



OneUSG Connect: Release 6.22 Info Session

February 12, 2021

Safe Harbor

The information delivered within this presentation was published on 02/12/2021.

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

About Info Sessions

Info Sessions

- Open to Faculty, Staff, and Students.
- These sessions are meetings that highlight a specific topic related to OneUSG Connect.
- These sessions are *not* training, training will be available in March 2021.
- Today's session will cover a high-level information on what changes we will see with Release 6.22.

Agenda

- Upcoming Releases
- Release 6.22 Overview
 - Scope
 - Fluid Design
- Impacts
 - Online Timesheet Users
 - Web Clock Users
 - Multiple Jobs on Campus
 - Leave Benefits Eligible
 - Reports To Manager/Time and Absence Approver
- Next Steps and Resources

Upcoming Releases

Release	Date	Notes
6.22	March 12, 2021	<ul style="list-style-type: none">• To include the release of Fluid Time and Absence Pages• OneUSG Connect will be unavailable 11:15 p.m., Friday, March 12, 2021, to 7:00 a.m., Sunday, March 14, 2021.• ESS, MSS, and Careers will not be available.• KABA Time Clocks will be available for use but may display "Offline".• OneUSG Connect Benefits will be available for use.• W-2s will be unavailable to view, download, or print so please plan accordingly.• For detailed release notes visit our Updates and Communication Page.
6.24	June 4, 2021	TBA
6.26	September 10, 2021	TBA
6.30	December 3, 2021	TBA

Today's Presenter



Christine Edell
Time & Labor/Absence
Management Lead

Release 6.22 Overview

Scope of Change

With Release 6.22, the process to submit time, approve time/absences, and request absences will be changing as we transition to the new **Fluid Time and Absence** implementation on March 14, 2021.

Impacts include:

- Weekly Timesheet
- Web Clock
- Time Entry Exceptions
- Payable Time Summary
- Payable Time Detail
- Request Absence
- Absence Balances
- Absence Request History
- Extended Absence Request
- Cancel Absences

Fluid Design

- PeopleSoft HCM is in the process of transitioning the pages within the application to a “Fluid” design.
- What is Fluid?
 - **PeopleSoft Fluid** is a more modern, responsive user interface.

Impacts

Impacts By Audience

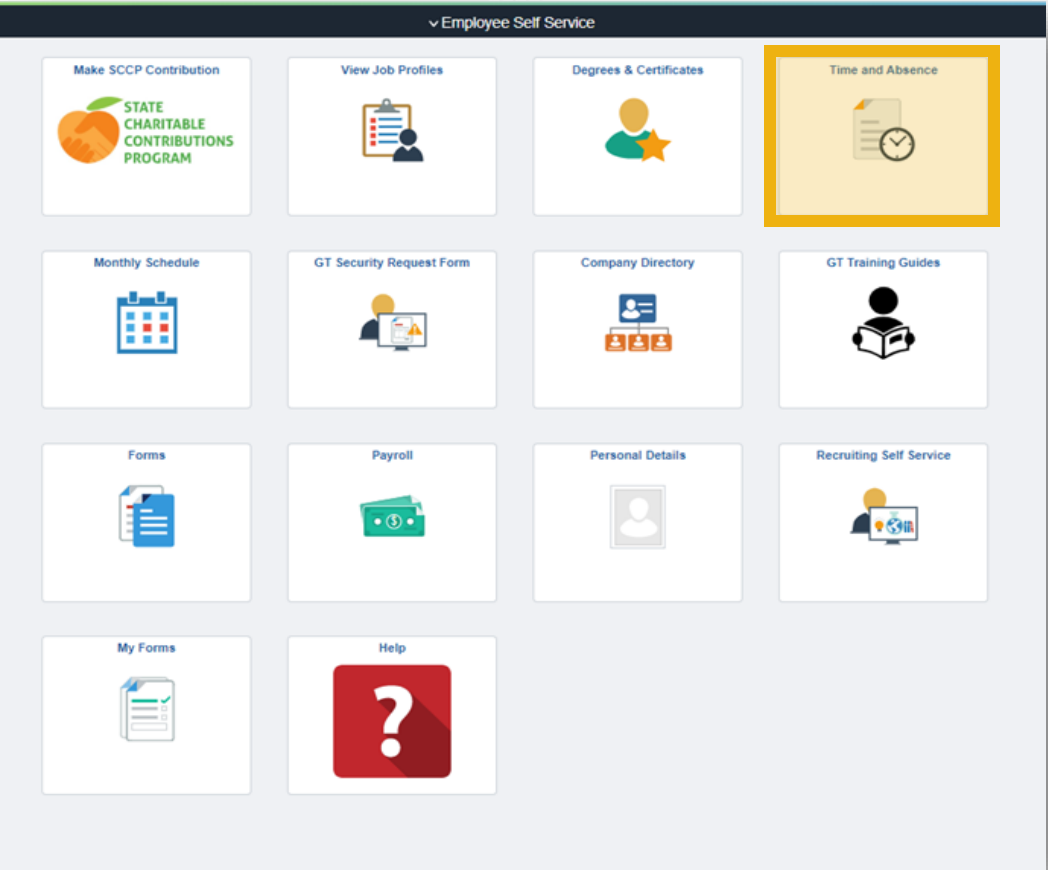
Today, we'll provide a high-level overview of impacts to the following audiences:

