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

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

**Navigation**

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

<table>
<thead>
<tr>
<th>Employee Selection Criteria</th>
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<tbody>
<tr>
<td>Time Reporter Group</td>
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<tr>
<td>Employee ID</td>
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<td>Empl Record</td>
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<td>Last Name</td>
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<tr>
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<td>North American Pay Group</td>
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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.
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