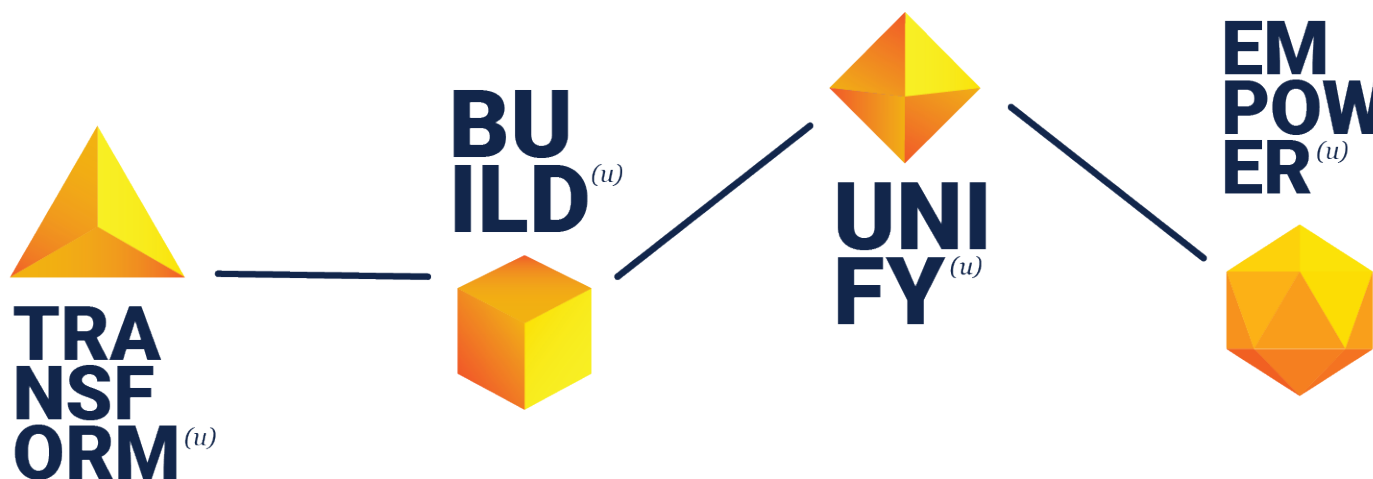


THE ENTERPRISE TRANSFORMATION | HCM

# OneUSG Connect Town Hall

Time & Absence Management



# Today's Presenters

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Christine Edell  
Time & Labor/  
Absence  
Management Lead



Barney Woods  
OneUSG Time and  
Absence Consultant



Kara Tillman  
Organizational  
Readiness Lead

# Agenda

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- OneUSG Connect Overview
  - Timeline
- Time & Labor and Absence Management
  - Overview
  - Key Changes
  - Kaba Time Clocks
  - Web Clocks
  - Demo
  - Questions & Answers
- Go-live Preparation and Training
  - Shared Services Center
- Q&A

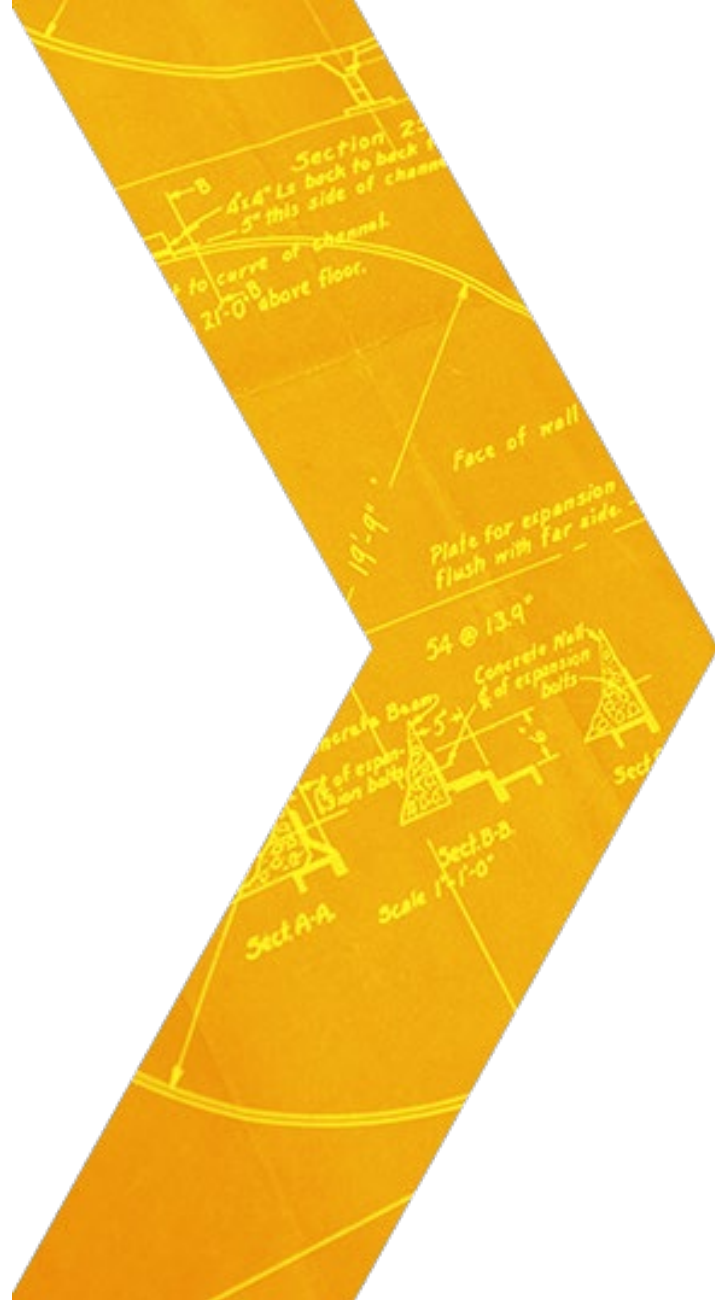
# Safe Harbor

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The information delivered within this presentation was published on 2/24/2020.

This information, while accurate at the time, is subject to change.

# ONE USG CONNECT OVERVIEW



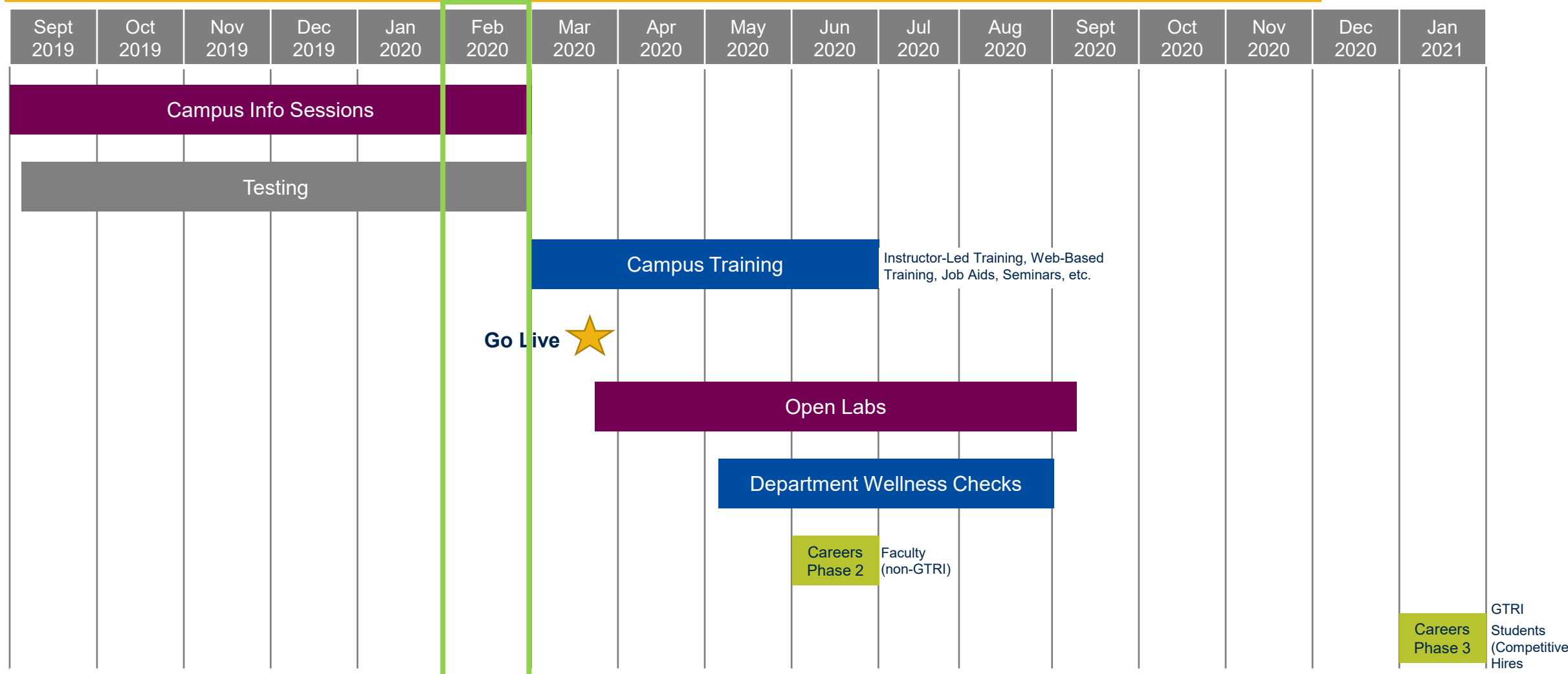
# OneUSG Connect

Georgia Tech is preparing to transition to the technology platform all University System of Georgia (USG) institutions will use to manage Human Resource activities:

- Time & Absence Management
- Payroll & Compensation
- Benefits
- Personal Information
  - Name, address, phone, etc.
- Recruiting, Hiring & Onboarding

MARCH 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# OneUSG Connect Deployment



# Continuous Improvement

---

OneUSG Connect will continue to develop and deploy new functionality after Georgia Tech's go-live.





