How Do I Submit My Timesheet as an Exempt Employee?

In accordance with the University System of Georgia (USG) Human Resources Administrative Practice Manual, all exempt USG employees, including faculty, are required to submit a monthly timesheet with any absences recorded or blank if no leave was taken. Exempt employees do not record time worked, only absences.

1. Log into OneUSG Connect.
2. From Employee Self Service, click the Time and Absence tile.
3. On the Time page, click the Weekly Timesheet link.
4. Review your exception time and record any absences that are not listed.
5. Click the Submit button.