by central offices.

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.

Kaba Time Clock

Biweekly paid employees working in departments that utilize a time clock will report time worked using the OneUSG Connect Kaba time clock. An employee's BuzzCard will be 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 this punch via the Kaba time clock, their manager can enter the missing time on the employee's timesheet.

Web Clock

The Web Clock is used mainly by biweekly paid student employees working in units that do not utilize the Kaba time clocks. The Web Clock will be accessible via Employee Self-Service (ESS) through the Time and Absence tile. Employees will use the Web Clock to record an in punch and an out punch at the beginning and end of their shift worked.

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

Employee Self-Service (ESS) Online Timesheet

Biweekly paid staff and faculty employees will record time worked in OneUSG Connect Employee Self-Service (ESS) Online Timesheet. Used by biweekly paid employees that do not use the Kaba time clock or the Web Clock. This timesheet is accessible in OneUSG Connect via ESS Time and Absence tile. Time should be recorded as it is worked.

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 at the beginning of the pay period as detailed in the employees' standard hours in HR Job Data. Employees and managers have the ability to change these ACA tracking hours to accurately reflect the employees actual hours worked.

Exception Hours

Campus closures (e.g. holiday) automatically loaded. Regular absences requested by employee through Employee Self-Service (ESS) and approved by manager in Manager Self-Service (MSS). Extended absence cases requested by employee through ESS and processed by GTHR.

Timesheet example:

Timesheet

Employee ID

Empl Record 0

Earliest Change Date 01/01/2020

Actions

Select Another Timesheet

*View By Calendar Period

Previous Period

Next Period

*Date 01/01/2020

Total Reported Hours 53.20

Reported Hours 53.20

Print Timesheet

Punch Timesheet

The Payable Time page will populate after processing is complete. Absences are processed once each pay period.

From Wednesday 01/01/2020 to Friday 01/31/2020

Time Reporting Code	Wed 1/1	Thu 1/2	Fri 1/3	Sat 1/4	Sun 1/5	Mon 1/6	Tue 1/7	Wed 1/8
00HOM - Holiday	8.00							
00VAC - Vacation		8.00	8.00			8.00	8.00	
00SCK - Sick								

Submit

Reported Time Status

Summary

Absence

Exceptions

Payable Time

Reported Time Status

Personalize

Find

1-7 of 7

Date	Reported Status	Total	TRC	Description	Add Comments
01/01/2020	Approved	8.00	00HOM	Holiday	
01/02/2020	Approved	8.00	00VAC	Vacation	
01/03/2020	Approved	8.00	00VAC	Vacation	
01/06/2020	Approved	8.00	00VAC	Vacation	
01/07/2020	Approved	8.00	00VAC	Vacation	
01/15/2020	Approved	5.20	00SCK	Sick	
01/20/2020	Approved	8.00	00HOM	Holiday	

Kaba Time Clock

Employee records punches (e.g. Clock In, Meal, In, Clock Out) by tapping their BuzzCard at the ID reader and select the appropriate icon. If an employee misses a punch, the manager can update the timesheet with the missing information.

If the time clock is 'Offline', the employee can still punch in and out. 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 below.



Web Clock

The Web Clock is used mainly by biweekly paid student employees working in units that do not utilize the Kaba time clocks. The timestamp is recorded in Web Clock by using the Employee Self-Service (ESS) Time and Absence tile. If an employee misses a punch, the manager can update the timesheet with the missing information in Manager Self-Service (MSS).

Web Clock Screenshot:

Web Clock

Skylar B.

Employee ID

Select Job

Student Assistant

Employment Record 2

Your Last Recorded Punch

Out at 10:00:00AM

Enter Punch ?

