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Georgia State University

OneUSG Connect

OneUSG Connect

TRAINING

GSU Manager Self Service (MSS) –

Top Twenty Things to Know

HANDOUTS

Instruction Content

Information:	Manager Self Service – THINGS TO KNOW
Instructor(s):	GSU HRIS Team
Developer(s):	OneUSG ITS Team

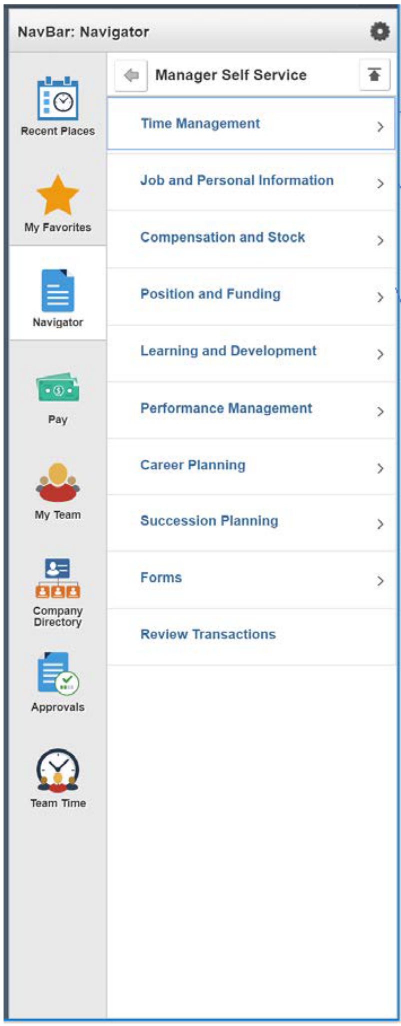
Support Materials
Top Twenty Job Aids – Things To Know 1. How Do I See Basic Information About My Team? 2. How Do I Review Compensation History for My Employees? 3. How Do I Submit a Request to Add Position and Funding? 4. How Do I Submit a Request to Change Position and Funding? 5. How Do I Submit a Hire or Rehire? 6. How Do I Submit a Termination Request? 7. How Do I Submit a Transfer Request? 8. How Do I Submit a Reporting Change Request? 9. How Do I Approve or Deny a Submitted Transaction Request? 10. How Do I View the Status of a Submitted Transactions Request 11. How Do I Approve Time? 12. How Do I Enter Time for My Employees? 13. How Do I Submit a Request to Change an Employee's Time and Absence Approver? 14. How Do I View a Summary of Employees' Payable Time? 15. How Do I Approve or Deny an Absence Request? 16. How Do I Process Multiple Absence Requests? 17. How Do I Request a Regular Absence for an Employee? 18. How Do I View an Employee's Absence Request History? 19. How Do I View an Employee's Leave Balance? 20. How Do I Delegate Approval or Initiation Authority
Additional Information: • The corresponding videos to these job aids can be found on the GSU OneUSG Connect website: *http://hr.gsu.edu/oneusg/*

OneUSG Connect Navigation Diagram

Where to Find Content in OneUSG Connect

This diagram depicts the Manager Self Service Navigation and shows what you can find under each category.

Manage Self Service Main Navigation



- Manage Schedules
- Approve Time & Exceptions
- Report Time
- View Time

- Smart HR Template
- View Employee Personal Info
- Submit Reporting Change Request
- Approve Reporting Change
- View Reporting Change
- Submit Employee Transfer
- Approve Transfer
- View Transfer Status
- Submit Employee Promotion
- Approve Promotion
- View Promotion Status
- Submit Location Change Request
- Approve Location Change
- View Location Change Status
- Change Full Part Time or Hours
- Approve Full Part Status
- View Full Part Change Status
- Submit Employee Retirement
- Approve Retirement
- View Retirement Status
- Submit Employee Termination
- Approve Terminate Employee
- View Terminate Employee Status
- Demote Employee
- Request Job Change
- Review Job Change Request
- Review Rank Change Request MIL
- Approve Name Change
- Approve Promotion (Fluid)

- Add Position & Funding
- Change Position & Funding
- Inactivate Position

How Do I See Basic Information About My Team?

