

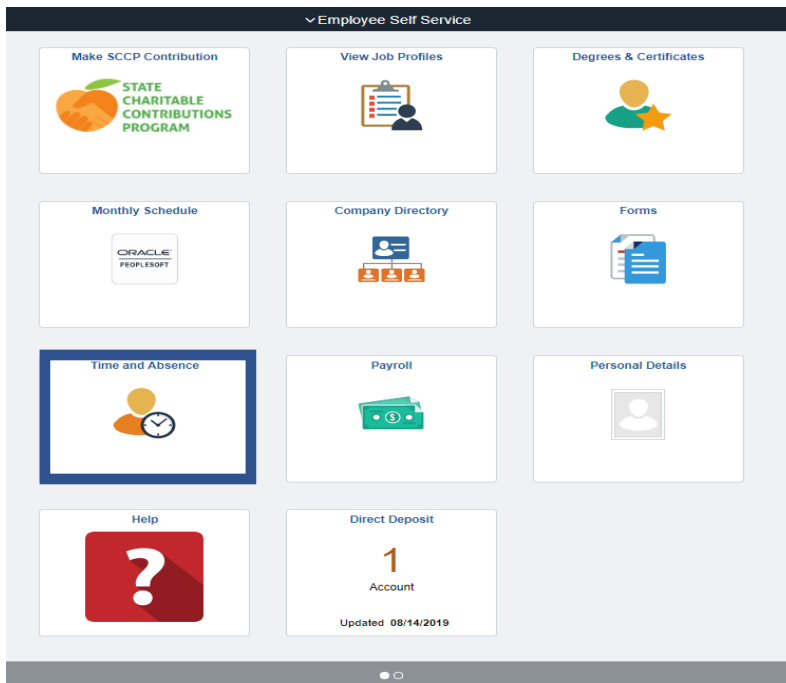
OneUSG Connect Update to Fluid Release 6.22

OneUSG Connect will be *unavailable* to all University System of Georgia employees from **11:15 p.m., Friday, April 9, 2021, until 7 a.m., Sunday, April 11, 2021**. During this time, Employee Self Service and Manager Self Service will not be available. Timeclocks and the Benefits module will be available.

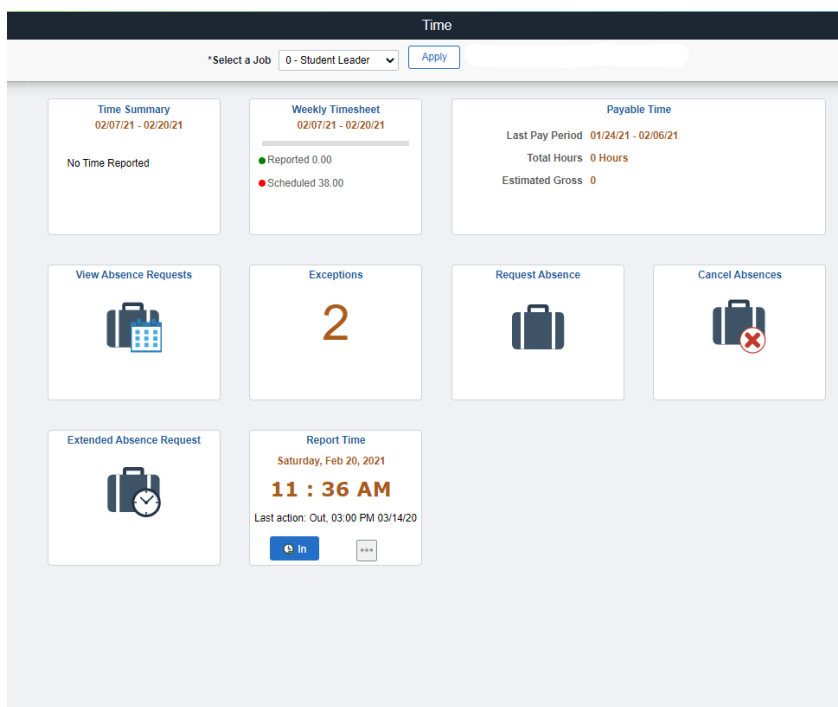
With the migration to Fluid, Time Entry in OneUSG Connect Time and Labor provides a modern user interface with easy-to-use and intuitive pages for time reporters. Employees can report and review time by the day and week, report leave and compensatory time, view reported time by the day and week, view payable time and leave balances. Also, the look and feel of existing pages will be updated and the capability to add attachments will be included.

