

ONEUSG RELEASE 6.22

Time and Absence Web Clock Changes

UPDATE TIMEFRAME

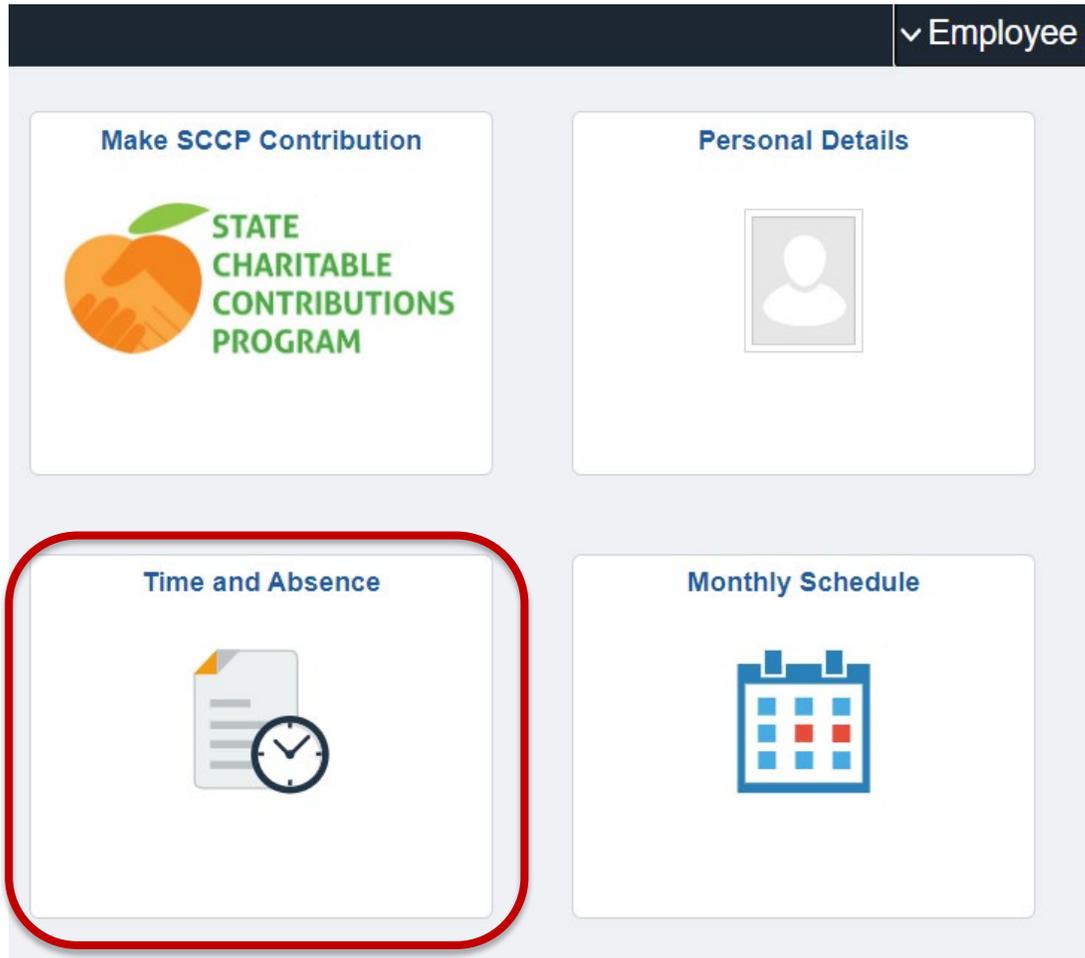
- Update will take place April 9
- OneUSG Connect will be down beginning **Friday, April 9** at **11:15pm** until **Sunday, April 11** at **7:00am**
- Employee Self Service (ESS) and Manager Self Service (MSS) will be unavailable
 - Ability to download W2's will also be unavailable
- Timeclocks and Benefits will be available

