



### Overview

University System of Georgia has issued Non-Closure Emergency Leave Procedures that give the USG Presidents the authority to allow Leave with Pay for emergency leave where the institution remains open but with reduced operations. Emergency Leave Procedures implemented by Institutions that provides compensation to employees for hours not worked, will be recorded using the following time reporting codes. Available benefit for compensation for non-worked hours is up to regularly scheduled hours per week not to exceed 40 hours and can be a mix of worked hours and non-closure leave hours.

### Time Reporting Codes:

- 00NHP – Non-Closure Emergency Hourly Paid
- 00NSP – Non-Closure Emergency Salary Paid

### Instructions

#### 1. Login to OneUSG Connect.

#### Navigation

Manager Self Service > Team Time Tile

#### ! Important

- Only managers and administrators will have access to these time reporting codes.

#### 1.1. Click **Team Time**.





### 1.2. Click **Report/Approve Time**.

**Payable Time Summary**

**Payable Time Detail**

**Report/Approve Time**

**Manage Exceptions**



## 2. Employee Selection Criteria – Chose by “Employee ID” or “Get Employees.”

### Navigation

Manager Self Service (Homepage) > Team Tile > Report / Approve Time

Report Time

Timesheet Summary

#### Employee Selection

##### Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Company	<input type="text"/>
North American Pay Group	<input type="text"/>
Workgroup	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria



### 3. Updating the Time Reporting Code (TRC)

#### Navigation

Manager Self Service (Homepage) > Team Tile > Report / Approve Time > Timesheet

#### ! Important

- Record Hours based on the employee's regular work schedule not to exceed 40 hours each week.
- Employee may have a combination of worked and non-worked hours.
- Please approve all hours.

#### 3.1. Timesheet

- a. 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.
- b. 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.
- c. For each day you need to record, enter total hours worked in the appropriate field in the first available row.
- d. Use the **Time Reporting Code** dropdown to select the appropriate selection.
  - 00NHP – Non-Closure Emergency Hourly Paid
  - 00NSP – Non-Closure Emergency Salary Paid
- e. Click the **Submit** button.
- f. Click **OK** when you receive the confirmation.

The screenshot shows the 'Select Another Timesheet' interface. At the top, there are navigation links for 'Previous Week', 'Next Week', 'Previous Employee', and 'Next Employee'. The 'View By' dropdown is set to 'Week'. The date is 03/22/2020. The total reported hours are 40.00. Below this, there is a table for reporting hours by day and category. The categories are 00NHP - BIWK Non-Closure Emer Leav, 00REG - Regular, and 00TWH - Teleworking Non-Exempt. The 'Submit' button is at the bottom left. Below the table, there are tabs for 'Reported Time Status', 'Summary', 'Absence', 'Exceptions', and 'Payable Time'. The 'Summary' tab is selected, showing a 'Reported Time Summary' table with columns for Category, Total, and days from Sun 3/22 to Sat 3/28.

Category	Total	Sun 3/22	Mon 3/23	Tue 3/24	Wed 3/25	Thu 3/26	Fri 3/27	Sat 3/28
Hours Not Worked	16.00		4.00			4.00	8.00	
Hours Worked	24.00		4.00	8.00	8.00	4.00		
Total Reported Hours	40.00		8.00	8.00		8.00	8.00	



Select Another Timesheet

\*View By: Week

\*Date: 03/30/2020

Total Reported Hours: 40.00  
Reported Hours: 40.00

Previous Week Next Week  
Previous Employee Next Employee  
Print Timesheet Punch Timesheet

Reported time on or after 04/05/2020 is for a future period.  
The Payable Time page will populate after processing is complete. Absences are processed once each pay period.

From Monday 03/30/2020 to Sunday 04/05/2020

Time Reporting Code	Mon 3/30	Tue 3/31	Wed 4/1	Thu 4/2	Fri 4/3	Sat 4/4	Sun 4/5	Total
00NHP - BIWK Non-Closure Emer Leav	8.00	8.00	8.00	8.00	8.00			40.00

Submit

Reported Time Status Summary Absence Exceptions Payable Time

Reported Time Summary

Category	Total	Mon 3/30	Tue 3/31	Wed 4/1	Thu 4/2	Fri 4/3	Sat 4/4	Sun 4/5
Hours Not Worked	40.00	8.00	8.00	8.00	8.00	8.00		
Total Reported Hours	40.00	8.00	8.00	8.00	8.00	8.00		
Time with no Category								

### 3.2. Mass Time Load

Time Reporting Codes of NHP and NSP can be recorded using the Mass Time Load process. Please refer to the following job aid:

How Do I Report Time For A Mass Group?

[https://usg.service-now.com/kb\\_view.do?sysparm\\_article=USGKB0011201](https://usg.service-now.com/kb_view.do?sysparm_article=USGKB0011201)