# Today's Topics



Careers



Benefits



Self-Service



Global



Time & Labor /  
Absence Management



Workforce  
Administration



Payroll



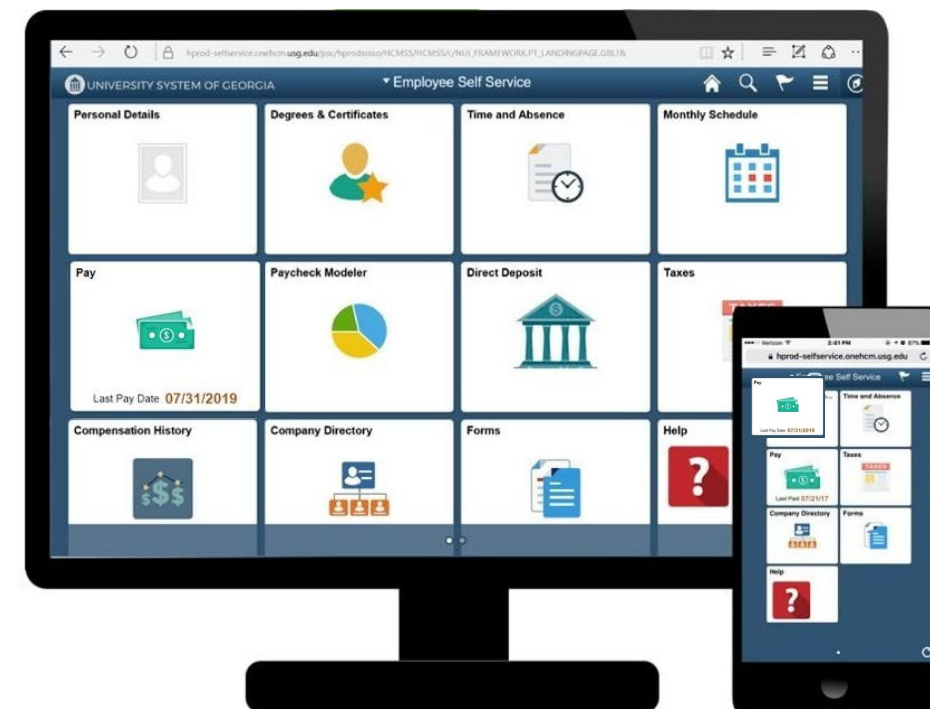
Commitment  
Accounting



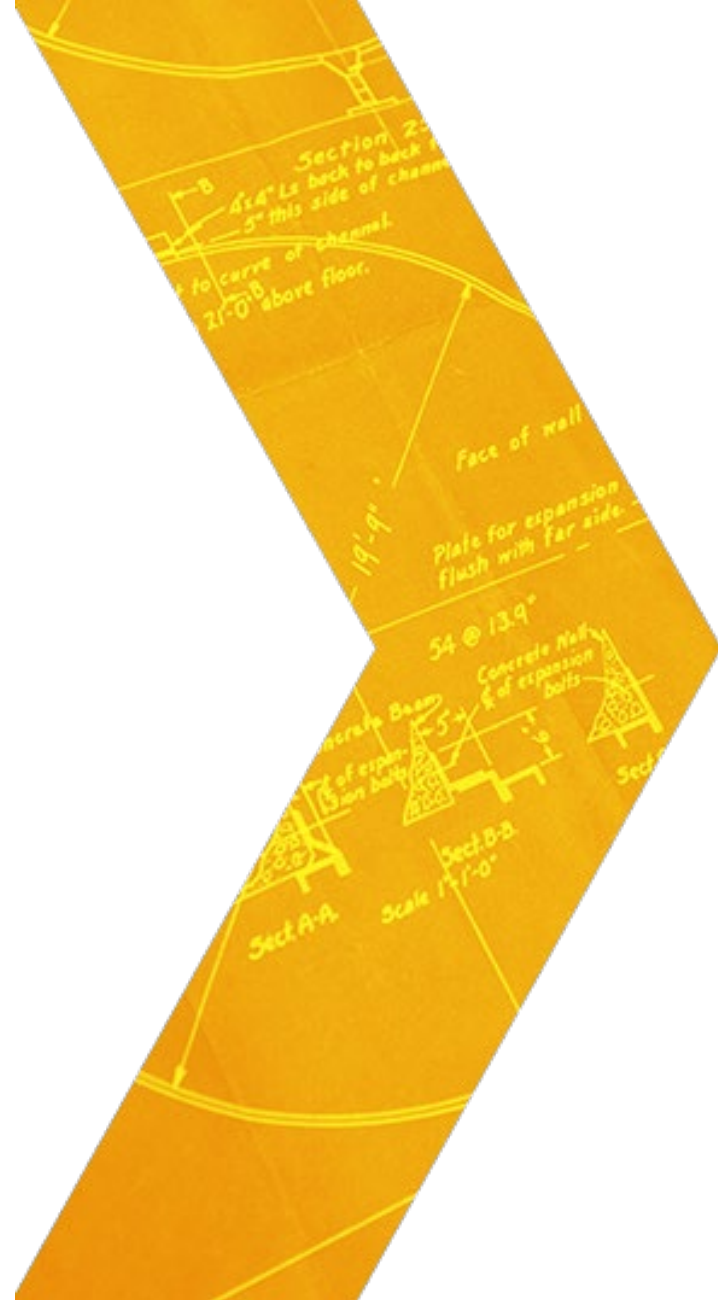
Faculty Events



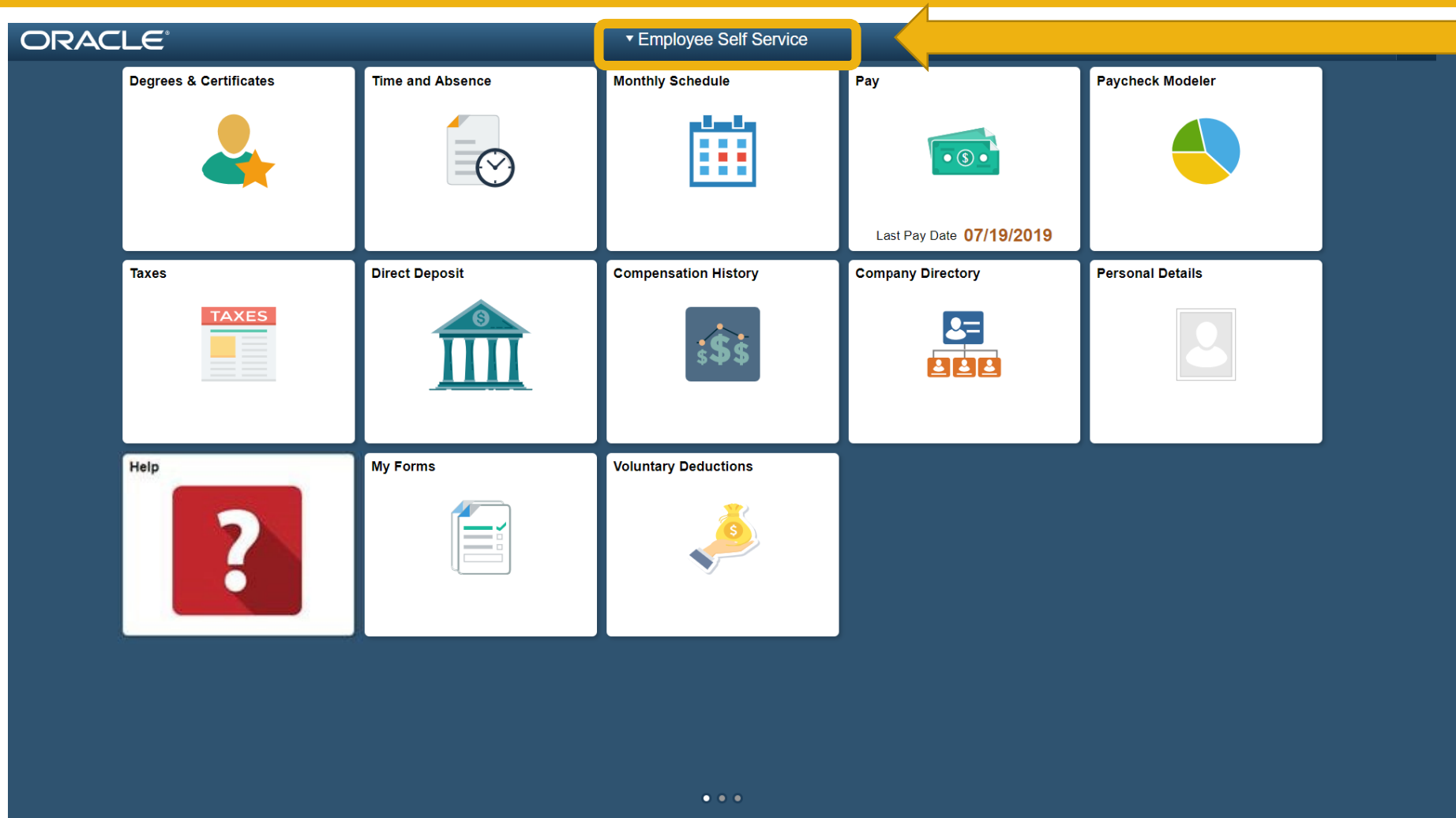
Time Clocks



# TIME & LABOR AND ABSENCE MANAGEMENT



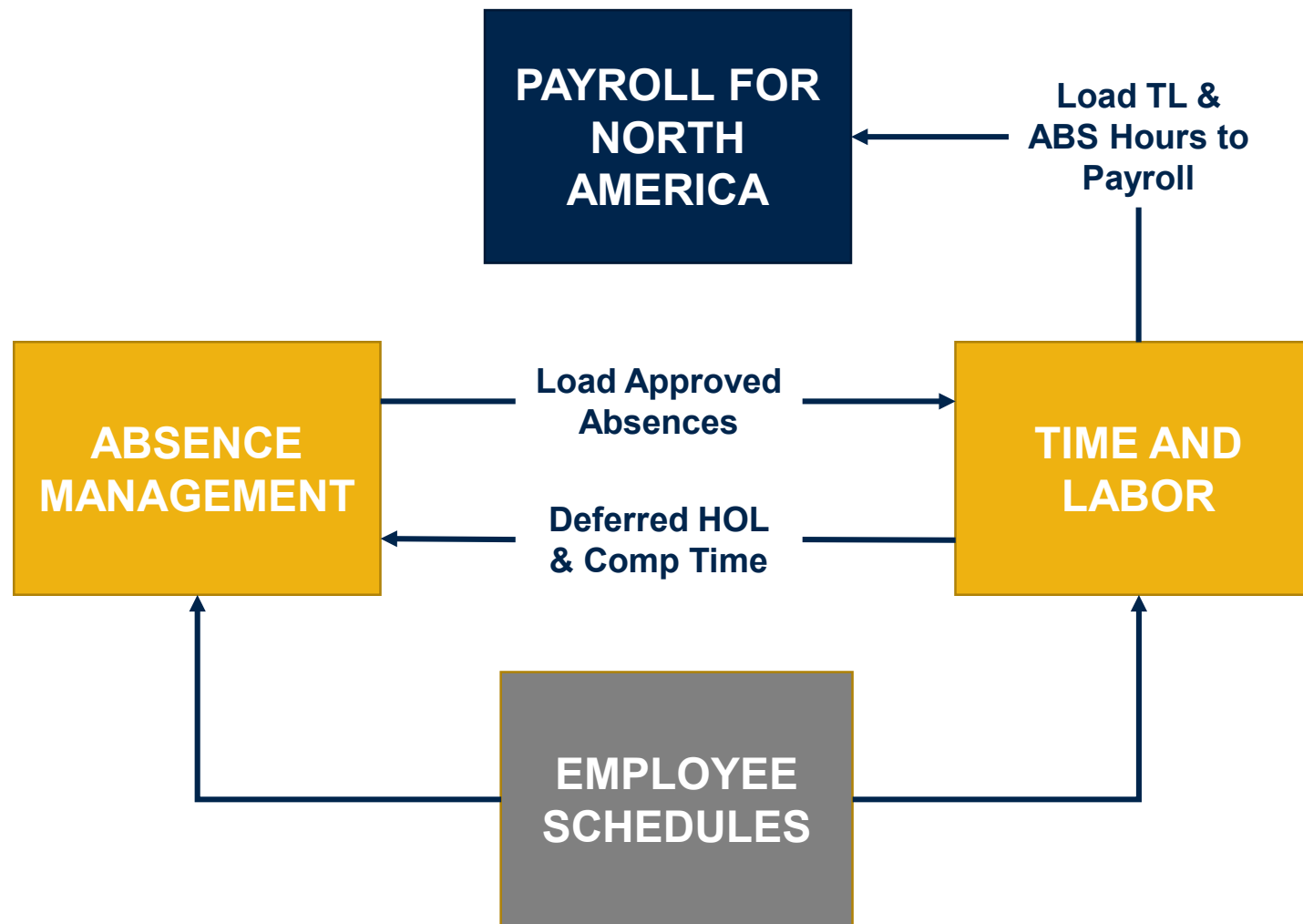
# Employee Self-Service Landing Page



The drop down will also display other landing pages such as:

- Manager Self-Service (MSS)
- Faculty Self-Service (FSS)
- Time Approver
- Your view will depend on your security/role assignment

# Interaction of T&L, Absence Mgmt

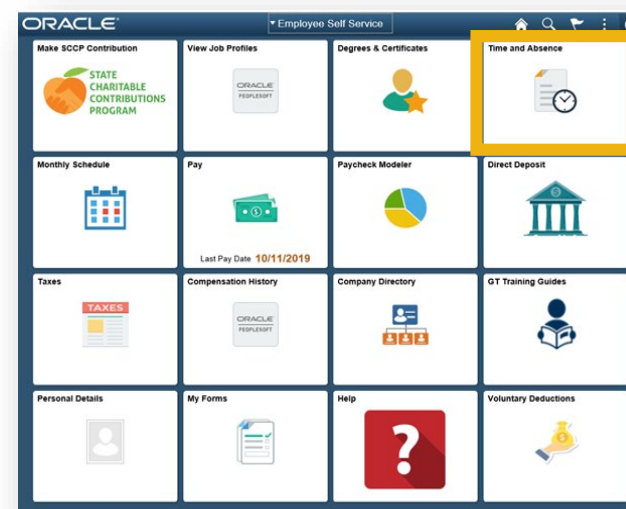
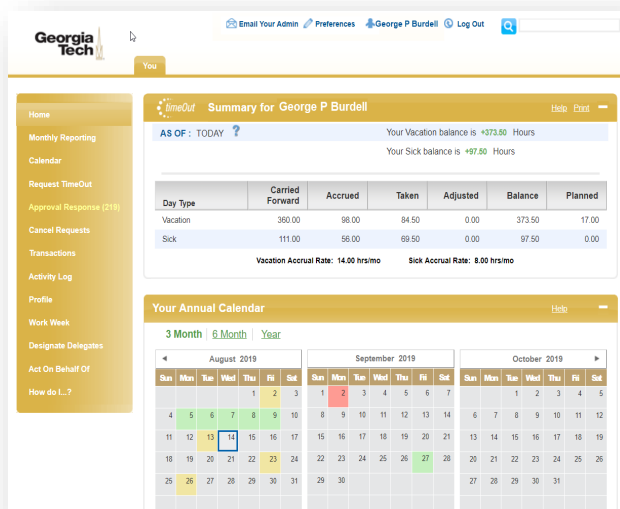


# Key Processes in Time and Absence

TIME AND LABOR	ABSENCE MANAGEMENT
✓ View, edit, report, and approve time	✓ Approve, deny, and edit absence requests
✓ View weekly/monthly reported and scheduled time	✓ Process multiple absence requests
✓ View payable time summaries	✓ View absence request history
✓ Assign work schedules	

# Key Changes for Monthly Employees

- With the exception of GTRI, all monthly benefited employees will use Employee Self-Service in OneUSG Connect to request time off
- Monthly employees will no longer receive a certification email
- You must enter exception requests (vacation, sick, etc.) as you take them



# Key Changes for Biweekly Employees

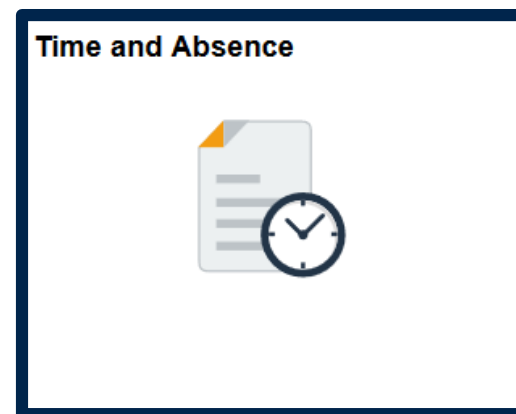
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- With the exception of GTRI, all biweekly benefited employees will use Employee Self-Service in OneUSG Connect to enter time and request time off
- Leave eligible biweekly employees will earn their monthly accrual in the biweekly pay period that includes the last day of the month
- Kaba time clocks will replace the Kronos time clocks
- Biweekly student employees in non-Kaba units must use the Web Clock in Employee Self-Service (ESS)

# Absence Accruals

---

- Absence Accruals are earned monthly for each eligible month of service
- Biweekly employees will earn their monthly accrual in the biweekly pay period that includes the last day of the month
- Earned accruals may not be used retroactively to the date the Accruals are posted





# 2020 Leave Accrual Schedule

Leave Accrual For:	Available for use on:	Leave Balances updated on:
March	4/01/2020	3/25/2020
April	5/01/2020	4/24/2020
May	6/01/2020	5/22/2020
June	7/01/2020	6/24/2020
July	8/01/2020	7/23/2020
August	9/01/2020	8/20/2020
September	10/01/2020	9/24/2020
October	11/01/2020	10/26/2020
November	12/01/2020	11/23/2020
December	1/01/2021	12/22/2020

- **Monthly** employee accrual balances are updated during the monthly payroll processing
- The accrual hours earned for the month are available for use the first day of the following month

# 2020 Leave Accrual Schedule

Leave Accrual For:	Available for use on:	Leave Balances updated on:
March	3/22/2020	4/06/2020
April	4/19/2020	5/04/2020
May	5/31/2020	6/15/2020
June	6/28/2020	7/13/2020
July	7/26/2020	8/10/2020
August	8/23/2020	9/04/2020
September	9/20/2020	10/05/2020
October	10/18/2020	11/02/2020
November	11/29/2020	12/14/2020
December	12/27/2020	1/11/2021

- **Biweekly** employee accrual balances are updated with the biweekly pay period that includes the last day of the month.
- The accrual hours earned for the month are available for use the first day of the biweekly pay period that includes the last day of the month.

# 2020 Leave Accrual Schedule

Leave Accrual For:	Available for use on:	Leave Balances updated on:
March	3/22/2020	4/06/2020
April	4/19/2020	5/04/2020
May	5/31/2020	6/15/2020
June	6/28/2020	7/13/2020
July	7/26/2020	8/10/2020
August	8/23/2020	9/04/2020
September	9/20/2020	10/05/2020
October	10/18/2020	11/02/2020
November	11/29/2020	12/14/2020
December	12/27/2020	1/11/2021

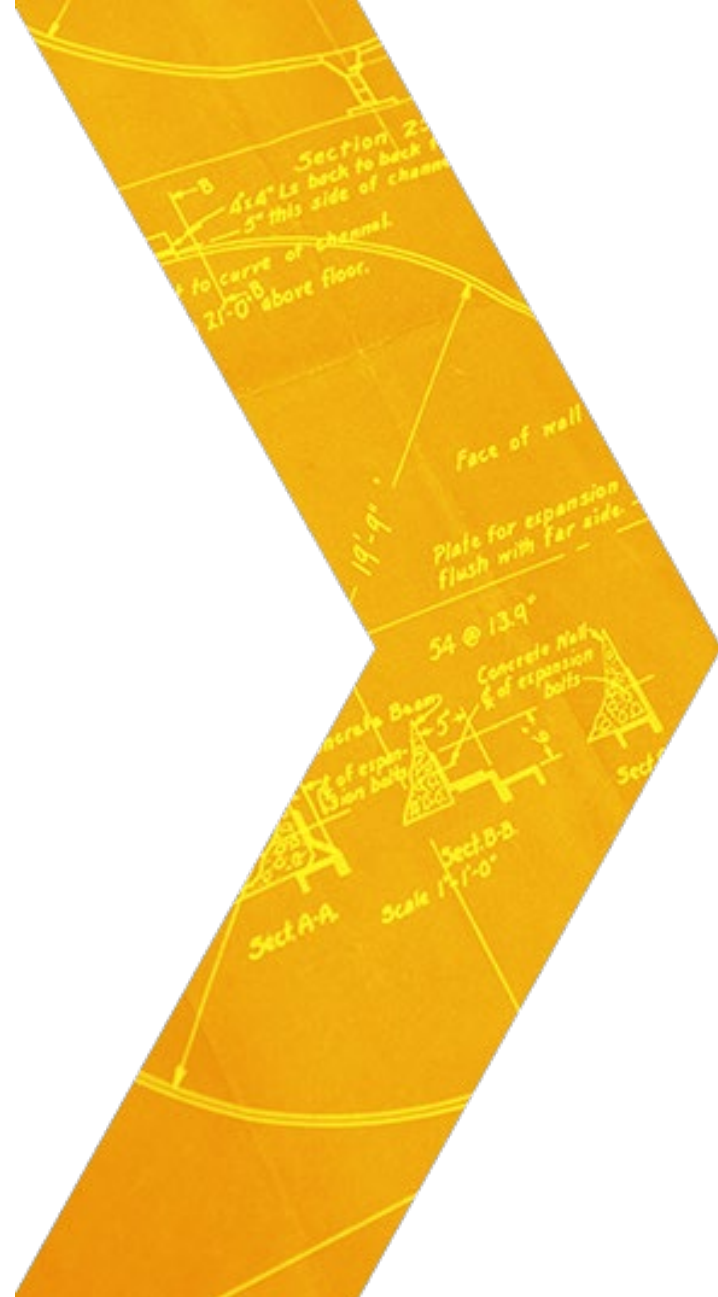
## Biweekly Employee Example: April Accrual Hours

- The month of April accrual hours will post to the employee's balance on 4/19/2020 and will be available for use on that same day.
- Visible to the employee in their ESS leave balance on 5/04/2020.
- Forecasting functionality will allow the employee to request this leave as of 4/19/2020.