OVERVIEW OF CHANGES

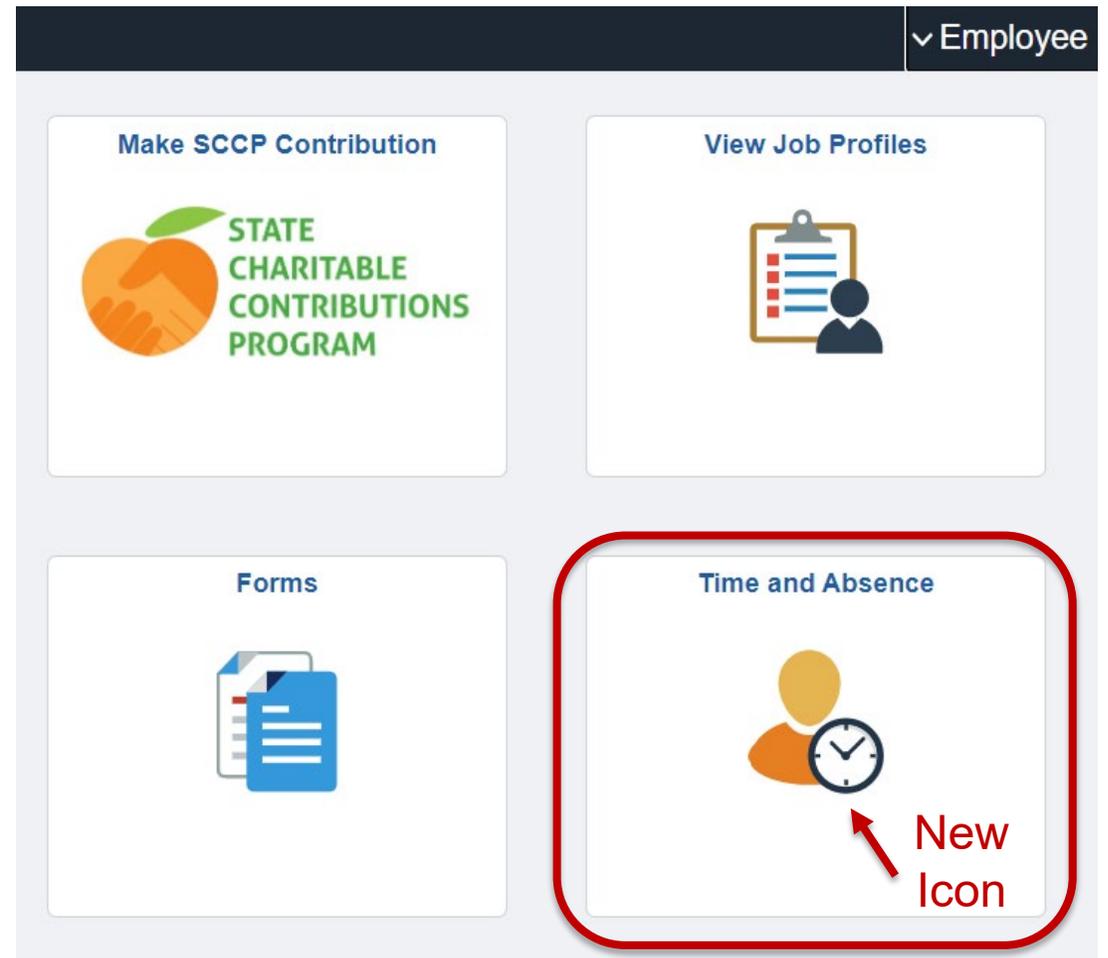
- Updated Tiles
- Updated Web Clock Functionality
- Updated Layouts