- All Employees*
- Online Timesheet Users
- Web Clock Users
- Multiple Jobs on Campus
- Leave Benefits Eligible
- Reports To Manager/Time and Absence Approver

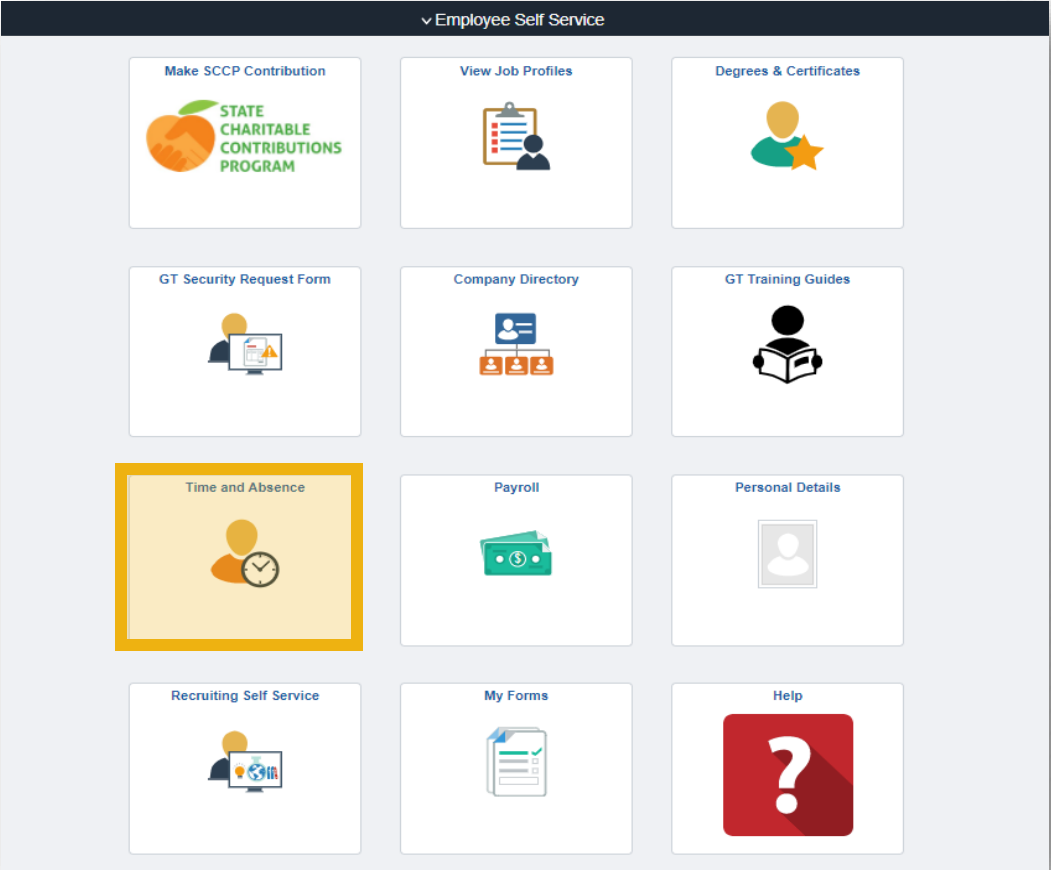
*With the exception of GTRI.