# New Time and Absence Roles

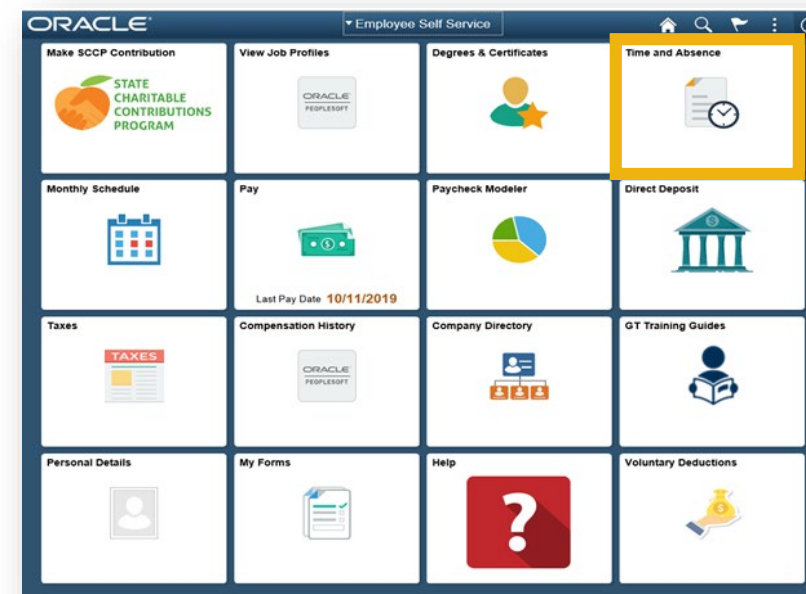
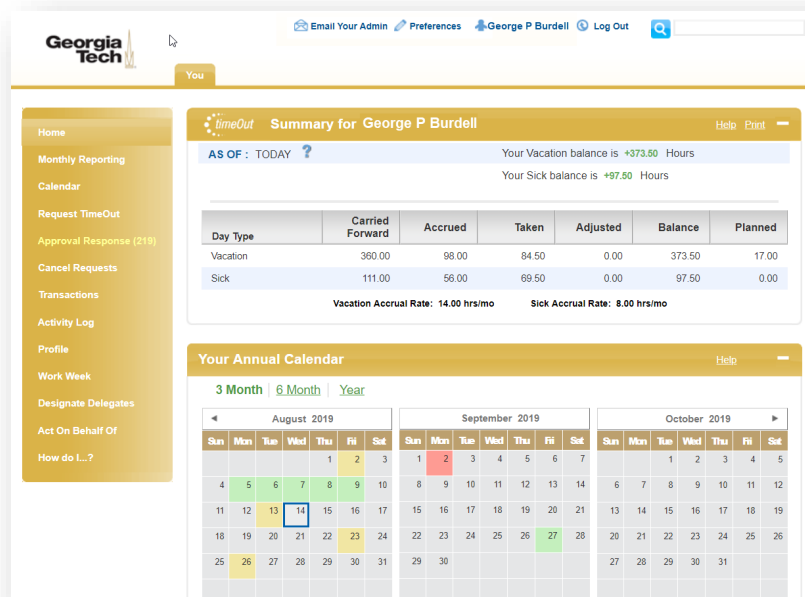
Role	How do I get this role?	What can I do in this role?
<b>Reports To Manager</b>	<b>Only one person can be designated in this role</b> by the reports to position/employee ID on Job Data.	<ul style="list-style-type: none"> <li>Receives absence management email notifications.</li> <li>Enter, edit, and approve reported time and absence events for direct reports.</li> </ul>
<b>Time and Absence Approver</b>	<b>Only one person per employee can be designated in this role</b> and it is in addition to the “reports to” approver.	<ul style="list-style-type: none"> <li>Receives absence management email notifications.</li> <li>Enter, edit, and approve reported time and absence events for assigned employees.</li> </ul>
<b>Delegate</b>	Appointed to perform transactions on another approver’s behalf. Set up via MSS delegation transaction and provides access to employees for duration of the delegation request.	<ul style="list-style-type: none"> <li>Enter, edit, and approve reported time and absence events for delegated employees <u>only</u> between specific start and end dates.</li> </ul>
<b>Time and Absence Editor</b>	This access can be requested via a ticket to Shared Services. An employee may be assigned as Time and Absence Editor for one or more departments.	<ul style="list-style-type: none"> <li>Enter and edit time and absences but <u>cannot</u> approve.</li> </ul>

# MONTHLY TIME REPORTING



# Reporting Exception Time

In OneUSG Connect, monthly benefited employees will no longer receive a certification email. You must enter exception requests (vacation, sick, etc.) as you take them.

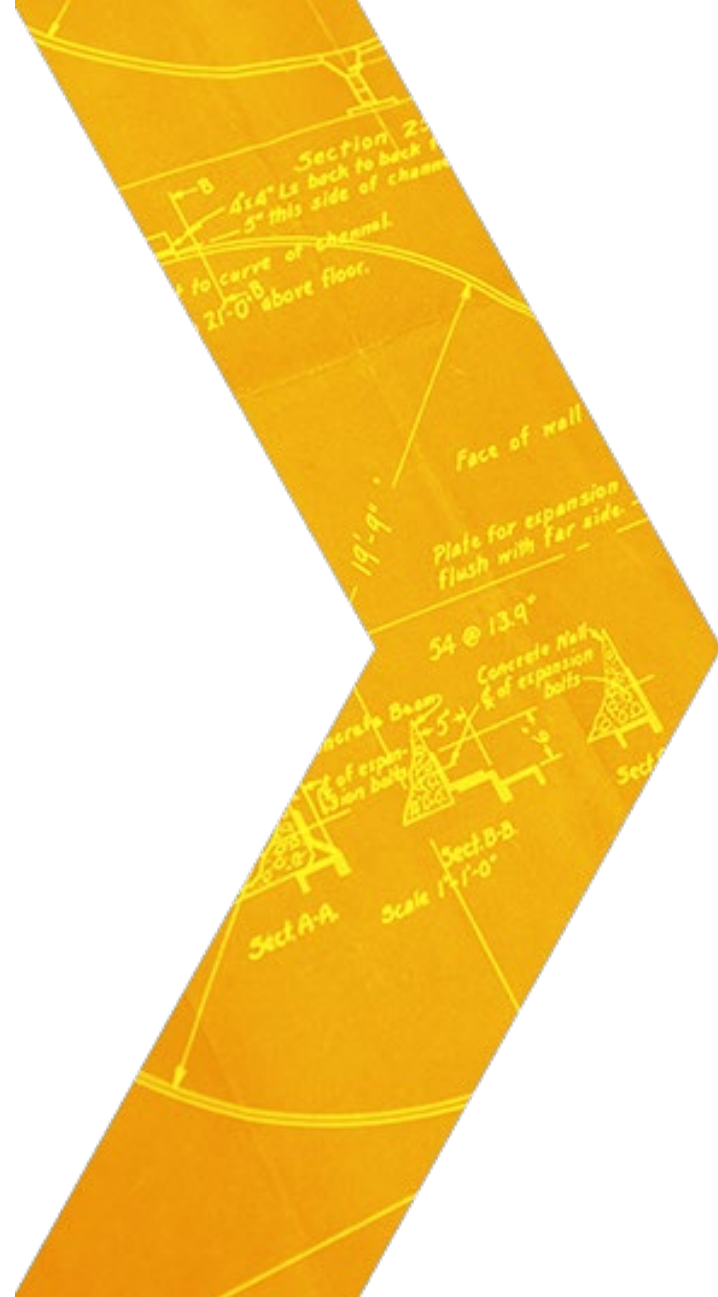


# Recording Time and Absences

Current	OneUSG Connect
TimeOut Users	Employee Self Service (ESS) to request time off via Absence Management
GTRI eTime Users	GTRI eTime with some enhancements (additional project codes)
Temporary Salaried Employees	ACA Hours are loaded to timesheet in ESS based on Standard Hours
GRAs/GTAs	ACA Hours are loaded to timesheet in ESS based on Standard Hours



# BIWEEKLY TIME REPORTING


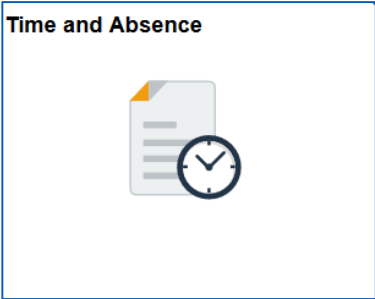
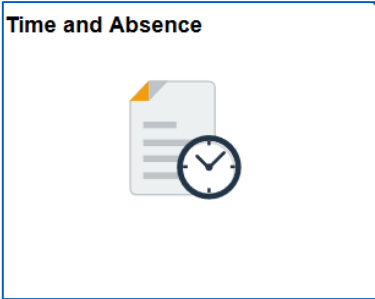
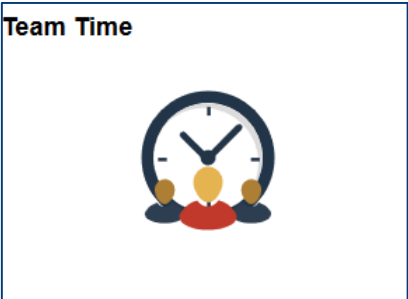





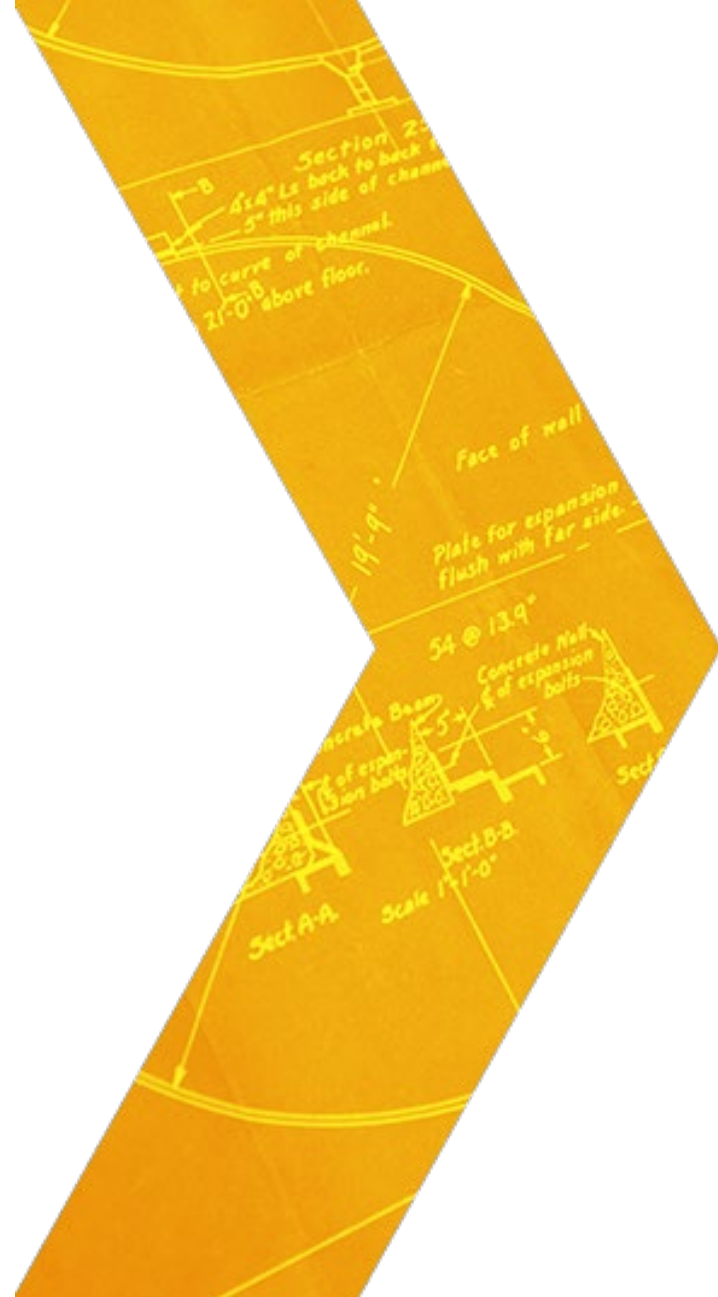
# Biweekly (Non-Exempt FLSA Status)

Current	OneUSG Connect
Kronos Time Clock Users	Kaba Time Clock
Tech Time Users (via TechWorks)	<ul style="list-style-type: none"> <li>Student Workers = Web Clock</li> <li>Non-student workers = Online timesheet accessible via Employee Self Service (ESS)</li> </ul>
Paper Timesheet	<ul style="list-style-type: none"> <li>Student Workers = Web Clock</li> <li>Non-student workers = Online timesheet accessible via Employee Self Service (ESS)</li> </ul>
Departmental Home-Grown System	<ul style="list-style-type: none"> <li>Student Workers = Web Clock</li> <li>Non-student workers = Online timesheet accessible via Employee Self Service (ESS)</li> </ul>
Biweekly Leave Benefited Employees (via paper form, home-grown system, email, etc.)	Employee Self Service (ESS) to request time off via Absence Management
GTRI eTime Users	GTRI eTime with some enhancements (additional project codes)
Housing Resident Assistants	ACA Hours are added to timesheet by Manager based on Housing Standard Scheduled Hours

# Biweekly Time Reporting

Employees can <b>enter</b> their time via:	KABA Time Clock	Web Clock	Online Timesheet (Punch or Elapsed)
Employees can <b>access this transaction</b> via:			
Managers and Time and Absence Approvers will <b>approve time</b> via:		OR	