Navigation

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **My Team** tile.
3. Review **Summary** Information about your team:
   a. The **My Team** page opens to the **Summary** tab.
   b. Information includes **Name** and **Title**, if the person has any **direct reports** (and how many positions are filled), the person's **Department** and **Location**, and **contact** information.
4. Review **Compensation** Information about your team:
   a. Select the **Compensation** tab.
   b. Each of your employee's compensation is listed with the following attributes:
      i. **Compa Ratio**: In relation to the position's midpoint salary amount
      ii. **Current Salary**
      iii. **Midpoint**: Midpoint Annual Salary Amount
      iv. **Minimum/Maximum**: Min and Max Annual Salary Amount
      v. **Position in Salary Range**: Employee's relative salary ranking among his or her peers
      vi. **Quartile**: Salary ranking when divided by quarters
5. Review **Leave Balance** Information about your team:
   a. Select the **Leave Balances** tab.
   b. Review the current leave balances for each team member.
   c. If an employee has additional leave balances, you can select the **View More Balances** link.

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d. To see additional information about leave balances, select the **View Details** link. This will provide the **As Of** date for balances.

How Do I Review Compensation History for My Employees?

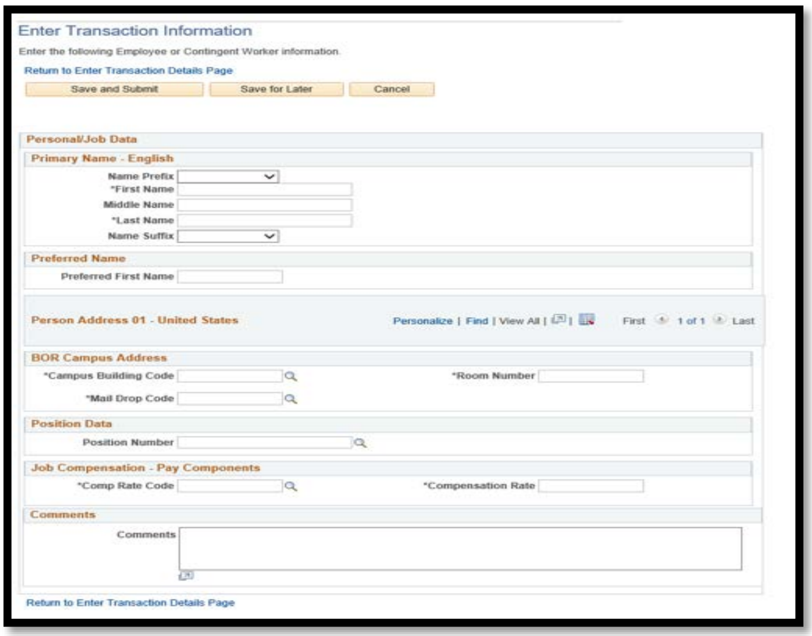
Navigation

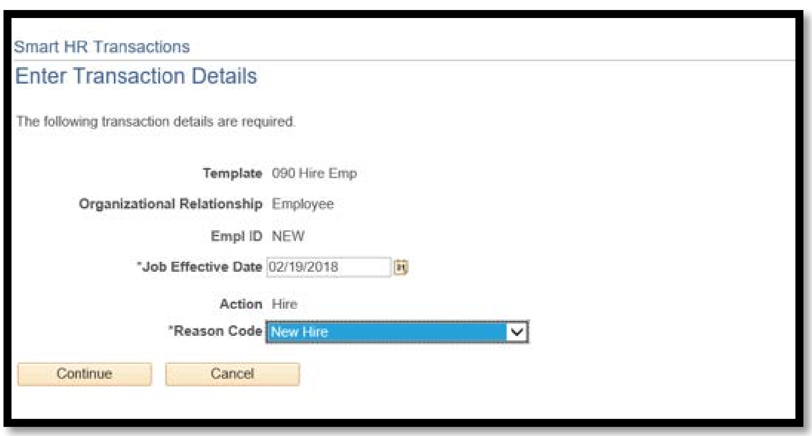
1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **My Team** tile.
3. From any tab on the **My Team** page, click an employee's **Action** button (green button).
4. Select **Compensation**.
5. Select **View Compensation History**.
6. Review the **Compensation History** for the employee.
    a. Click the **Date of Change** entry to see details about a salary change. Click **Return** to close the box.
    b. Click the **Compensation History Chart** icon in the upper right to view a graphical representation of the history. Click **Return** to close the box.
    c. Click the **Return to Select Employees** link to select another employee to view (can also select the **< My Team** button).