UPDATED TIME & ABSENCE TILE ICON

- Prior to Release 6.22

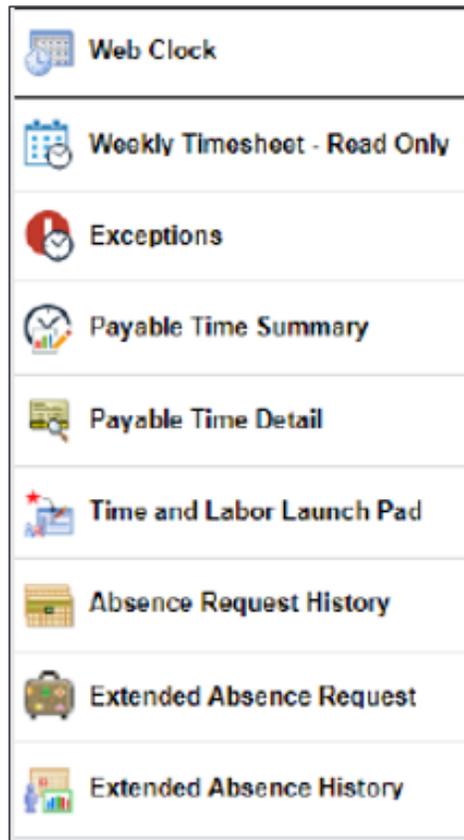


- After Release 6.22



WEB CLOCK LAYOUT

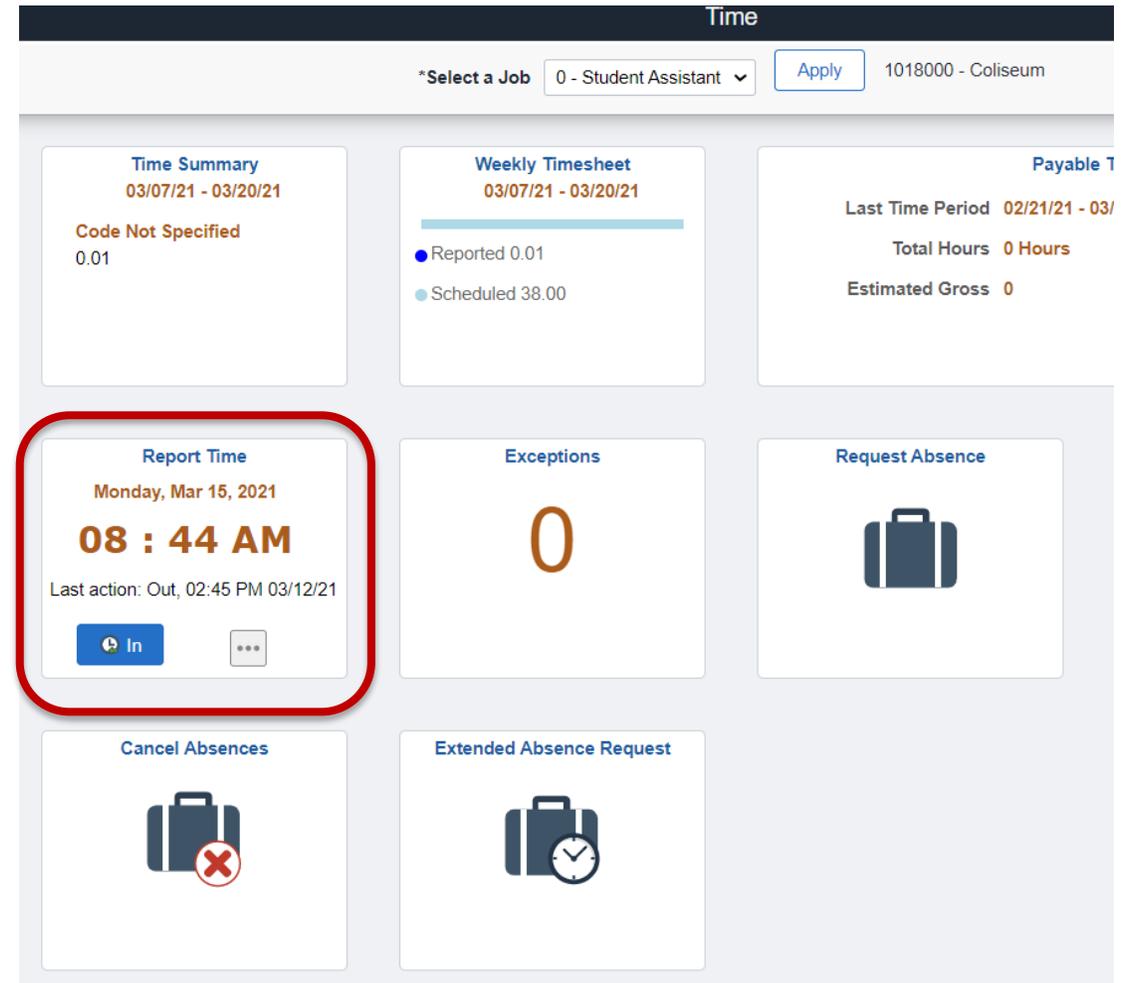
- Prior to Release 6.22



A vertical menu with the following items:

- 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

- After Release 6.22

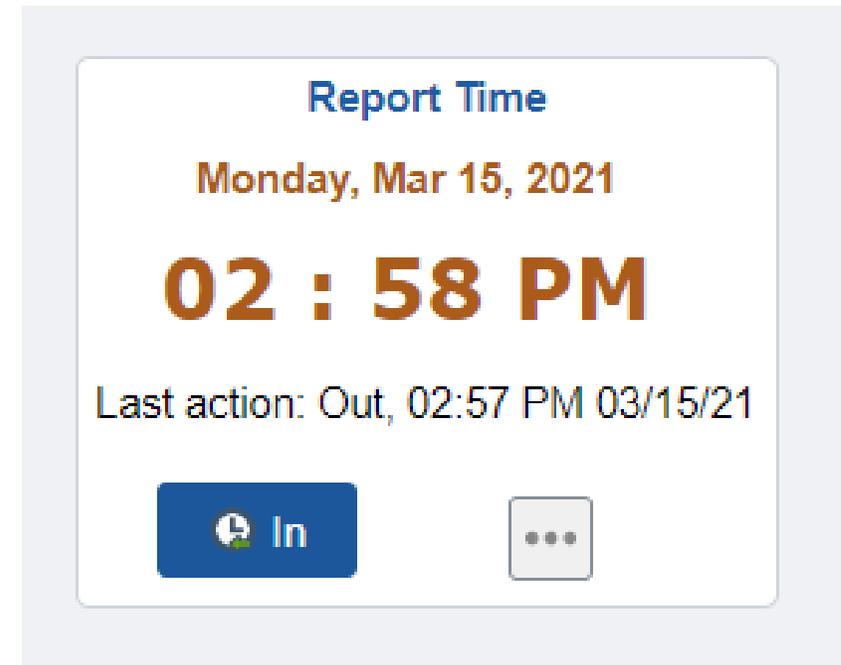


The dashboard layout after release 6.22 includes:

- Header: Time
- Filter: *Select a Job 0 - Student Assistant Apply 1018000 - Coliseum
- Time Summary (03/07/21 - 03/20/21): Code Not Specified 0.01
- Weekly Timesheet (03/07/21 - 03/20/21): Reported 0.01, Scheduled 38.00
- Payable Time Summary: Last Time Period 02/21/21 - 03/20/21, Total Hours 0 Hours, Estimated Gross 0
- Report Time (Monday, Mar 15, 2021): 08 : 44 AM, Last action: Out, 02:45 PM 03/12/21, In button
- Exceptions: 0
- Request Absence
- Cancel Absences
- Extended Absence Request

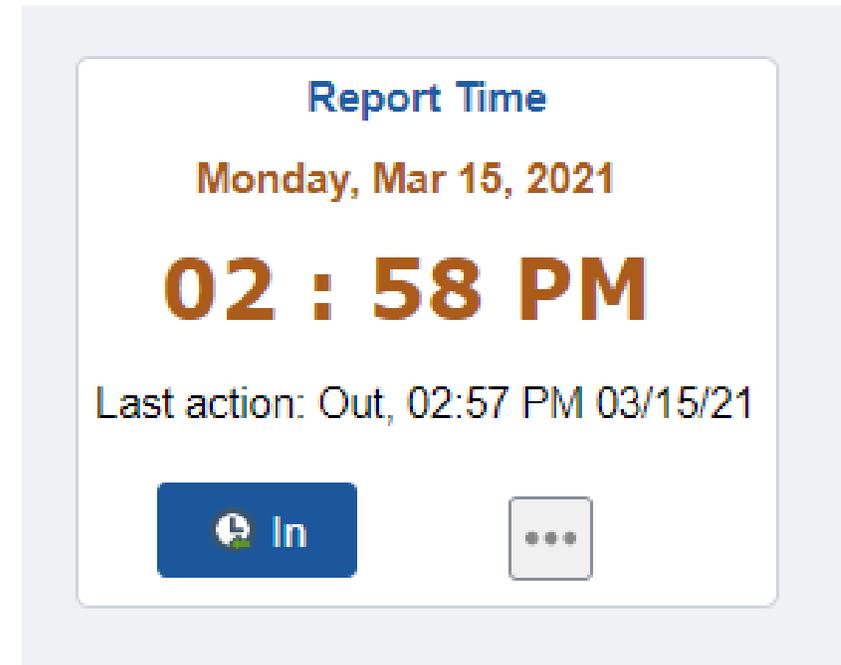
WEB CLOCK FUNCTIONALITY

- The last action entered by employee will be displayed
- System assumes the next action in the blue button
- Employee can change next action by selecting the ellipsis icon
- Click blue button to record punch



