

How Do I Submit My Timesheet as an Exempt Employee?

Navigation

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.