How Do I Submit a Request to Hire and Rehire?

Navigation

In OneUSG Connect, the SmartHR function will be available for you to use for new hire and rehire personnel activity.





This page will be updated with directions on how to complete as soon as it is available.

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How Do I Submit a Request to Add a Position and Funding?

Navigation

Follow this procedure if you want to request to add a new position and funding for an employee.

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **My Team** tile.
3. Locate the employee you wish to request to add a new position and funding for and click the green **action** button (located next to their name).
4. Click **Position and Funding**.
5. Click **Submit Request to Add Position and Funding**.
6. Enter or select the requested **transaction date** for the new position. This date should be the first date of a future pay cycle.
7. Click the **Job Code** look up icon.
    a. Search for and select the applicable **Job Code**.
8. Update the **Official Title** if needed.
9. Use the **Reg/Temp** drop down to indicate Regular or Temporary status.
10. Use the **Full/Part Time** drop down to indicate full or part time status.
11. Click the **Department** look up icon.
    a. Search for and select the applicable Department.
12. Update the **Location** if needed.
13. Click the **Reports To** look up icon.
    a. Search for and select the applicable supervisor.
14. Verify/update **Standard Hours**, **FTE** and **Max Head Count**.
15. (Optional) If needed, click the **Salary Plan** look up icon to search for and select the applicable salary plan. This setting is usually unused.

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16. (Optional) If needed, click the **Grade** look up icon to search for and select the applicable salary grade. This setting is usually unused.
17. If needed, update the **Pay Group**.
18. If needed, update the **Employee Type**.
19. (Optional) If desired, enter the **Budget Amount** for this position.
20. Use the **Funding Code** look up icon to select the combination code for funding this position. You can add multiple funding codes for this position.
21. Indicate the **percentage** for each funding code.
22. Enter **comments** supporting your new position and funding request.
23. To add supporting documentation, click the **Add Attachment** button.
    a. Click **My Device**.
    b. Locate and select the attachment(s).
    c. Click **Upload**.
    d. Click **Done**.
24. Click the **Submit** button.
25. On the confirmation page, you will see your pending request as well as the next approver in the chain.

How Do I Submit a Request to Change Position and Funding?

Navigation

Follow this procedure if you want to request to change a position and funding for an employee.

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **My Team** tile.
3. Locate the employee you wish to request to change position and funding for and click the green **action** button (located next to their name).
4. Click **Position and Funding**.
5. Click **Submit Request to Change Position and Funding**.
6. Enter or select the requested **transaction date** for the updated position. This date should be the first date of a future pay cycle.
7. In the **Reason** field, enter a short reason for the position change.
8. Under **Job Information**, update any items that are changing by clicking its look up icon and selecting the new value:
    a. **Business Unit**
    b. **Job Code**
    c. **Official Title**
    d. **Reg/Temp**
    e. **Full/Part Time**
9. To update department, click the **Department** look up icon. Search for and select the applicable Department.
10. Update the **Location** if needed.
11. To update the supervisor, click the **Reports To** look up icon. Search for and select the applicable supervisor.
12. Verify/update **Standard Hours**, **FTE** and **Max Head Count**.

13. (Optional) If needed, click the **Salary Plan** look up icon to update the salary plan. This setting is usually unused.
14. (Optional) If needed, click the **Grade** look up icon to update the salary grade. This setting is usually unused.
15. If needed, update the **Pay Group**.
16. If needed, update the **Employee Type**.
17. (Optional) If needed, enter the **Budget Amount** for this position.
18. All current incumbents of this position are listed. To update all incumbents to this change position, select **Yes** for **Update Incumbents**. To only update the one employee (if multiple incumbents are listed), select **No** for **Update Incumbents**.
19. Use the **Funding Code** look up icon to update the combination code for funding this position. You can add/update up to three funding codes for this position.
20. Indicate the **percentage** for each funding code.
21. Enter **comments** supporting this changed position and funding request.
22. To add supporting documentation, click the **Add Attachment** button.
    a. Click **My Device**.
    b. Locate and select the attachment(s).
    c. Click **Upload**.
    d. Click **Done**.
23. Click the **Submit** button.
24. On the confirmation page, you will see your pending request as well as the next approver in the chain.