Employee Self-Service Home Page

Current



Release 6.22








Time and Absence Page


Current


Employee Self Service


Time





 Weekly Timesheet


 Exceptions


 Payable Time Summary


 Payable Time Detail


 Time and Labor Launch Pad

 Request Absence

 Absence Balances

 Absence Request History

 Extended Absence Request

 Extended Absence History

Release 6.22

Time

*Select a Job 0 - HR Coordinator 820 - Human Resources, AVP

Time Summary

02/07/21 - 02/20/21

Teleworking Non-Exempt

15.50

Code Not Specified

8.26

Weekly Timesheet

02/07/21 - 02/20/21

Reported 31.76

Scheduled 80.00

Payable Time

Last Pay Period 01/24/21 - 02/06/21

Total Hours 24.8 Hours

Estimated Gross 584,288 USD


Weekly Timesheet - Fluid

02/07/21 - 02/13/21

Reported 31.76

Scheduled 40.00


View Absence Requests




Exceptions

0


Request Absence




Cancel Absences



Extended Absence Request



Absence Balances



Online Timesheet Users

Online Timesheet

Current

Time

Timesheet

Home

Search

Alert

More

Timesheet

Employee ID

HR Coordinator

Empl Record 0

Earliest Change Date 01/24/2021

Actions

Select Another Timesheet

View By Week

Date 01/24/2021

Previous Week

Next Week

Total Reported Hours 41.75

Reported Hours 41.75

Print Timesheet

Elapsed Timesheet

From 01/24/2021 to 01/30/2021

Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Date
	Sun	1/24	Approved	4:00:00PM			4:20:00PM	0.33	00TWH - Teleworking Non-Exempt		1/24
	Mon	1/25	Approved	8:00:00AM	1:15:00PM	2:00:00PM	5:00:00PM	8.25	00TWH - Teleworking Non-Exempt		1/25
	Tue	1/26	Needs Approval	7:00:00AM	1:30:00PM	2:30:00PM	5:00:00PM	9.00			1/26
	Wed	1/27	Needs Approval	8:00:00AM	1:30:00PM	2:30:00PM	5:00:00PM	8.00			1/27
	Thu	1/28	Approved	8:00:00AM	1:05:00PM	2:05:00PM	5:10:00PM	8.16	00TWH - Teleworking Non-Exempt		1/28
	Fri	1/29	Approved	8:00:00AM	1:00:00PM	2:00:00PM	5:00:00PM	8.00	00TWH - Teleworking Non-Exempt		1/29
	Sat	1/30	New								1/30

SubmitClear

SummaryAbsenceExceptionsPayable Time

Reported Time Summary

Category	Total	Sun 1/24	Mon 1/25	Tue 1/26	Wed 1/27	Thu 1/28	Fri 1/29	Sat 1/30
Hours Worked	24.75	0.33	8.25			8.16	8.00	
Total Reported Hours	41.75	0.33	8.25	9.00	8.00	8.16	8.00	
Time with no Category	17.00			9.00	8.00			

Release 6.22

Time

Enter Time

Home

Search

Alert

More

24 January - 6 February 2021

BiWeekly Period- PS Delivered

Scheduled 80.00 | Reported 41.75 Hours | Combined Hours 41.75 Hours

View Legend

ClearSubmit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments
24 Sunday	4:00:00PM			4:20:00PM	00TWH - Teleworki		
25 Monday	8:00:00AM	1:15:00PM	2:00:00PM	5:00:00PM	00TWH - Teleworki		
26 Tuesday	7:00:00AM	1:30:00PM	2:30:00PM	5:00:00PM			
27 Wednesday	8:00:00AM	1:30:00PM	2:30:00PM	5:00:00PM			
28 Thursday	8:00:00AM	1:05:00PM	2:05:00PM	5:10:00PM	00TWH - Teleworki		
29 Friday	8:00:00AM	1:00:00PM	2:00:00PM	5:00:00PM	00TWH - Teleworki		





