

OneUSG Connect Absence Management & Time and Labor

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What is Absence Management?

Absence Management is the system of record for all absences. It is where paid time off is requested, approved and transferred to Time and Labor for payroll and accrual balances are maintained.

What is Time and Labor?

Time and Labor is the system of record for all time worked. Time worked is reported, approved and converted to payable time for payroll purposes.

Absence types

Vacation	Sick
Comp Time	Educational Support Leave
Military Leave	FMLA Leave

Benefits

- ✓ Ability to submit past and future absence requests online.
- ✓ Absence balances are updated and viewable after each pay period closes.
- ✓ Ability to see detailed absence request history.
- ✓ No longer need to submit a paper form for absences after a pay period closes.

How do the modules work together?

- 1 Manager maintains employees' work schedule in Time and Labor.
- 2 Employee reports and requests absences via Employee Self Service.
- 3 Manager approves absences via Manager Self Service.
- 4 System processes and finalizes absences, and then converts to payable time.
- 5 Employee reports and submits time.
- 6 Time Administration process converts reported time to payable time.
- 7 Manager approves payable time.
- 8 Approved payable time is sent to payroll.