WEB CLOCK FUNCTIONALITY

- Punch Actions:
 - Reporting to Work = In
 - Leaving Work = Out
 - Leaving for Meal Break = Meal
 - Returning from Meal Break = In
- If blue button does not indicate correct punch type, click the ellipsis icon to select the correct punch 



MULTIPLE JOBS ON CAMPUS

- Employee must select the appropriate job
- Click Apply
- Job description is located to the right of the Apply button

The screenshot displays a web interface for time management. At the top, a dark header contains the word "Time". Below this, a form area is highlighted with a red box. It includes a label "*Select a Job" followed by a dropdown menu currently showing "0 - Student Assistant". The dropdown menu is open, showing three options: "0 - Student Assistant", "0 - Student Assistant", and "1 - Student Assistant". To the right of the dropdown is an "Apply" button and the text "1018000 - Coliseum". Below the highlighted area, the interface is divided into several sections: "Time Summary" for the period 03/07/21 - 03/20/21, showing a code not specified and 0.01 hours; "Weekly Timesheet" for the same period, showing 0.01 reported hours and 38.00 scheduled hours; "Payable Time" showing a last time period of 02/21/21 - 03/06/21, 0 total hours, and 0 estimated gross; "Report Time" for Monday, Mar 15, 2021, at 09:58 AM, with a last action of "In, 09:57 AM 03/15/21" and a "Meal" button; "Exceptions" showing a count of 0; "Request Absence" with a briefcase icon; and "View Absence Requests" with a briefcase and calendar icon.

VIEW WEEKLY TIMESHEET

- The weekly timesheet can be viewed by selecting the Weekly Timesheet tile

The screenshot shows a web interface for viewing a weekly timesheet. At the top, there is a header with the word "Time" and a navigation bar. Below the navigation bar, there is a dropdown menu for "Select a Job" set to "0 - Student Assistant" and an "Apply" button. To the right, the location "1018000 - Coliseum" is displayed. The main content area is divided into several tiles:

- Time Summary** (03/07/21 - 03/20/21): Code Not Specified, 0.01
- Weekly Timesheet** (03/07/21 - 03/20/21): This tile is highlighted with a red border. It shows a progress bar with "Reported 0.01" (blue dot) and "Scheduled 38.00" (light blue dot).
- Payable 1**: Last Time Period 02/21/21 - 03/20/21, Total Hours 0 Hours, Estimated Gross 0
- Report Time** (Monday, Mar 15, 2021): 08 : 44 AM, Last action: Out, 02:45 PM 03/12/21. Includes an "In" button and a menu icon.
- Exceptions**: 0
- Request Absence**: Includes a briefcase icon.
- Cancel Absences**: Includes a briefcase icon with a red 'X' over it.
- Extended Absence Request**: Includes a briefcase icon with a clock face.

SIGN OUT

- Be sure to sign out of the application once you enter your punch

The screenshot displays the 'Time' application interface. At the top, there is a header with the title 'Time' and navigation icons (home, search, notifications, and a menu). Below the header, there is a user selection area with a dropdown menu showing 'ant' and an 'Apply' button, followed by the text '1018000 - Coliseum'. The main content area features a 'Payable Time' summary card with the following data: 'Last Time Period 02/21/21 - 03/06/21', 'Total Hours 0 Hours', and 'Estimated Gross 0'. Below this, there are two cards: 'Request Absence' with a briefcase icon and 'View Absence Requests' with a briefcase and calendar icon. On the right side, a menu is open, listing options: 'Hide Dashboard Header', 'New Window', 'Add to Homepage', 'Add to NavBar', 'Add to Favorites', 'My Preferences', and 'Sign Out'. The 'Sign Out' option is highlighted with a red rectangular border.

QUESTIONS?

CONTACT YOUR SUPERVISOR OR CAREER SERVICES