Web Clock Users


Web Clock


Current


Employee Self Service


Time





 Web Clock


 Weekly Timesheet - Read Only


 Exceptions


 Payable Time Summary


 Payable Time Detail


 Time and Labor Launch Pad

 Request Absence

 Absence Balances

 Absence Request History

 Extended Absence Request

 Extended Absence History

Release 6.22

Time

*Select a Job 0 - Student Assistant 330 - Chemistry & Biochemistry

Time Summary
01/24/21 - 02/06/21

No Time Reported

Weekly Timesheet
01/24/21 - 02/06/21

Reported 0.00

Scheduled 18.00


Payable Time

Last Pay Period 01/10/21 - 01/23/21

Total Hours 0 Hours

Estimated Gross 0


View Absence Requests




Exceptions

0


Request Absence



Cancel Absences



Extended Absence Request



Report Time
Tuesday, Feb 2, 2021

04 : 18 PM

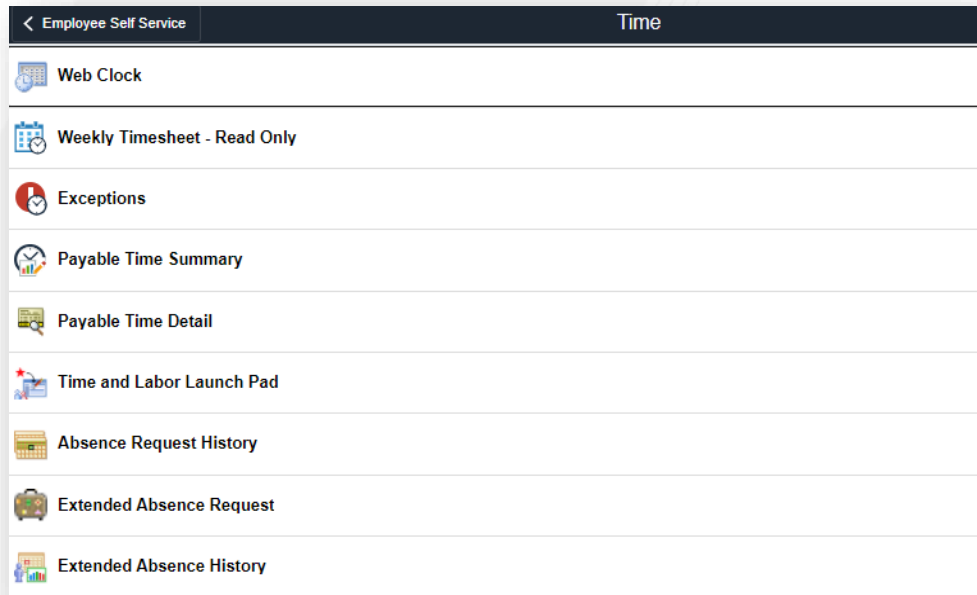
In

Multiple Jobs on Campus

Multiple Jobs on Campus

- For employees with multiple jobs on campus, the new drop-down option on the Time and Absence page should be used to switch between different job records
 - Mainly student assistant employees fall under this category
- Note: You will still need to enter time as requested by each department (online time sheet, web clock, etc.)