# KABA TIME CLOCKS



# Important BuzzCard Information

- Time clock users will need to ensure they have the newer BuzzCard
  - BuzzCard Center can reissue a new card
- Kaba time clocks do not use GT IDs
  - Punches are recorded with an employee's BuzzCard badge number using RFID technology
- Georgia Tech Kaba time clocks do not use biometrics



# Kaba Time Clocks

If you are using a time clock today, it will be replaced by a Kaba time clock

ID Reader – tap  
Buzzcard here



1. Tap badge at terminal
2. Select appropriate action icon (e.g., Clock In, Meal Break)
3. View confirmation

# More Than One Job On Campus?

You must clock in using the method your job dictates. For example,

- Student Center Tech Rec or Paper and Clay use **Kaba Time Clocks**
- Library or Student Life use **Web Clock**

## Examples:

James	
Housing	Kaba Time Clock
Student Center	Kaba Time Clock

Skylar	
Enterprise Resource Planning (ERP)	Web Clock
CEISMC	Web Clock
Student Center	Kaba Time Clock

Michelle	
Student Center	Kaba Time Clock
Enterprise Resource Planning (ERP)	Web Clock



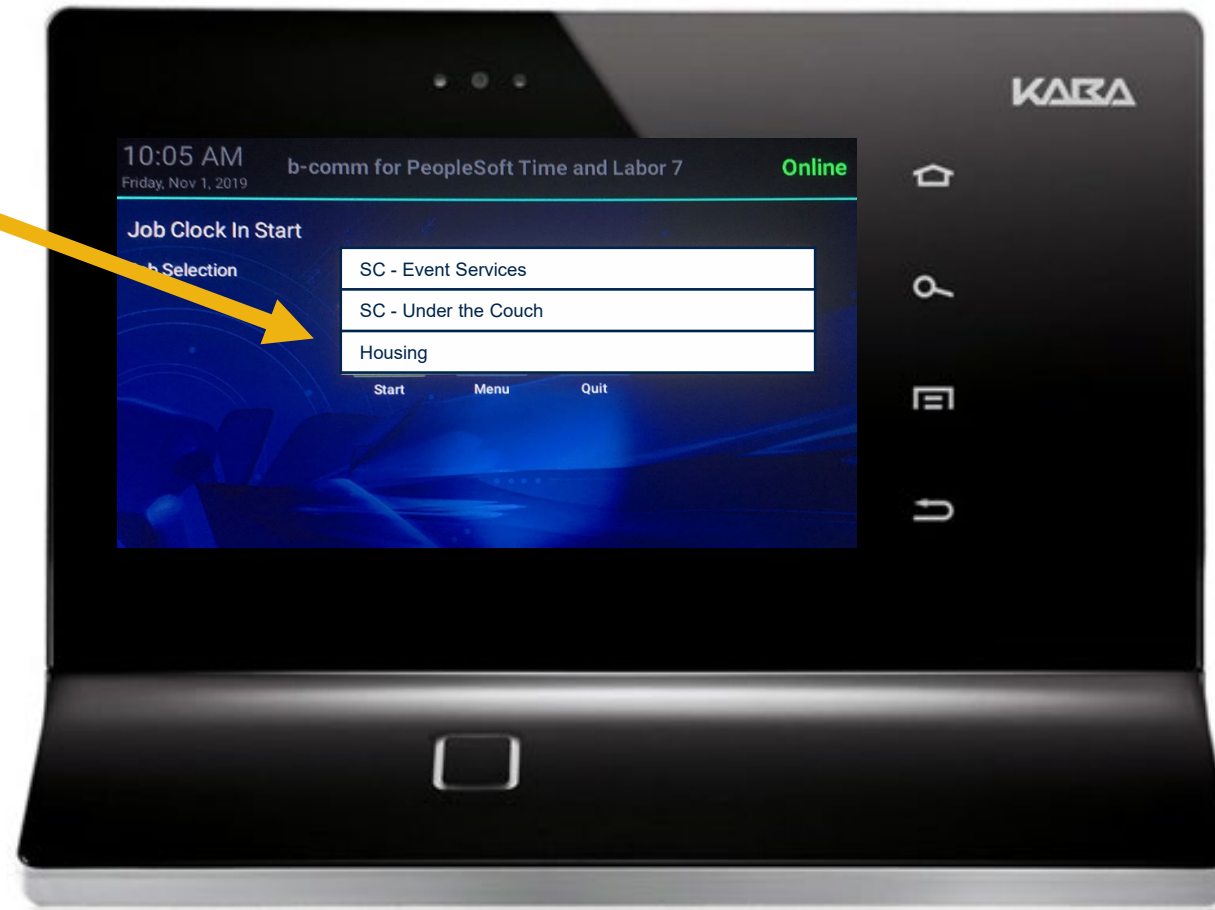
# Kaba Time Clocks

**Job Clock In** icon  
used for multiple  
Kaba jobs



# Kaba Time Clocks

Select the Kaba job you are Clocking in from your list





# Kaba Time Clocks

Be sure that you are  
clocking into your  
correct Kaba job



# Kaba Time Clock FAQs

---

- Employees must tap their BuzzCard before **Clocking in or Out**.
- Remember to make your selection for **Clock In** or **Out** before selecting **Quit**. When the **Quit** icon is selected, a punch is not recorded.
- A **Meal** punch out is not considered a **Clock Out** punch for the day.

# Kaba Time Clock FAQs cont.

---

- Employees eligible for the auto-meal deduction option should only utilize the **Clock In** and **Clock Out** options at the time clock.
- The **Meal** icon should not be selected.
- The employee's meal hours auto deducted will be visible on the employee's timesheet under the **Payable Time** tab.

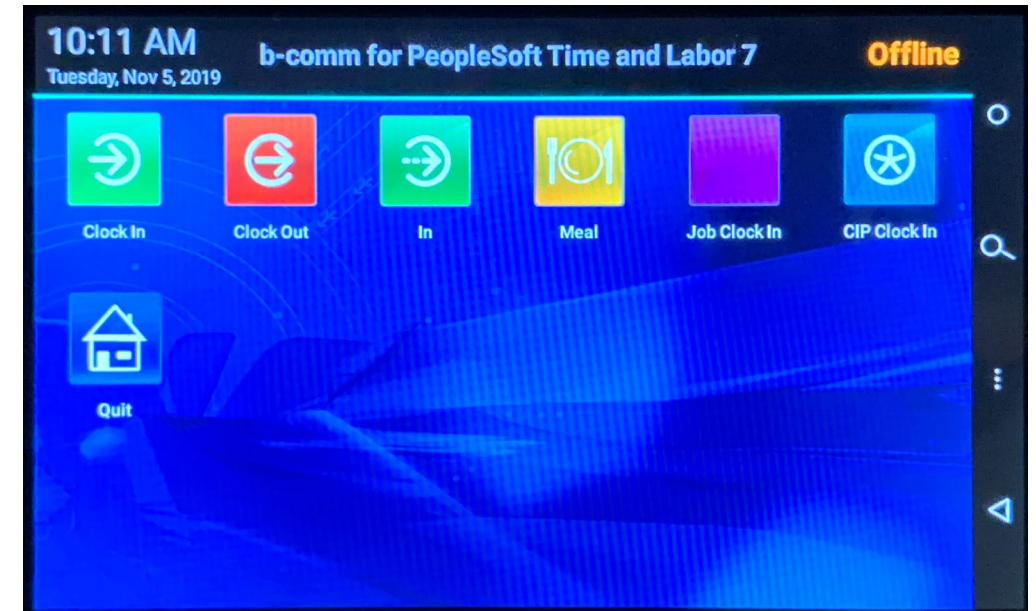
# Kaba Time Clock FAQs cont.

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- Student Assistants may only be required to punch **In** and **Out**. **Meal** punches may not be required.
- Employees with multiple KABA Clock jobs must select the **Job Clock In** icon.
  - If this icon is not selected or if the correct job title options are not visible, the employee should reach out to their manager to review with Central HR.
- The **CIP Clock In** icon is only valid for essential personnel. If this icon is selected in error, the employee should reach out to their manager to correct on the timesheet.

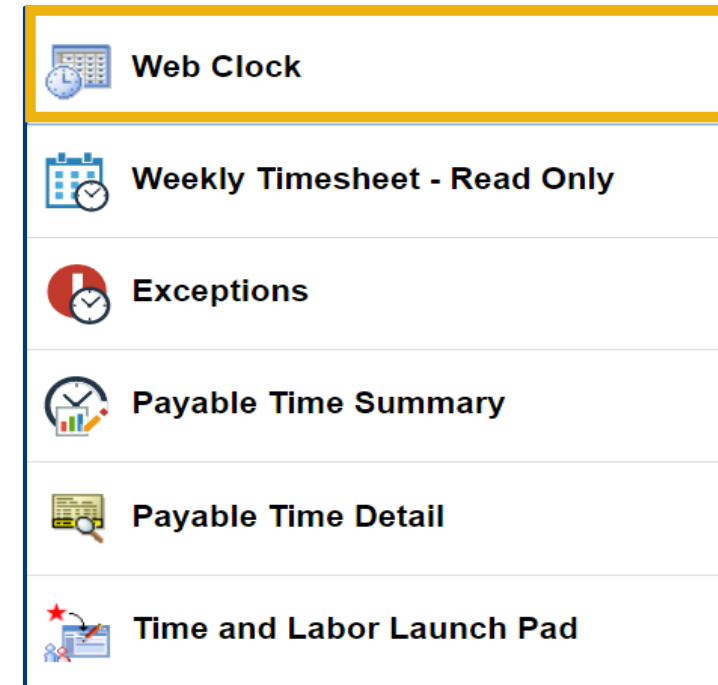
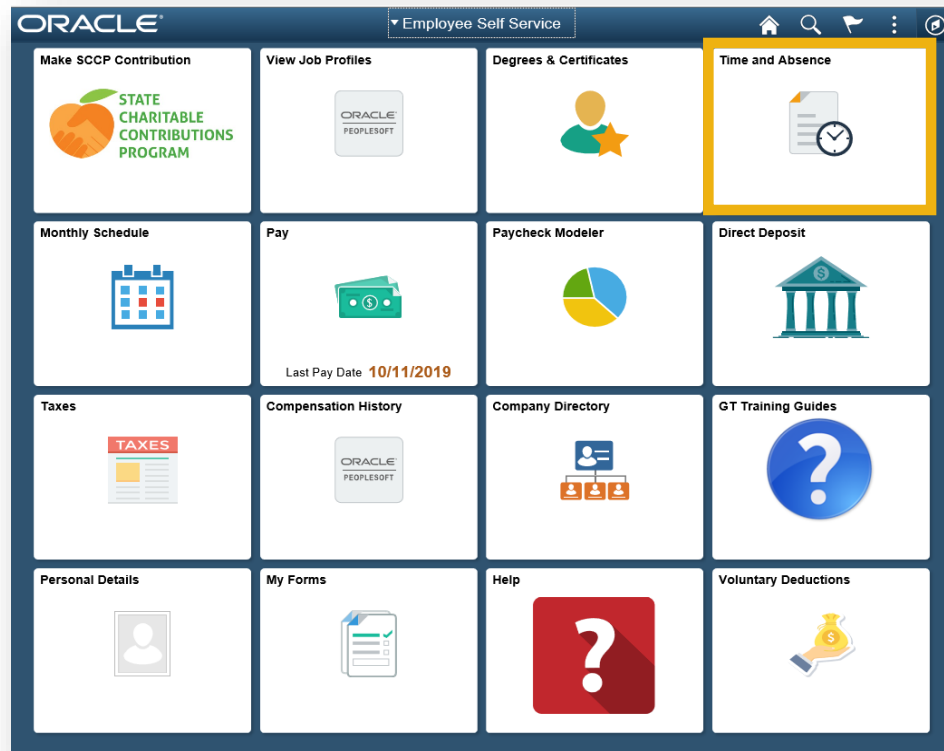
# What if the Kaba Clock is Offline?

