

How to Determine Future Time Reporting and Absence Requesting Method in OneUSG Connect

Use the matrix below to determine how you or members of your team will report time and absence in OneUSG Connect. If you have any questions please email erp.readiness@gatech.edu.

Monthly Paid – Exempt FLSA Status

Georgia Tech System Prior to 4/01/2020	OneUSG Connect
TimeOut Users (non-GTRI staff, research and faculty)	Employee Self-Service (ESS) to request time off via the Absence Management module
GTRI eTime Users (GTRI monthly employees)	GTRI eTime with some enhancements (ex. new project codes)
Temporary Salaried Employees (ACA hours currently reported based off of HR Job Data)	ACA Hours are loaded to timesheet based on Standard Hours in Job Data or Part-Time Teaching Faculty Agreement form
Graduate Research Assistants/ Graduate Teaching Assistants	ACA Hours are loaded to timesheet based on Standard Hours in Job Data

Biweekly Paid – Non-Exempt FLSA Status

Georgia Tech System Prior to 3/22/2020	OneUSG Connect
Kronos Time Clock Users	Kaba Time Clock
Tech Time Users (Access timesheet through TechWorks Time Reporting icon)	<ul style="list-style-type: none"> • Student Workers = Web Clock • Non-student workers = Online timesheet accessible via Employee Self-Service (ESS)
Paper Timesheet (Hours keyed into the Time Editor via a departmental administrator)	<ul style="list-style-type: none"> • Student Workers = Web Clock • Non-student workers = Online timesheet accessible via Employee Self-Service (ESS)
Departmental Home-Grown System (Hours keyed into the Time Editor via a departmental administrator)	<ul style="list-style-type: none"> • Student Workers = Web Clock • Non-student workers = Online timesheet accessible via Employee Self-Service (ESS)
Biweekly Leave Eligible Employees (Requesting via paper form, home grown system, email, etc.)	Employee Self-Service (ESS) to request time off via the Absence Management module
GTRI eTime Users (GTRI biweekly employees)	GTRI eTime with some enhancements (ex. new project codes)
Housing Resident Assistant [RHO (ACA) hours currently reported based off of Kronos schedule]	ACA Hours are loaded to timesheet by manager based on Housing Standard Scheduled Hours