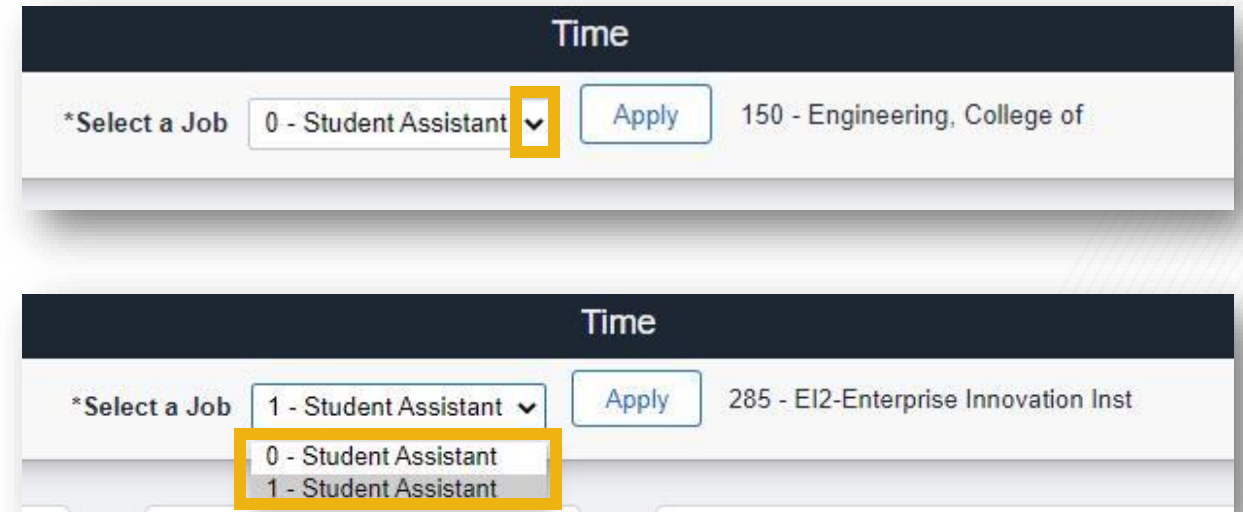
Current



< Employee Self Service Time

- Web Clock
- Weekly Timesheet - Read Only
- Exceptions
- Payable Time Summary
- Payable Time Detail
- Time and Labor Launch Pad
- Absence Request History
- Extended Absence Request
- Extended Absence History

Release 6.22



Time

*Select a Job 0 - Student Assistant ▼ Apply 150 - Engineering, College of

Time

*Select a Job 1 - Student Assistant ▼ Apply 285 - EI2-Enterprise Innovation Inst

0 - Student Assistant

1 - Student Assistant

Multiple Jobs on Campus – Web Clock Users

- Web Clock users will need to **ensure** the correct job is selected at the top of the Time and Absence landing page before clocking in/out.

Current

The screenshot shows the 'Web Clock' interface. At the top, the user's Employee ID is 3585949. Below this, there is a search bar for 'Student Assistant' and an 'Employment Record' dropdown set to '0'. A modal window titled 'Look Up Employment Record' is open, showing a search bar and a table of results.

Empl Record	Task Profile ID	Task Description	Job Code	Job Description	Department	Department Descr
0	(blank)	(blank)	900X01	Student Assistant 150	Engineering, College of	
1	(blank)	(blank)	900X01	Student Assistant 285	EI2-Enterprise Innovation Inst	

Release 6.22

The screenshot shows the 'Time' landing page in Release 6.22. At the top, there is a 'Select a Job' dropdown menu with '1 - Student Assistant' selected, and an 'Apply' button. Below this, the page displays various time-related metrics and actions.

Time Summary
02/07/21 - 02/20/21
Code Not Specified
8.28

Weekly Timesheet
02/07/21 - 02/20/21
Reported 8.28
Scheduled 20.00

Payable Time
Last Pay Period 01/24/21 - 02/06/21
Total Hours 0 Hours
Estimated Gross 0

View Absence Requests

Exceptions
0

Request Absence

Cancel Absences

Extended Absence Request

Report Time
Thursday, Feb 11, 2021
12 : 23 PM
Last action: Out, 02:01 PM 02/10/21
In

Leave Benefits Eligible

Request Regular Absence

- Leave Benefits Eligible Employees are employees who are eligible for time out of the office with pay (sick, vacation, jury duty etc.).
- Visit: policylibrary.gatech.edu/employment/time-away-work for more information.

Current

The 'Request Absence' form in the current version includes the following fields and sections:

- Absence Type:** A dropdown menu set to 'All'.
- *Absence Name:** A dropdown menu set to 'Sick Leave'.
- *Start Date:** A date picker set to '01/11/2021'.
- End Date:** An empty date picker.
- Original Start Date:** An empty date picker.
- Duration:** A text input set to '8.00' followed by 'Hours'.
- Partial Days:** A dropdown menu set to 'None'.
- Check Leave Balance:** A blue button.
- Comments:** A text area with a placeholder icon.
- Balance Information:** A section showing 'As Of 12/31/2020 474.40 Hours**'.
- View Balances:** A link with a right arrow.
- View Requests:** A link with a right arrow.
- Disclaimer:** 'The current balance does not reflect absences that have not been processed.'

Release 6.22

The 'Request Absence' form in Release 6.22 includes the following fields and sections:

- Absence Type:** A dropdown menu set to 'All'.
- *Absence Name:** A dropdown menu set to 'Sick Leave'.
- *Start Date:** A date picker set to '01/11/2021'.
- End Date:** An empty date picker.
- Original Start Date:** An empty date picker.
- Duration:** A text input set to '8.00' followed by 'Hours'.
- Partial Days:** A dropdown menu set to 'None'.
- Check Leave Balance:** A blue button.
- Comments:** A text area with a placeholder icon.
- Attachments:** A section with the text 'You have not added any Attachments.' and a highlighted 'Add Attachment' button.
- Balance Information:** A section showing 'As Of 10/31/2020 437.00 Hours**'.
- View Balances:** A link with a right arrow.
- View Requests:** A link with a right arrow.
- Disclaimer:** 'The current balance does not reflect absences that have not been processed.'