- If clock is **Offline** punches will still be accepted and stored until the clock comes back online.
- Multiple jobs will not be available when the timeclock is **Offline**.
  - The employee should continue to record their hours worked via the **Clock In** or **Out** icons. The manager will have to update the timesheet to accurately reflect the correct job worked.




# Web Clock


If you have a job that requires **Web Clock**, you will login online through ESS and enter it in the Time and Absence tile.





# Web Clock Time Entry


Used by biweekly student employees who will enter their time via the Web Clock (non-Kaba time clock units)



**Web Clock**


**Weekly Timesheet - Read Only**


**Exceptions**


**Payable Time Summary**


**Payable Time Detail**


**Time and Labor Launch Pad**



**Web Clock**  
 Skylar B. Employee ID

**Select Job**  
 Student Assistant  
 Employment Record

**Your Last Recorded Punch**  
 Out at 10:00:00AM

**Enter Punch**

\*Punch Type

Time Zone  Eastern Time (US)

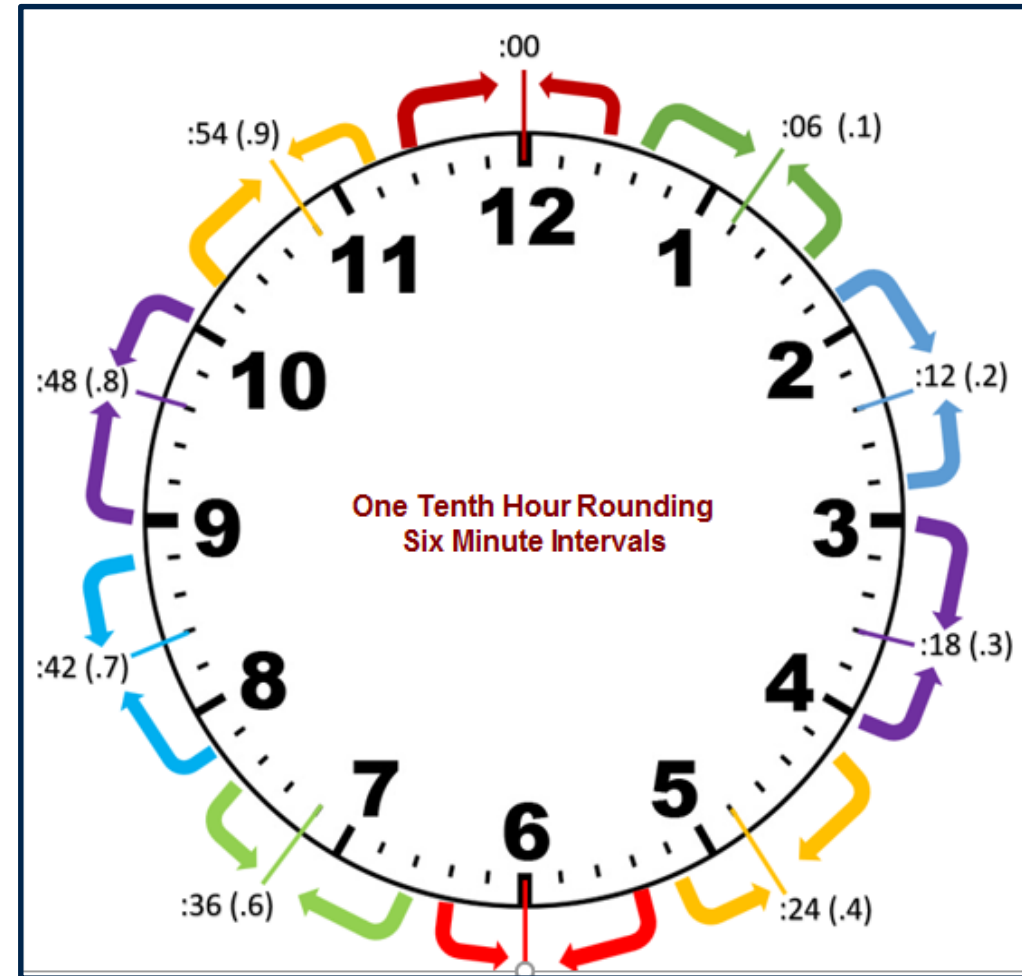
**Time Reporting Elements**

[View Holiday Schedule](#)



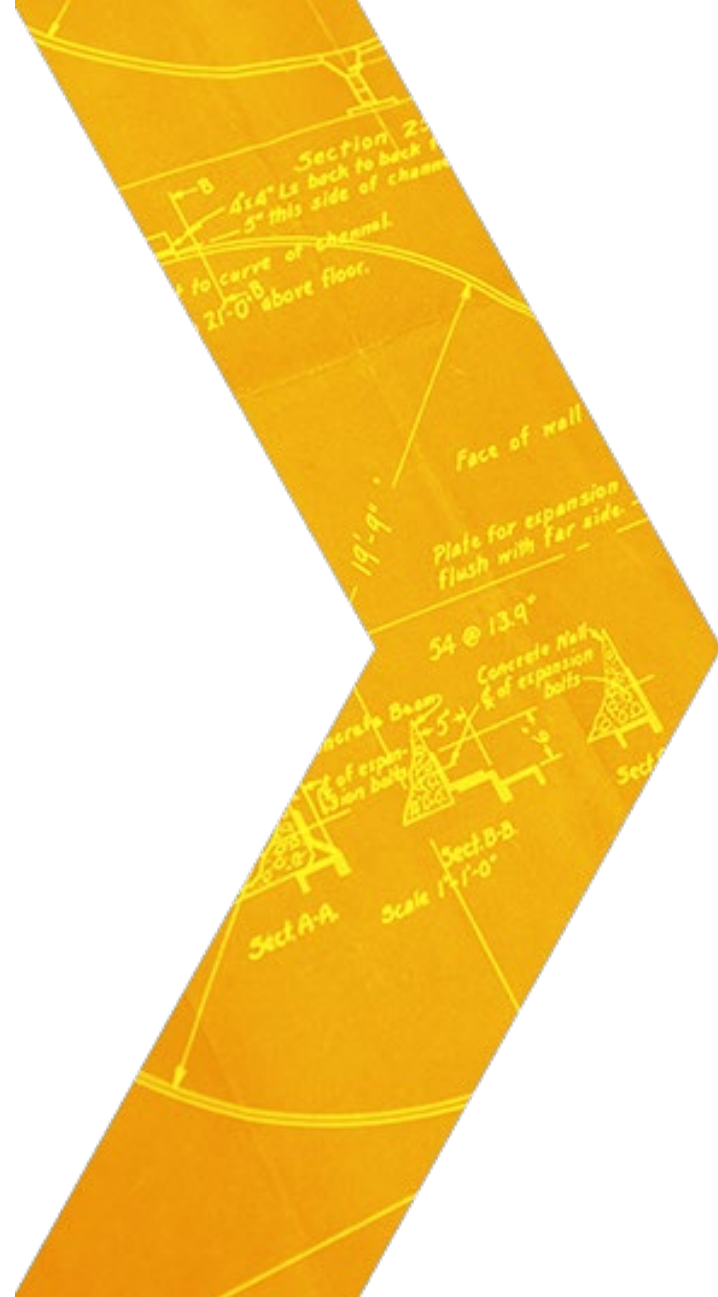
# OneUSG Connect Rounding Chart

- **Punch Time** rounds at **6-minute** intervals (1/10<sup>th</sup> hour)
- IN punch @ **8:02:59** Rounds to **8:00:00**
- IN punch @ **8:03:00** Rounds to **8:06:00**

