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

<table>
<thead>
<tr>
<th>Release</th>
<th>Date</th>
<th>Notes</th>
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| 6.22    | March 12, 2021   | • 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

- 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 Summary: 02/07/21 - 02/13/21
  - Teleworking Non-Exempt: 15.50
  - Code Not Specified: 8.00
  - Total: 23.50
- Weekly Timesheet: 02/07/21 - 02/13/21
  - Reported: 31.76
  - Scheduled: 80.00
- Payable Time
  - Last Pay Period: 01/12/21 - 02/09/21
  - Total Hours: 24.9 Hours
  - Estimated Gross: 844.289 USD

- Weekly Timesheet - Fluid: 02/07/21 - 02/13/21
- View Absence Requests
- Exceptions
- Request Absence

- Cancel Absences
- Extended Absence Request
- Absence Balances
Online Timesheet Users
Online Timesheet

Current

Release 6.22
Web Clock Users
Web Clock

Current

Release 6.22
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.)
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**

**Release 6.22**
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.
Request Extended Absence

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

**Release 6.22**
Reports To Manager/Time and Absence Approver
Manager Self-Service Home Page

Current

Release 6.22
Team Time Tile

Current

- 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

- Report/Approve Fluid Timesheet
  - Time Summary
    - 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

Release 6.22

[Images of current and Release 6.22 features related to Team Time Tile and Report/Approve Time]
Approvals Tile

Current

Release 6.22
Next Steps and Resources
## Reminder: Upcoming Releases

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[transformation.gatech.edu/erp-updates-communications](transformation.gatech.edu/erp-updates-communications)
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
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
THANK YOU