Request Extended Absence

- Extended Absence requests now have a more modern look and feel.

Current

Request Extended Absence

Request Extended Absence

HR Coordinator

To create your request, complete the information in the Extended Absence Request Details section and select save for later or submit the request for approval. Additional information may be managed or viewed at a later time.

Extended Absence Request Details

* Start Date03/01/2021

* Expected Return Date03/31/2021

Actual Return Date

Absence TypeAll

* Absence NameEA - FMLA Continuous/Intermitt

Absence Requests

Absence Request

Personalize | Find | View All | First 1 of 1 Last

Absence Requests	Status	Start Date	End Date	Duration	Source

Requestor Comments

Go To

View Extended Absence Request History

View Absence Balances

Submit

Save for Later

* Required Field

Return

Release 6.22

Extended Absence Request

Absence Name EA - FMLA Continuous/Intermitt

Absence Type FMLA

Status New

Next

1 Absence Information

2 Attachments and Notes

3 Review and Submit

Step 1 of 3: Absence Information

* Start Date03/01/2021

* Expected Return Date03/31/2021

Actual Return Date

Comments

Save

Request Extended Absence

- Attachment functionality has also been added to Extended Absence requests.
- If attachment is added, ensure the attachment carries forward to the next step by clicking 'Save'.

Current

Request Extended Absence

Request Extended Absence

HR Coordinator

To create your request, complete the information in the Extended Absence Request Details section and select save for later or submit the request for approval. Additional information may be managed or viewed at a later time.

Extended Absence Request Details

*Start Date03/01/2021

*Expected Return Date03/31/2021

Actual Return Date

Absence TypeAll

*Absence NameEA - FMLA Continuous/Intermitt

Absence Requests

Absence Request

PersonalizeFindView All

First1 of 1Last

Absence Requests	Status	Start Date	End Date	Duration	Source
------------------	--------	------------	----------	----------	--------

Requestor Comments

Go To

View Extended Absence Request History

View Absence Balances

Submit

Save for Later

* Required Field

Return

Release 6.22

Extended Absence Request

Absence NameEA - FMLA Continuous/Intermitt

Absence TypeFMLA

StatusNew

< Previous

Next >

1 Absence Information

2 Attachments and Notes

3 Review and Submit

Step 2 of 3: Attachments and Notes

Attachments and Notes

Add Attachment

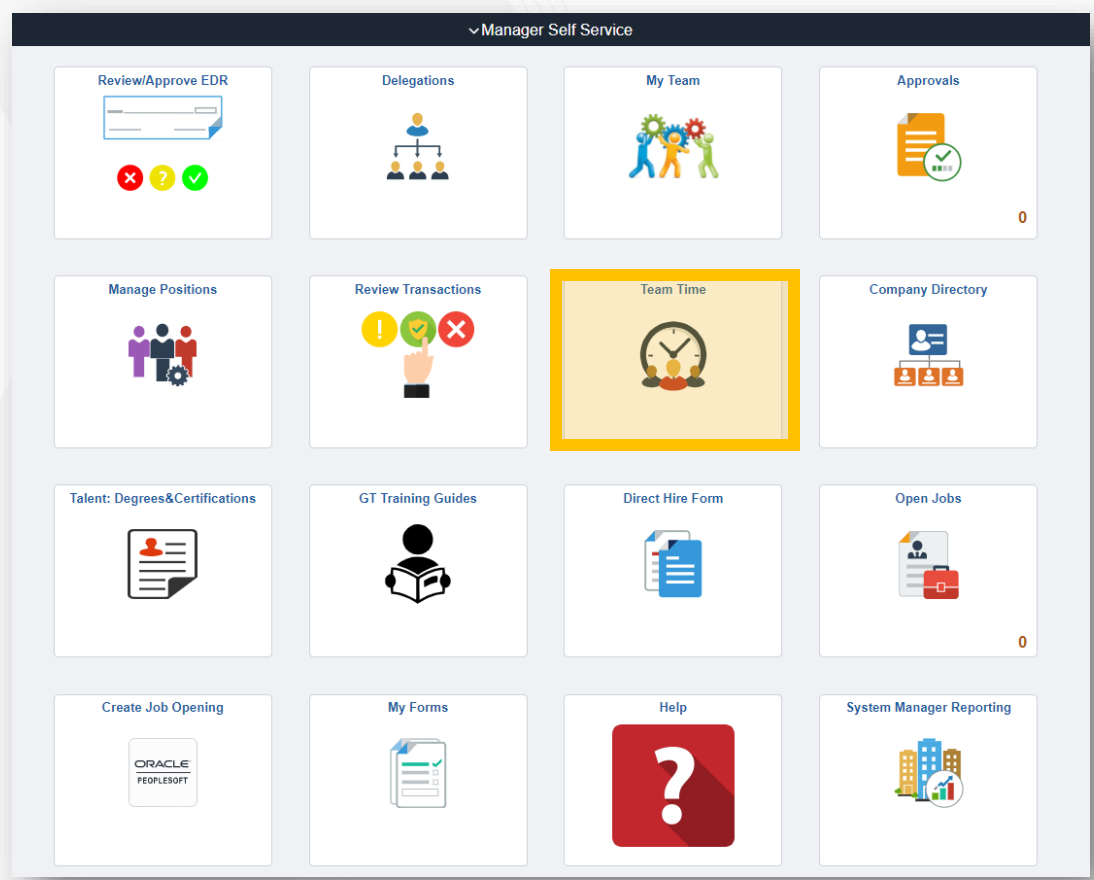
Attachments	Description	Attached By	Attached	Status
PDF_Test_Attachment.pdf		Tia Stegall	02/11/21 11:36:02 AM	Active