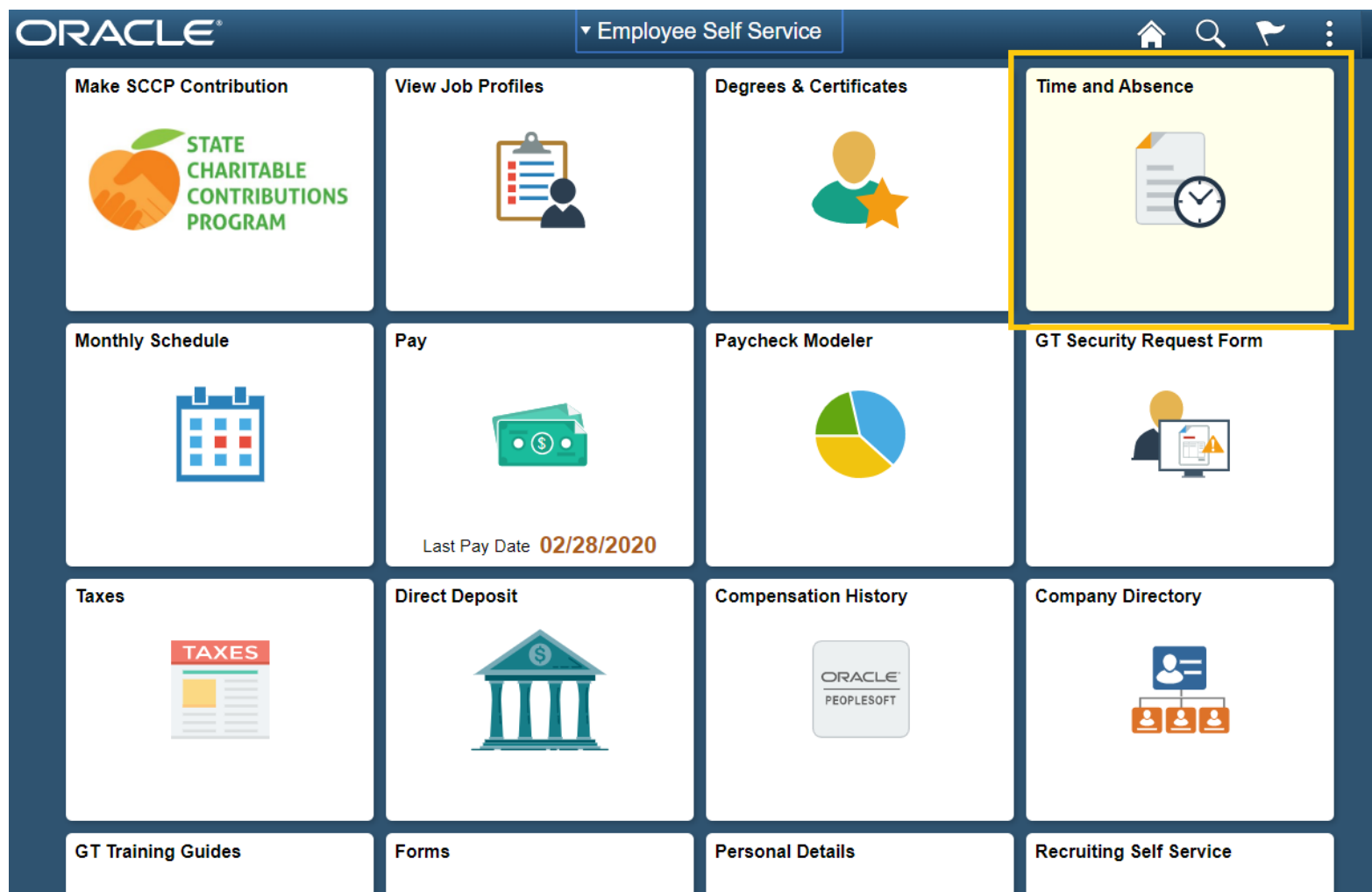




# TIME AND ABSENCE LIVE DEMO

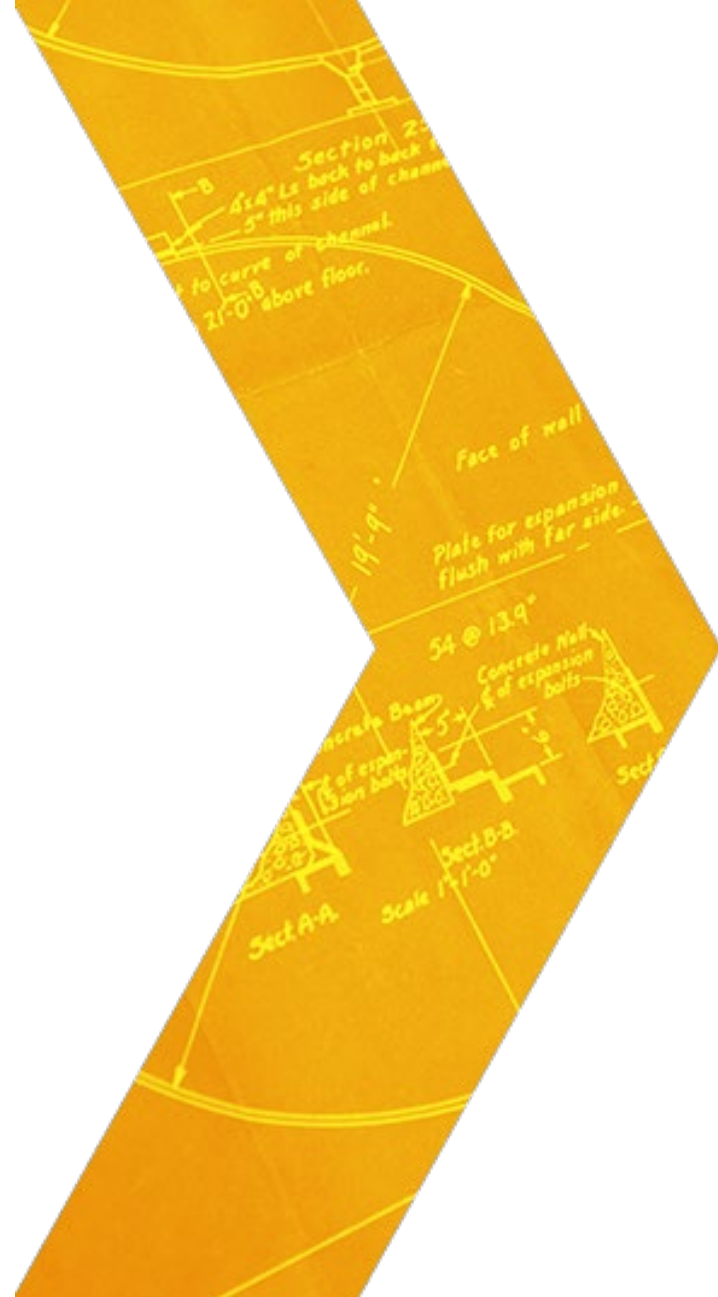


# Time and Absence Demo



CREATING THE NEXT®

# ONEUSG CONNECT PREPARATION & TRAINING



# Preparing for OneUSG Connect




# Website Resources

Georgia Tech

Home Programs Training Resources About CONTACT US

## News and Events

 **EVENTS**

**FEB 19**

**OneUSG Connect Townhall**  
Town Halls are open to all faculty, staff, employees who want to learn more about transition to OneUSG Connect.

**FEB 19**

**Workday Approval Roles Webinar**  
Register today for the Workday Approval Roles Webinar

Georgia Tech

The Enterprise Transformation

Home Programs Training Resources About CONTACT US NEWS & EVENTS

**OneUSG Connect Resources**

Access a variety of content and media to learn more about the HCM Transformation to OneUSG Connect.

**OneUSG Connect Internal Resources**  
Recordings from info sessions, webinars, presentation slides, and other internal resources.  
[View Documents](#)

**OneUSG Connect Glossary**  
View a glossary of program terminology.  
[View OneUSG Connect Glossary](#)

**Videos**  
Short, easily consumable video clips that explain OneUSG Connect concepts.

OneUSG Connect - Spring 2020    What is HCM?    What is Changing for Managers?

Georgia Tech

## OneUSG Connect Employee Self-Service (ESS)

**What is Employee Self-Service?**

**Employee Self-Service (ESS)** is an easy-to-use online tool all employees will use within OneUSG Connect. All employees can access Employee Self-Service from their computer or mobile device securely with their established log-on credentials and password to:

- Submit Timesheets
- Request Absences
- View paychecks
- Update direct deposit information
- Review and change personal information
- View and interact with a company directory and org chart
- Update tax withholdings
- Update education credentials
- Accept, manage and decline Delegation Requests from others in your organization who need assistance performing time and absence tasks when they are out of the office

**How does Employee Self-Service Work?**

OneUSG Connect changes are submitted online, instead of on paper, and approvals and information are automatically routed to the appropriate person. OneUSG Connect uses workflow to move transactions from the employee, to the approving manager and beyond.

**How will I access Employee Self-Service?**

Once OneUSG Connect is implemented for your institution, all employees will access the application with a link provided to go live with secure credentials.

**What if I need help?**  
Contact OneUSG Connect Support at 1-877-251-2644 or email [esssupport@ess.usg.edu](mailto:esssupport@ess.usg.edu) for assistance.

Visit us at [transformation.gatech.edu](http://transformation.gatech.edu)

# Change Agents

## OneUSG Connect - Change Agent Network

Aligning Georgia Tech's HR processes to the OneUSG Connect technology solution.

### Change Agents are Here to Help!

Change Agents are part of a Cross-functional network of people who help to facilitate two-way communication, influence positive change, and collaborate with peers to share ideas. They are an extension of the Organizational Readiness team and assist with getting the campus ready for the move to OneUSG Connect.



### Change Agent Network Team

Search Change Agent by Name

Search by Department/Unit

Apply

Name	Department	Acronym	Email Address
Carla Zachery	Engineered Biosystems Building	EBB	<a href="mailto:carla.zachery@ebb.gatech.edu">carla.zachery@ebb.gatech.edu</a>
Tamecia Wright	Aerospace Engineering	Aerospace Engineering	<a href="mailto:tamecia.wright@aerospace.gatech.edu">tamecia.wright@aerospace.gatech.edu</a>
Easter Worden	Student Life	Student Life	<a href="mailto:easter.worden@ohr.gatech.edu">easter.worden@ohr.gatech.edu</a>
Terrance Wooten	Georgia Tech Office of Development	Development	<a href="mailto:terrance.wooten@dev.gatech.edu">terrance.wooten@dev.gatech.edu</a>
Lorie Wooten	College of Design	COD	<a href="mailto:lorie.wooten@design.gatech.edu">lorie.wooten@design.gatech.edu</a>

# Readiness Tasks

- Faculty, Staff, Student, Tech Temps, and Retired but Working (RBW) employees are strongly encouraged to participate in Go-Live readiness activities
- Save copies of your information to use as a reference to ensure your data is correct post go-live

All Employees	Benefit Eligible Employees	Managers
<ul style="list-style-type: none"> <li>• Personal Information Summary (home address, contact details)</li> <li>• Direct Deposit Information</li> <li>• Voluntary Deductions</li> <li>• Paystubs</li> <li>• W-2</li> </ul>	<ul style="list-style-type: none"> <li>• Record &amp; print leave balances</li> <li>• Submit &amp; save future leave requests</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that reporting relationships are correct in Workday</li> <li>• Record &amp; Print Comp Time</li> </ul>



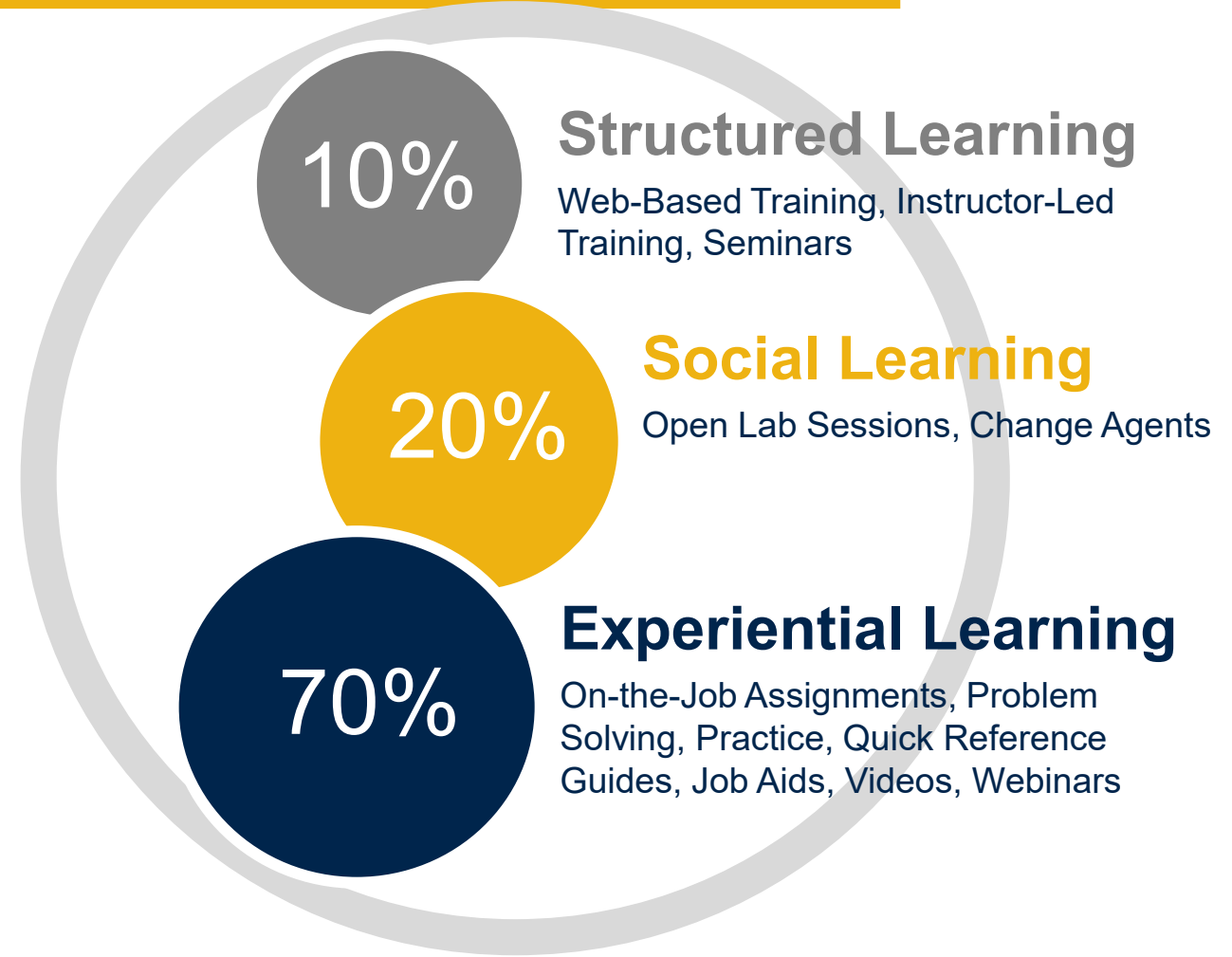
# Training

**WHEN:** March – June 2020

**WHAT:** Training will be:

- A mix of instructor-led classroom training and web-based training.
- Supplemented with job aids/process guides that you will be able to access at any time to help walk you through processes in OneUSG Connect.

