



Subject: Did You Know This About Time and Absence in OneUSG Connect?

Kennesaw State University is a few weeks away from switching to OneUSG Connect in place of ADP. The new application brings some new and exciting changes relating to the way you will submit time worked, request absences and view balances.

Did you know?

- OneUSG Connect allows you to easily submit future and past absence requests and routes them to your supervisor for approval. Absence requests are reflected on time card schedules.
- OneUSG Connect can process absences taken after a pay period closes so manual paper entry is no longer necessary. You will still need to enter absence requests in a timely fashion.
- You can view your monthly schedule, planned absences and holidays. Schedules are customizable for the standard weekly hours, as well as the typical number of days you may work each week.
- Your manager can view your entire teams' schedule, coverage, assigned shifts, total work hours, and any planned absences.
- If you have multiple jobs, you can easily record and submit time worked in Employee Self Service by switching between the multiple jobs using a dropdown menu.
- You can easily view your vacation and sick balances. Absence balances are updated at the close of each pay period.
- In OneUSG Connect, you can accept, manage and decline Delegation Requests from others in your organization who need assistance performing time, labor and absence tasks (e.g. time and leave request approvals) when they are out of the office.

Learn more about the new time and leave features by viewing the Employee Self Service training videos at hr.kennesaw.edu/oneusg/.