Save

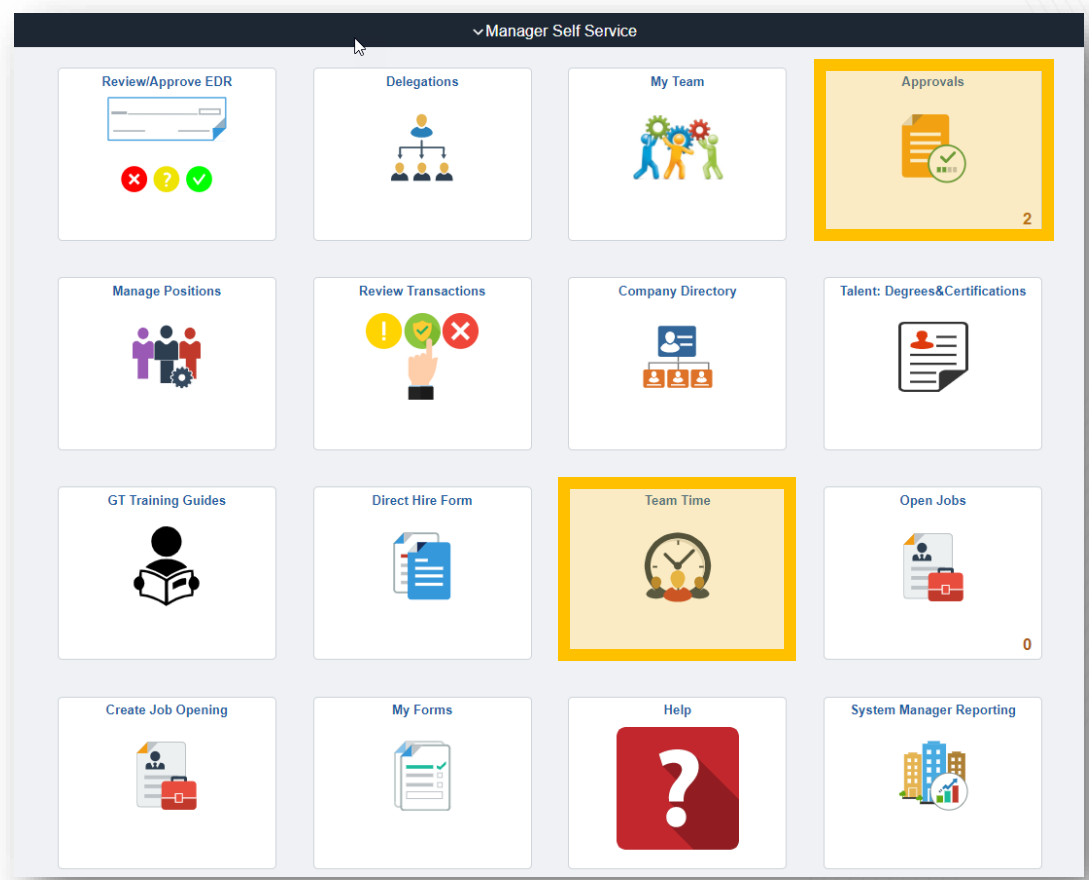
Reports To Manager/Time and Absence Approver