How Do I Submit a Termination Request for My Employee?

Navigation

Follow this procedure if you want to request termination for an employee. This will submit a request to begin termination procedures for the employee.

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **My Team** tile.
3. Locate the employee you wish to request termination for and click the green **action** button (located next to their name).
4. Click **Job and Personal Information**.
5. Click **Submit Termination Request**.
6. On the **Submit Termination Request** page, verify the employee you wish to request termination for is listed.
7. Select or enter the requested **Termination Date**. The Termination Date is the first day the employee is no longer employed at the institution.
8. Use the **Reason** dropdown to indicate the type of termination this is for the employee.
9. Click **Next** in the upper right corner.
10. In the **Comments** field, enter comments to support the termination request.
11. Click the **Submit** button.
12. On the confirmation page, you will see your pending request as well as the next approver in the chain.

How Do I Submit a Transfer Request for My Employee?

Navigation

Follow this procedure if you wish to transfer an employee to another area. This will submit a request to have the employee transferred.

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **My Team** tile.
3. Locate the employee you wish to request the transfer for and click the green **action** button (located next to their name).
4. Click **Job and Personal Information**.
5. Click **Submit Transfer Request**.
6. On the **Questionnaire** page, verify the employee you wish to request the transfer for is listed in the upper left corner.
7. If you are requesting to change the employee's **work location** details, select **Yes**.
8. If you are requesting to change the employee's **supervisor**, select **Yes**.
9. If you are requesting to change the employee's **salary** information, select **Yes**.
10. Click **Next** in the upper right corner.
11. Enter or select the requested **transaction date** for the transfer. This date should be the first date of a future pay cycle.
12. Select the **Reason** in the dropdown. Choose either **Inter-Institutional Transfer** or **Reorganization**. Shared Services Center is responsible for the other reasons.
13. Click the look up icon for **Position Title**.
14. Search for and select the new position number.
15. Click **Next** in the upper right corner.

16. If changing salary information, update the **change percent** or **change amount**. Click **Next** in the upper right corner.
17. Enter **comments** supporting your transfer request.
18. Click the **Submit** button.
19. On the confirmation page, you will see your pending request as well as the next approver in the chain.

How Do I Submit a Reporting Change Request for My Employee?

Navigation

Follow this procedure if you want to request a reporting change for an employee. This will submit a request to have their "Reports To" supervisor changed.

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **My Team** tile.
3. Locate the employee you wish to request the reporting change for and click the green **action** button (located next to their name).
4. Click **Job and Personal Information**.
5. Click **Submit Reporting Chg Request**.
6. On the **Request Reporting Change** page, verify the employee you wish to request the change for is listed in the upper left corner.
7. Select or enter the requested **reporting change date**. This date should be the first date of a future pay cycle.
8. In the **Reports To** field, use the look up icon to search for the new Reports To position.
    a. Expand the **Search Criteria** section.
    b. Enter information in one of the search fields.
    c. Select the individual who is the new **Reports To**.
9. Click **Next** in the upper right corner.
10. Enter **comments** regarding the request for the **Reports To** position.
11. Click the **Submit** button.
12. On the confirmation page, you will see your pending request as well as the next approver in the chain.

How Do I Approve or Deny a Submitted Transaction Request?

Navigation

There are multiple ways to approve transactions: Through the **Notifications** flag, through the **Approvals** tile, through the **email** link, or through the **Review Transactions** tile. Use this job aid to approve or deny any transaction request that was assigned to you by using the **Review Transactions** tile. Common transaction requests are listed at the end of this job aid.

