

OneUSG Connect Update to Fluid Release 6.22

OneUSG Fluid Functionality

With Release 6.22 on April 9, 2021, the current Time and Absence user experience will be modified.

This release will include PeopleSoft Fluid, which provides a more modern look and the flexibility to have Time & Absence pages render appropriately based on the device being used, such as phones, tablets, and desktop devices.

As a result, the process to submit hours worked, approve timecards and absences, and request absences will change. More specifically, the look and feel of the following will be updated:

- Weekly Timesheet
- Payable Time Summary
- Absence Requests
- Absence Request History
- Time Management Landing/Page/Dashboard
- Time Entry Exceptions
- Payable Time Detail
- Absence Balances
- Absence Request Cancellation

Below you will find job aids and videos to guide you through these new views and pages.

All Faculty & Staff

Topic	Change	Video	Guide
Requesting Leave	Requesting leave is now done via the Request Absence file.		How Do I Submit an Absence Request
Viewing Your Absence Requests	Viewing request history is now done via the View Absence Request file.	Viewing Absence Requests	
Viewing Your Absence Balances	Absence Balances file now leads to current leave view.	Viewing Absence Balances	How Do I View Absence Balances
Canceling Your Leave Request	Use the Cancel Request file to cancel or start editing a request.	Cancelling a Request	How Do I Cancel An Absence Request
Requesting an Extended Leave Event	Now a guided three step process from Extended Absence Request file.	Requesting an Extended Absence	How Do I Request an Extended Leave Event
Payable Time Summary	No longer on the timesheet. Use the Payable Time file to view.		How Do I View Payable Time as an Employee
Entering Time via Web Clock	Use the Report Time file, which shows last action taken.	Entering hours as a Biweekly Employee	How Do I Report Time Using the Web Clock
Entering Time via Manual Time Entry	Use the Weekly Timesheet file to enter time, NOT the Fluid file.	Entering Hours as a Student Assistant or Temporary	How Do I Enter Time via Manual Entry with Multiple Jobs
Navigating Through Multiple Jobs	Check and select the department information. Then click the		

	<u>Apply</u> button to enter for the correct job.	
Time Entry Exceptions	Contact your manager to resolve High Exceptions.	How Do I View Timesheet Exceptions

Managers

Topic	Change	Video	Guide
Manager Training Presentation	See a Demo of the changes in a presentation.		6.22 Fluid Presentation for Managers
Key Differences	Timesheet shows only Reported Time. Payable Time, Absences, and Exceptions are all separate. Timesheets cannot switch between punch and elapsed. Absences cannot be edited or approved via the timesheet.		
Approving Absence Requests	Use the <u>Team Time</u> tile to access approve absence request page.	Approving Absence Requests	How Do I Approve an Absence Request for an Employee
Viewing Your Team's Absence Balances	Use the <u>Team Time</u> tile to view an employee's absence balances.		How Do I View My Employee's Leave Balances
Canceling vs Editing Leave Requests	Requests can no longer be edited. Push them back to employee for edits and resubmission		How do I cancel an employee's Absence request
Report/Approve Time	Use the <u>Team Time</u> tile to access the Report/Approve Timesheet link. The filter does not auto populate employee information.	Approving Timesheet Hours	How Do I Approve Time for an Employee
Reviewing Payable Time	Payable time is now viewed separately from the timesheet using the <u>Team Time</u> tile.		How Do I View an Employee's Payable Time
Managing Exceptions	Use the <u>Team Time</u> tile to access the Manage Exceptions link. Best practices for resolving exceptions remains the same.		How Do I Manage Employee Time Exceptions

If you have questions about OneUSG Connect or any of the materials referenced above, please contact your manager or email our team at GSUOneUSGConnect@gsu.edu. For additional information, you can also visit our website at <http://hr.gsu.edu/oneusg/>.