*Punch Type In

Enter Punch

Time Zone EST

Eastern Time (US)

Time Reporting Elements

Enter Punch

View Holiday Schedule

Employee Self-Service (ESS) Online Timesheet

Used by biweekly paid employees that do not use the Kaba time clock or the Web Clock. Timesheet updated by employee via the Weekly Timesheet link under the Employee Self-Service (ESS) Time and Absence tile. Regular absences requested by employee through ESS and approved by manager in Manager Self-Service (MSS). Extended absence cases requested by employee through ESS and processed by GTHR Benefit Administrator.

Timesheet example:

Timesheet

Employee ID

Empl Record 0

Earliest Change Date 02/23/2020

Actions ▾

Select Another Timesheet

*View By Week

Previous Week

Next Week

*Date 02/23/2020

Total Reported Hours 40.83

Reported Hours 40.83

Print Timesheet

Elapsed Timesheet

From 02/23/2020 to 02/29/2020 ?

Select	Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code
<input type="checkbox"/>		Sun	2/23	New						
<input type="checkbox"/>		Mon	2/24	Approved	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00	
<input type="checkbox"/>		Tue	2/25	Approved	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00	
<input type="checkbox"/>		Wed	2/26	Approved	7:00:00AM	11:30:00AM	12:00:00PM	4:20:00PM	8.83	
<input type="checkbox"/>		Thu	2/27	Approved	8:30:00AM	12:30:00PM	1:00:00PM	5:00:00PM	8.00	
<input type="checkbox"/>		Fri	2/28	Needs Approval	8:00:00AM			4:00:00PM	8.00	
<input type="checkbox"/>		Sat	2/29	New						

Submit

Clear

Approval

Select All

Deselect All

Approve

Summary

Absence

Exceptions

Payable Time

Reported Time Summary

Personalize

Find

1-2 of 2

Category	Total	Sun 2/23	Mon 2/24	Tue 2/25	Wed 2/26	Thu 2/27	Fri 2/28	Sat 2/29
Total Reported Hours	40.83		8.00	8.00	8.83	8.00	8.00	
Time with no Category	40.83		8.00	8.00	8.83	8.00	8.00	

Return to Select Employee

ACA Tracking

Affordable Care Act (ACA) hours loaded based off the employee's standard hours listed in Job Data. Used by monthly paid employees that are not health benefits eligible. The employee and manager have the ability to edit as needed to more accurately reflect when the employee worked. ACA hours are for tracking purposes only and do not impact the employee's pay.

Timesheet

Graduate Research Assistant
Employee ID
Empl Record 0
Earliest Change Date 03/01/2020

Actions

Select Another Timesheet

*View By Calendar Period
Previous Period
Next Period

*Date 02/01/2020
Total Reported Hours 80.00
Reported Hours 80.00
Print Timesheet
Punch Timesheet

The Payable Time page will populate after processing is complete. Absences are processed once each pay period.

From Saturday 02/01/2020 to Saturday 02/29/2020

Time Reporting Code	Sat 2/1	Sun 2/2	Mon 2/3	Tue 2/4	Wed 2/5	Thu 2/6	Fri 2/7	Sat 2/8
00ACA - ACA Tracking			4.00	4.00	4.00	4.00	4.00	

Submit

Reported Time Status
Summary
Exceptions
Payable Time

Reported Time Status
Personalize
Find
1-20 of 20

Date	Reported Status	Total	TRC	Description	Add Comments
02/03/2020	Approved	4.00	00ACA	ACA Tracking	
02/04/2020	Approved	4.00	00ACA	ACA Tracking	
02/05/2020	Approved	4.00	00ACA	ACA Tracking	
02/06/2020	Approved	4.00	00ACA	ACA Tracking	
02/07/2020	Approved	4.00	00ACA	ACA Tracking	
02/10/2020	Approved	4.00	00ACA	ACA Tracking	
02/11/2020	Approved	4.00	00ACA	ACA Tracking	
02/12/2020	Approved	4.00	00ACA	ACA Tracking	
02/13/2020	Approved	4.00	00ACA	ACA Tracking	
02/14/2020	Approved	4.00	00ACA	ACA Tracking	