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **Review Transactions** tile.
3. Using the **Approval Status** drop down, select Pending my review
4. To select a particular transaction type, click the **Look Up** icon for **Approval Process**. To see all transaction types, clear the value in the **Approval Process** field.
5. Click the **Process ID** for the type of transaction you wish to view.
6. Click the **Refresh** button.
7. The transactions awaiting your review are listed. To approve or deny a particular transaction, select its **Approve/Deny** link.
8. Review the transaction details.
9. In the **Comments** field, enter comments supporting your action on this transaction.
10. To approve the transaction, click **Approve**. To deny the transaction click **Deny**.
11. To return to the **Review Transactions** page, click the **Return to Transaction Details** link.

Submitted Transaction Types with Process ID	
Submit Request to Adjust Leave Balances	**BORGSSAdjustLeaveBalance**
Submit Request to Change Time and Absence Approver	**BORGSSChgTimeAbsenceAppr**
Submit Reporting Change Request	**ReportingChgEmployee**
Submit Transfer Request	**TransferEmployee**
Submit Promotion Request	**PromoteEmployee**
Submit Location Change Request	**LocationChange**
Submit Retirement Request	**RetireEmployee**
Submit Termination Request	**TerminateEmployee**
Submit Demotion Request	**GSSDemoteEmployee**
Submit Request to Add Position and Funding	**BORGSSAddPosn**
Submit Request to Change Position and Funding	**BORGSSChangePosn**
Submit Request to Inactivate Position	**BORGSSInactivatePosn**
Submit Ad Hoc Salary Change	**GSSAdhocSalaryChange**
Submit Supplemental Pay Request	**BORGSSSupplementalPay**
Submit Security Request	**BORGSSSecurityRequest**

How Do I View the Status of a Submitted Transaction Request?

Navigation

Use this job aid to view the status of any transaction request. Common transaction requests are listed at the end of this job aid.

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **Review Transactions** tile.
3. Using the **Approval Status** drop down, select the appropriate value regarding the submitted transactions:
    a. **All** (transactions)
    b. I have approved
    c. I have denied
    d. I have submitted
    e. Pending my review
4. Click the **Look Up** icon for **Approval Process**.
5. Click the **Process ID** for the type of transaction you wish to view.
6. If you wish to see the status for a particular approver, use the **Approver Oper ID** look up icon.
7. If you wish to narrow your results by a date range, enter or select the **From Date** and the **End Date**.
8. Click the **Refresh** button.
9. All corresponding transactions will be listed. The Transaction name, submitter, when the request was submitted, and the status of the request is listed.
10. To see the details of a transaction, click the **View Details** link.

11. Review the details of the transaction. To return to the **Review Transactions** page, click the application back button (**HCM Approval Status**) in the upper left corner.

Submitted Transaction Types with Process ID	
Submit Request to Adjust Leave Balances	**BORGSSAdjustLeaveBalance**
Submit Request to Change Time and Absence Approver	**BORGSSChgTimeAbsenceAppr**
Submit Reporting Change Request	**ReportingChgEmployee**
Submit Transfer Request	**TransferEmployee**
Submit Promotion Request	**PromoteEmployee**
Submit Location Change Request	**LocationChange**
Submit Retirement Request	**RetireEmployee**
Submit Termination Request	**TerminateEmployee**
Submit Demotion Request	**GSSDemoteEmployee**
Submit Request to Add Position and Funding	**BORGSSAddPosn**
Submit Request to Change Position and Funding	**BORGSSChangePosn**
Submit Request to Inactivate Position	**BORGSSInactivatePosn**
Submit Ad Hoc Salary Change	**GSSAdhocSalaryChange**
Submit Supplemental Pay Request	**BORGSSSupplementalPay**
Submit Security Request	**BORGSSSecurityRequest**

How Do I Approve Time?

Managers are required to approve all non-exempt employees' reported time in order for OneUSG Connect to process it into payable time. There are two options for approving non-exempt employees' reported time. Use either option to approve reported time.

Option #1: Team Time Tile

1. Log into OneUSG Connect.
2. On the **Manager Self Service** page, click the **Team Time** tile.
3. Click **Report Time**.
4. To see a list of all of your employees, click the **Get Employees** button.
5. The **Time Summary** displays the employees' reported hours, hours to be approved and scheduled hours. To approve an employee's time, select the employee's **Last Name** link.
6. Click in the **Select** box to select individual days or click the **Select All** button.
7. Take the appropriate approval action:
    a. To approve selected lines, click **Approve**.
    b. To deny selected lines, click **Deny**.
    c. To send a line back to an employee, click **Push Back**.
    d. Denied and pushed back time entries are not available to become payable time. The employee may delete the erroneous entry and resubmit if applicable. You may then approve the resubmitted time.
8. Click **Yes** to confirm your action.
9. Click **OK** on the confirmation page.