**WHERE:** The launch point for any training will start at the Transformation website. There you will be able to sign up for trainings, attend virtual courses, and download helpful resources.





# Recommended & Required Training

Audience	Training Opportunities	Course Length	Requirement
All Employees	Attend an introductory class on Employee Self-Service.	30 to 90 minutes*	Recommended
Biweekly Employees (Kaba Clock Users)**	Complete a web-based tutorial or attend demo to learn how to report time via Kaba Clock.	15 to 30 minutes*	Required
Biweekly Employees (Not Kaba Clock Users)**	Complete a web-based tutorial on how to report time via web clock or online timesheet.	15 minutes to 90 minutes*	Required
Absence Eligible Staff**	Complete a web-based tutorial on how to view, submit and edit absence requests. Learn how to view leave balances and submit extended absence requests.	20 minutes to 90 minutes*	Required
Managers, Provisioned Initiators, Time and Absence Approvers**	Complete training on how to review employees' absence requests and reported time, change leave balances, and delegate approvers	2 hours	Required
Time & Absence Approvers**	Complete course on changing an employee's schedule, managing time exceptions, entering time, processing absence requests, viewing and adjusting balances.	2 hours	Required

\* Course length depends on training format

\*\*GTRI employees will continue using eTime and are not required to complete training on time reporting or absence management

NOTE: Additional training may be required or strongly recommended based on anticipated future use of the system

# Shared Services Center (SSC)

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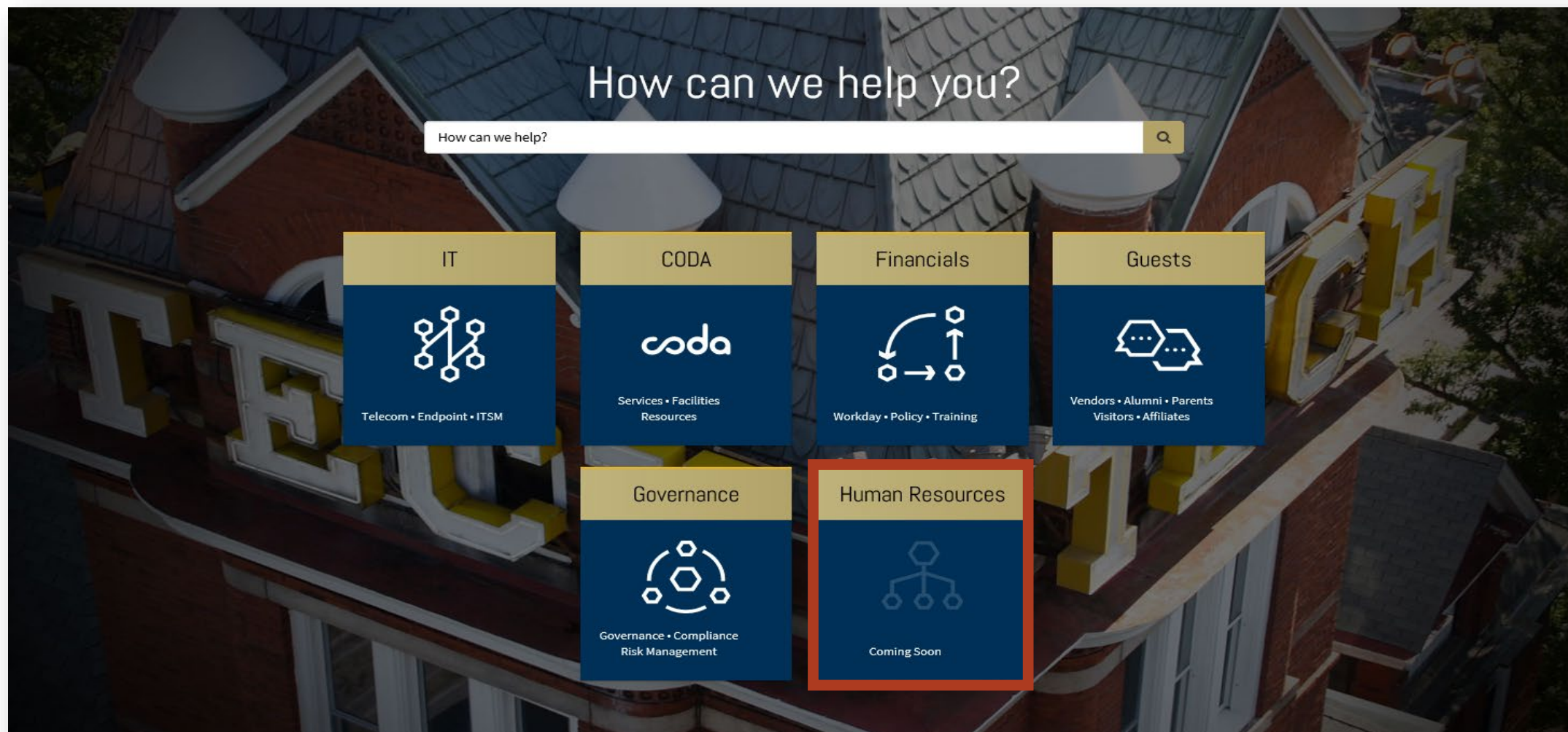
The **Shared Services Center (SSC)** in Sandersville, GA supports all USG institutions, and will be the first point of contact for support.

- Georgia Tech resources will work in collaboration with the SSC to provide additional support for our campus community
- Examples include:
  - Why is this amount coming out of my paycheck?
  - Why am I getting this OneUSG Connect system error?

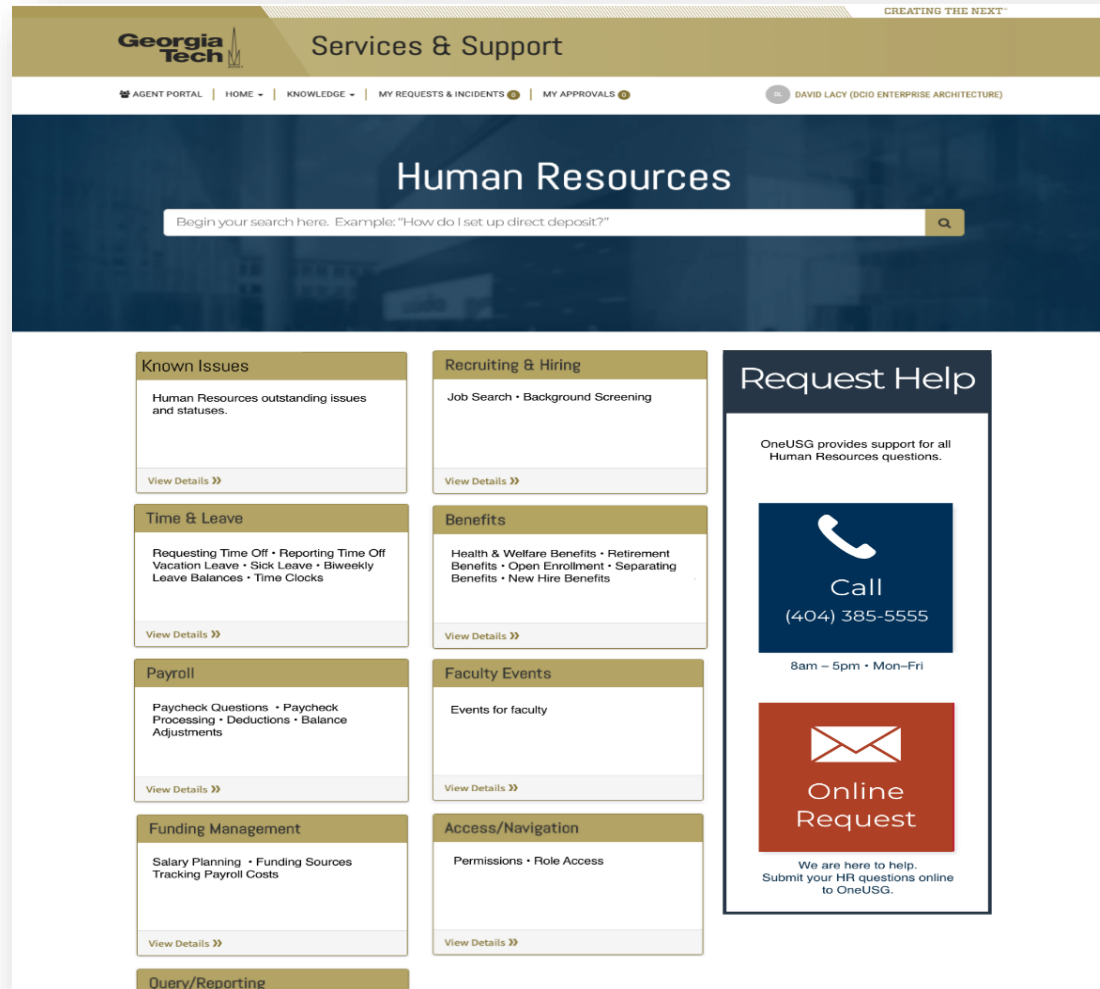


UNIVERSITY SYSTEM OF GEORGIA  
SHARED SERVICES CENTER

# Service Portal



# Support & Assistance



## How to get help?

- Visit [services.gatech.edu](https://services.gatech.edu)
  - Access job aids, FAQs, known issues, etc.
  - Request Help
  - Call Us for Assistance

## What can you expect once an inquiry is submitted?

- Visibility into incidents and requests
- Updates via [services.gatech.edu](https://services.gatech.edu) portal and email



# GTHR Support & Services

- GTHR will continue to support everyone at Georgia Tech
- **Beginning March 23**, for anyone who walks into or calls GTHR, a member of our team will guide you through the OneUSG Connect system
- Utilize GTHR lobby computers and iPads



# GO-LIVE IMPORTANT DATES

# Go-Live Important Dates

Go-Live Task	Date
Biweekly paid employees should start recording time worked in OneUSG Connect	3/22/2020
Biweekly benefited employees start recording absence requests	3/22/2020
Monthly benefited employees start recording absence requests	4/01/2020
First biweekly payroll approval deadline	4/06/2020

# Go-Live Important Dates

Go-Live Tasks	Date/Comments
Last biweekly pay period to use Kronos time clock	3/08 – 3/21/2020
Time Clock users will start recording time worked at the Kaba time clock	3/22 – 4/04/2020
Employees working overnight 3/21/2020 – clock in and out on Kronos	Ex. employee clocks in on 3/21 at 10:00 pm with Kronos and clocks out on 3/22 at 6:00am with Kronos
Employees working 3/22/2020 – clock in and out on Kaba	Ex. employee clocks in on 3/22 at 6:00 am with Kaba and clocks out on 3/22 at 2:00 pm with Kaba



# Q&A

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Christine Edell  
Time & Labor/  
Absence  
Management Lead



Barney Woods  
OneUSG Time and  
Absence Consultant



Kara Tillman  
Organizational  
Readiness Lead

# Let's stay connected!

Questions or Feedback?

- **Helpdesk Email:**  
[erp.readiness@gatech.edu](mailto:erp.readiness@gatech.edu)
- **Website:**  
<http://transformation.gatech.edu>