Manager Self-Service Home Page

Current














Release 6.22













Team Time Tile

Current

< Manager Self Service	
	Payable Time Summary
	Payable Time Detail
	Report/Approve Time
	Manage Exceptions
	Assign Work Schedule
	Manage Schedules
	Monthly Time Calendar
	Time and Labor Launch Pad
	Absence Requests
	Multiple Absence Requests
	Absence Request History

Release 6.22

< Manager Self Service		Te	
 Timesheet ^		Report/Approve Fluid Timesheet	
Report/Approve Fluid Timesheet		Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.	
Time Summary		<input type="button" value="Get Employees"/> <input type="button" value="Filter"/>	
 Payable Time			
 Request Absence			
 Cancel Absences			
 View Absence Requests			
 Absence Balances			
 Manage Exceptions			
 Reporting Locations			
 Approve Absence Requests			
 Assign Work Schedule			

Team Time Tile > Report/Approve Time

Current

Timesheet

Report Time

Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Company	<input type="text"/>
North American Pay Group	<input type="text"/>
Workgroup	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

Change View

*View By Week

Date 02/11/2021

☒ Show Schedule Information

Previous Week

Next Week

Employees For Season Lewis, Totals From 02/07/2021 - 02/13/2021

Time Summary

Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours	Earliest Date
Last Name			0		0.000000	0.000000	0.000000			0.000000	0.000000	

Approve Reported Time

Approve Absence

Release 6.22

Manager Self Service

Timesheet

Report/Approve Fluid Timesheet

Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.

Get Employees

Filter

Time Summary

Payable Time

Request Absence

Cancel Absences

View Absence Requests

Absence Balances

Manage Exceptions

Reporting Locations

Approve Absence Requests

Assign Work Schedule

Cancel

Filters

Done

Time Reporter Group

Employee ID

Empl Record

Last Name

First Name

Job Code

Department

Company

North American Pay Group

Workgroup

CREATING THE NEXT

Approvals Tile

Current

Manager Self Service

Pending Approvals

Home Search Notifications Settings

View By Type

You have no pending approvals at this time.

All 0

Release 6.22

Manager Self Service

Pending Approvals

Home Search Notifications Settings

View By Type

All 3

Absence Request 1

Reported Time 2

Reported Time T

Reported Time T

Absence Request T

Quantity for Approval 23.77 Hours

Quantity for Approval 17.00 Hours

Sick Leave, 8 Hours - ELIGIBLE

02/08/2021 - 02/11/2021

01/24/2021 - 01/29/2021

02/11/2021

Routed 02/11/2021

Routed 02/11/2021

Routed 02/11/2021

3 rows

Next Steps and Resources

Reminder: Upcoming Releases

Release	Date	Notes
6.22	March 12, 2021	<ul style="list-style-type: none">• To include the release of Fluid Time and Absence Pages• OneUSG Connect will be unavailable 11:15 p.m., Friday, March 12, 2021, to 7:00 a.m., Sunday, March 14, 2021.• ESS, MSS, and Careers will not be available.• KABA Time Clocks will be available for use but may display "Offline".• OneUSG Connect Benefits will be available for use.• W-2s will be unavailable to view, download, or print so please plan accordingly.• For detailed release notes visit our Updates and Communication Page.
6.24	June 4, 2021	TBA
6.26	September 10, 2021	TBA
6.30	December 3, 2021	TBA

Next Steps



1



Visit transformation.gatech.edu/oneusg-connect-training



2



Register for and complete training



3



Log into OneUSG Connect starting March 14 and enter Time and/or Absence Requests

Resources



Visit **services.gatech.edu**
for Job Aids, FAQs or
Self-help videos.



Visit **services.gatech.edu/hr** to
submit a ticket for assistance or
report an issue.



**Contact the OneUSG Service
Desk** Monday-Friday from 8:00
am-5:00 pm ET for assistance
with time sensitive issues
at 404-385-5555.

Let's Stay Connected!

Questions or Feedback?

Email: erp.readiness@gatech.edu

Visit: transformation.gatech.edu