10. The **Reported Time Status** shows the status of each day's time entry. To select another employee, click **Next Employee** (in the **Select Another Timesheet** box) or click **Return to Select Employee**.

Option #2: Navigator

1. Log into OneUSG Connect.
2. Click the **Navigator** icon in the upper right corner.
3. Click **Navigator** in the NavBar menu.
4. Click **Manager Self Service**.
5. Click **Time Management**.
6. Click **Approve Time and Exceptions**.
7. Click **Reported Time**.
8. To retrieve all of your employees who have time available to approve, click the **Get Employees** button. This option only displays employees who have time available to approve. If you have already approved an employee's time or if an employee has not reported their time yet, you will not see their time summary on this page. Use Option #1 to see all employees.
9. To approve an employee's time, select the employee's **Last Name** link.
10. Click in the **Select** box to select individual days or click the **Select All** button.
11. Take the appropriate approval action:
    a. To approve selected lines, click **Approve**.
    b. To deny selected lines, click **Deny**.
    c. To send a line back to an employee, click **Push Back**.
    d. Denied and pushed back time entries are not available to become payable time. The employee may delete the erroneous entry and resubmit if applicable. You may then approve the resubmitted time.

12. Click **Yes** to confirm your action.
13. Click **OK** on the confirmation page.
14. The **Reported Time Status** shows the status of each day's time entry. To select another employee, click **Next Employee** (in the **Select Another Timesheet** box) or click **Return to Select Employee**.

How Do I Enter Time for My Employees?

Navigation

1. Log into OneUSG Connect.
2. On the **Manager Self Service** page, click the **Team Time** tile.
3. Select Report Time.

Select an Employee

4. On the **Report Time** page, enter the desired information in the **Employee Selection Criteria** section.
5. Click the **Get Employees** button.
6. Click the link associated with the employee's **Last Name** to proceed to the timesheet.

For Non-Exempt Employees Using the Web Clock, Punch Timesheet or Kaba Time Clock

7. Use the **Punch Timesheet** to record the **In**/**Lunch**/**Out** times for the employee. If you do not see the In/Meal/Out fields for each day, select the **Punch Timesheet** link in the **Select Another Timesheet** section.
8. Enter or use the **Calendar** icon to update the date for time entry and click the **Refresh** icon. You can also use the **Previous Week** and **Next Week** links.
9. If needed, you can review any absences the employee submitted by clicking the **Absence** tab. Be sure to approve/deny any absences that you have not worked.
10. Enter the following times for each day as needed: **In** (begin work), **Lunch** (start meal break), **In** (return from meal break), and **Out** (end work).
11. After entering all times, click the **Submit** button.
12. Click **OK** when you receive the confirmation.

For Non-Exempt Employees Using the Elapsed Timesheet

13. Use the **Elapsed Timesheet** to record hours worked for the employee. If you see fields to record In/Meal/Out times, click the **Elapsed Timesheet** link in the **Select Another Timesheet** section.
14. Enter or use the **Calendar** icon to update the date for time entry and click the **Refresh** icon. You can also use the **Previous Week** and **Next Week** links.
15. If needed, you can review any absences the employee submitted by clicking the **Absence** tab. Be sure to approve/deny any absences that you have not worked.
16. For each day you need to record, enter total hours worked in the appropriate field in the first available row.
17. Use the **Time Reporting Code** dropdown to select the appropriate selection. This is typically **00REG – Regular**.
18. Click the **Submit** button.
19. Click **OK** when you receive the confirmation.

How Do I Submit a Request to Change an Employee's Time and Absence Approver?

Navigation

Follow this procedure if you wish to have the time and absence approver changed for an employee. This will submit a request to have that change made.