Updated Page Views

Updated Login Page with new Time and Absence Icon:



An updated Time Dashboard displays when you click on the new Time and Absence tile:

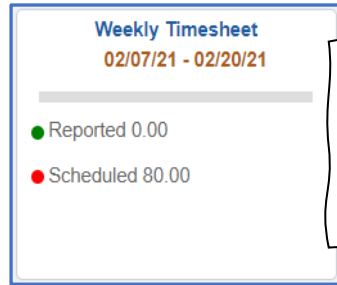


Tile Descriptions and Functionality

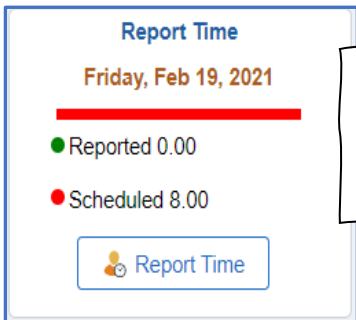
The Time Dashboard displays nine Time and Absence related tiles:–Time Summary–Weekly timesheet–Report Time–Request Absence–View Absence Requests–Absence Balances–Payable Time–Exceptions–Cancel Absences–Extended Absence Requests.



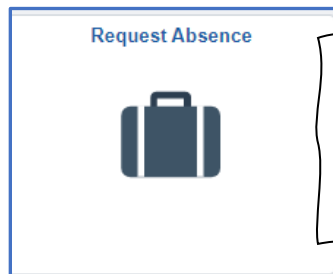
Time summary provides an overview of time reported for the designated time period shown.



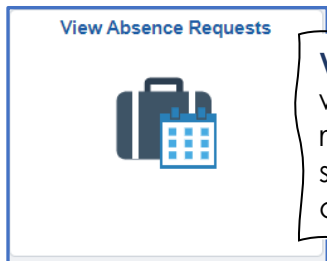
Weekly Timesheet shows the hours and absences reported for that week based on your FTE.



Report Time shows the daily view of hours and absences scheduled for that day.



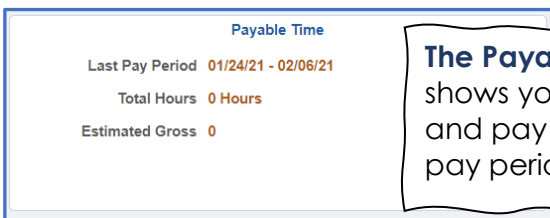
The **Request Absence** tile allows you to request and submit an absence.



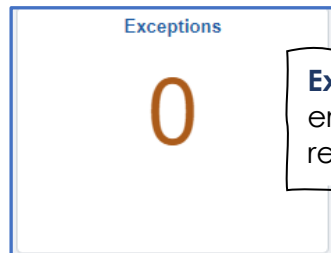
View Absence Requests will show you what requests you have submitted and the approval status.



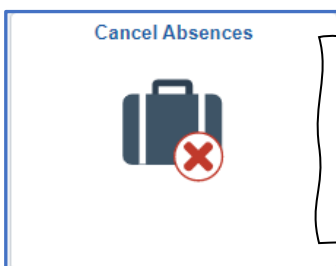
Absence Balances tile allows you to preview your Leave Balances.



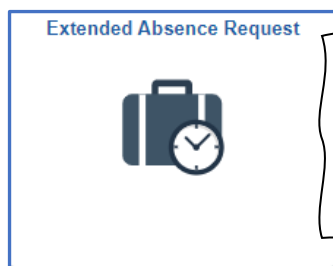
The **Payable time** tile shows you the summary and pay detail of the pay period shown.



Exceptions show possible errors that need to be reviewed.



Cancel absences displays requested absences and allows you to adjust or cancel them as needed.



Extended Absence Request is used to submit a request that is extended in duration such as FMLA.

Over the next couple of weeks, we'll be sharing training material to help orient you on how to use the new interface.

If you have questions about OneUSG Connect, 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/>.