What End-of-Month Actions Do I Take as an Exempt Employee?

Navigation

1. As an exempt employee, you do not submit a monthly timesheet. You are required to ensure that all leave/absences that you have taken for the month are recorded in OneUSG connect.

2. Log into OneUSG Connect.

3. From Employee Self Service, click the Time and Absence tile.

4. To verify all leave/absences for the month have been recorded, click Absence Request History.

5. If necessary, update the From and Through date ranges; click Refresh.

6. Verify any absences you had are listed.
   a. If all absences are listed, there are no additional actions you need to take.
   b. If an absence is missing, click the back button in the upper left corner of the application (not the browser) to return to the Time page.
   c. Click Request Absence.
   d. Follow the job aid ES208.01: How Do I Submit an Absence Request.