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **My Team** tile.
3. Locate the employee you wish to request the change in Time and Absence Approver for and click the green **action** button (located next to their name).
4. Click **Time Management**.
5. Click **Submit Request to Change Time and Absence Approver**.
6. On the **Request Change Time and Absence Approver** page, verify the employee you wish to request the approver change for is listed in the top left corner.
7. Select or enter the requested **transaction date**. This date should reflect the first date of a future pay period.
8. In the **Time & Absence Approver** field, enter the first and last name of the new approver. If needed, select the **look up** icon.
   a. Expand the **Search Criteria** section.
   b. Enter either Employee ID, First Name, or Last Name and click **Search**.
   c. Select the individual who is the new time approver.
9. Click **Next** in the upper right corner.
10. Enter **comments** regarding the request for the new time and absence approver.

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11. If needed, you can attach supporting documentation:
    a. Click **Add Attachment**.
    b. Click **My Device**.
    c. Locate and select the attachment.
    d. Click **Upload**.
    e. Click **Done**.
12. Click the **Submit** button.
13. On the confirmation page, review the approval chain for your request.

How Do I View a Summary of an Employee's Payable Time?

Navigation

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **Team Time** tile.
3. Select **Payable Time Summary**.
4. In the **Employee Selection Criteria** section, enter the **Employee Name** or **ID** and click the **Get Employees** button. To see all of your employees, leave all fields blank and click the **Get Employees** button.
5. In the Employees listing, you can see a brief summary of Hours to be Approved, Hours Approved or Submitted, and Hours Denied. It will also signal to any exceptions.
6. Select the **Last Name** link to view the **Payable Time Summary**.
7. If needed, update the **Start Date** field to view a different week. Click the **Refresh** icon. You can also use the **Previous Week** and **Next Week** links.
8. The **Payable Time Summary** is listed, including the **Time Reporting Code**(s), **Description**, and total quantity. An additional breakdown by day is listed.
9. To see more detail, click the **Detail Page** link.
10. To view another employee's **Payable Time Summary**, click the **Return to Select Employee** link.

How Do I Approve or Deny an Absence Request?

Navigation

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **Team Time** tile.
3. Select **Absence Requests**.
4. The **Absence Requests** page holds all absence requests pending your approval.
   a. To see absence requests that you have approved or denied, change the selection in the drop down for Show Requests by Status and click the Refresh button.
5. Select the **Employee Name** link to review a particular request.
6. Review the absence details and current balance information.
7. Enter any comments you wish to include with the absence request. If you are denying or pushing the request back, use the **Comments** field to indicate why.
8. Click the desired action button (**Approve**, **Deny** or **Pushback**):
   a. **Approve**: authorizes the employee absence
   b. **Deny**: rejects the employee absence request
   c. **Pushback**: returns the absence request to the employee for updates or revisions
9. Click the **Submit** button.
10. Click **Yes** or **No** on the **Confirmation** page.
11. Click **OK** for the confirmation.

How Do I Process Multiple Absence Requests?

Navigation

1. Log into OneUSG Connect.
2. From **Manager Self Service** click the **Team Time** tile.
3. Select **Multiple Absence Requests**.
4. On the **Multiple Absence Requests** page, click an **Employee's Name** to view the details for that absence request. Click **OK** when finished viewing.
5. **Select** the absence requests you want to process together (all requests must have the same approval action). Or, to process all pending requests, click the **Select All** link.
6. Enter any **comments** you wish to include. These comments will save to each absence request you are processing at the same time.
7. Click the desired action button displayed at the top of the page:
    a. **Approve**: authorizes the employee absence
    b. **Deny**: rejects the employee absence request
    c. **Pushback**: returns the absence request to the originator for updates or revisions
8. Click **Yes** when asked if you wish to act on the selected absence requests.
9. Click **OK** when you receive the message the selected requests were processed.

How Do I Request a Regular Absence for an Employee?

Navigation

1. Log into OneUSG Connect.
2. Click the **Navigator** icon in the upper right corner of the screen.
3. In the **NavBar**, select **Navigator**.
4. Click **Manager Self Service**.
5. Click **Time Management**.
6. Click **Report Time**.
7. Click **Absence Request**.
8. Click the **Select** button for the employee you want to record the absence for.
9. Enter or use the **Calendar** icon to indicate the absence **Start Date**.
10. In the **Absence Name** drop down, select the type of absence.
11. Enter or use the **Calendar** icon to indicate the absence **End Date**.
12. If the absence included a partial day of leave, select the **Partial Days** drop down and select the appropriate value.
    a. In the **Duration** field, enter the number of hours of leave for the partial days.
13. Click the **Calculate Duration** button.
14. In the **Workflow** section, select the **Request As** drop down and select the appropriate value:
    a. **Employee**: If Employee is selected, the requestor will be the employee, and any comments you enter will appear as the requestor comments.
    b. **Manager**: If Manager is selected, the requestor and approver will be the manager.

15. In the **Requestor Comments** field, indicate the reason you are submitting this absence request on behalf of your employee.
16. Click the **Submit** button.
17. Click **Yes** when asked if you want to submit the absence request.
18. Click **OK** on the confirmation page.
19. Review the read-only details for the absence request, indicating an approved status. No additional approval action needs to be taken on this absence request.

How Do I View an Employee's Absence Request History?

Navigation

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **Team Time** tile.
3. Select **Absence Request History**.
4. If needed, enter or use the **Calendar** icon to select a different **As Of Date** and then click the **Refresh Employees** button.
5. To see a particular employee's Absence Request History, click his/her **Select** box.
6. Note the dates listed. If needed, enter or use the **Calendar** icon to select new **From** and **Through** dates. Click the **Refresh** button.
7. To see the details of a particular absence, select its **Absence Name** link.
    a. This page will show details including when the request was submitted.
    b. Click the **Return to Absence Request History** link.
8. Click the **Return to Direct Reports** link to view another employee's absence request history.

How Do I View an Employee’s Leave Balance?

Navigation

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **My Team** tile.
3. Select the **Leave Balances** tab at the top of the page.
4. Review the balances for each of your employees.
5. If an employee has additional leave balances, click their **View More Balances** link.

How Do I Delegate Approval or Initiation Authority?

Navigation

As a manager, you can delegate your approval and transaction initiation authority to another employee (proxy) for a specific date range. As the delegating authority, you determine which actions you wish to delegate, including Personnel Actions and Time and Absence transactions. This is helpful to ensure transactions are worked in a timely manner when you are unavailable.

To Delegate Authority to Another Person:

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **Delegation** tile.
3. Click the **Create Delegation Request** link.
4. Enter your dates that you want to delegate authority.
    a. **From Date**: Enter or select a date that is either the current date or later.
    b. **End Date**: Enter or select a date that is either the same as the From Date or later.
5. Click **Next**.
6. In the **Delegate Transactions** box, select the authorities you wish to delegate with a checkmark. To delegate all authorities, click **Select All**.
7. Click **Next**.
8. Select the person you wish to delegate authority to. This list will include all persons in your hierarchy that you can select as a proxy.
9. Click **Next**.
10. Review the details for your delegation. To make changes, click **Previous** and make any necessary changes. Click **Submit** to submit the delegation request.
11. Click **OK**.

12. The delegation request has been sent to your requested proxy. That person must accept or deny the delegation request before they can begin working transactions.

To Review, Revoke or Change Your Current Delegations (Review Proxies):

1. From **Manager Self Service**, click the **Delegation** tile.
2. Click the **Review My Proxies** link.
3. If you have delegated authority to other individuals, those transaction types are listed along with the proxy (Name), Dates, Request Status and Delegation Status.
4. To revoke a delegation, select the line(s) for the Transaction type you wish to revoke. To edit a delegation request (proxy or dates), you must revoke the original delegation and create a new one.
5. Click **Revoke**.
6. Click **Yes – Continue** to revoke the delegation request.
7. Click **OK**.

Notes:

- Proxy: When selecting a proxy, you can choose from any employee on your team that is within one level of yourself. This proxy does not have to be a manager. There is a job aid available for employees who are proxies (ES500.01 – How Do I Work Delegated Transactions as a Proxy?). The proxy does not have the ability to delegate this authority to someone else.
- Delegation Acceptance: Once you submit your delegation request, the proxy will receive an alert within OneUSG Connect where they can review and accept or deny the request. Once your proxy accepts or denies your request, you will receive an alert within OneUSG Connect indicating their choice. If a proxy denies your request, you can create a new delegation authority request to a different proxy.