



The purpose of these Release Notes is to inform OneUSG Connect technical staff and functional users of the scheduled 1.16 release of University System of Georgia (USG) functional application enhancements.

OneUSG Connect **Release 1.16** is scheduled to be completed on **Saturday, Aug. 19, 2017**. OneUSG Connect will be unavailable from 9 p.m. Friday, Aug. 18 until noon Saturday, Aug. 19. KABA Time Clocks and OneUSG Connect – Benefits will remain available during this time.

## Release HREL 1.16

Module Specific Information	
Absence Management (ABS)	
<b>Modifications to Existing Processes</b>	
Absence Request Notifications	<p><b>Employee Self Service &gt; Time and Absence &gt; Request Absence</b></p> <p><b>Employee Self Service &gt; Time and Absence &gt; Weekly Timesheet &gt; Absence Tab &gt; Add an Absence Event</b></p> <p>When employees request an Absence through Employee Self Service (ESS) Request Absence or Add an Absence Event, managers will receive an e-mail stating that there is an absence request that needs their approval.</p> <p>Previously the manager either did not receive an e-mail or received an e-mail stating that the timesheet needed approval, depending on the method used to enter the absence.</p>
Time and Labor (TL)	
<b>Modifications to Existing Processes</b>	
TL Compliance	<p><b>Navigator &gt; Time and Labor &gt; Approve Time &gt; TL Pending Approvals Import</b></p> <p>Institutional Practitioners will be able to run the TL Compliance Process to identify manager unapproved timesheets.</p>



	<p>Prior pay period data will be loaded to the compliance records by ITS for manager approval after this release is in place.</p>
<b>Timesheet Usability</b>	<p><b>Employee Self Service &gt; Time and Absence &gt; Weekly Timesheet</b></p> <p><b>Navigator &gt; Self Service &gt; Time Reporting &gt; Report Time &gt; Timesheet</b></p> <p>Changes made to the timesheet to allow for greater functionality:</p> <ul style="list-style-type: none"><li>• No Time Off (NTO) scheduled hours will now default when monthly employees submit their timesheets, alleviating the need for manual NTO entry or setting schedule preferences.</li><li>• If an Absence or Holiday is present, NTO will populate based on scheduled hours minus the absence hours or holiday hours.</li><li>• The process will now return a message to employees at the time of submit stating that "payable time will be available for approval after time administration has completed."</li><li>• Elapsed Timesheet: Time Reporter Code selection and add/delete row have been moved to the left of the timesheet for greater visibility.</li></ul> <p><b>Manager Self Service &gt; Team Time &gt; Approve Payable Time</b></p> <p><b>Navigator &gt; Manager Self Service &gt; Time Management &gt; Approve Time and Exceptions &gt; Payable Time</b></p> <ul style="list-style-type: none"><li>• Based on Employee Selection Criteria, start and end date will now</li></ul>



	default in section "Change Time in View."
<b>Holiday Process</b>	<p><b>Navigator &gt; Time and Labor &gt; Process Time &gt; Default Holiday Process</b></p> <ul style="list-style-type: none"> <li>• Process defaults holiday hours to reported time based on FTE * 8. This process is run by SSC/ITS.</li> <li>• Run control has a Biweekly and Monthly radio button and start and end date.</li> <li>• Absence Elements (types) have been modified to allow partial- and full-day absences that span the Holiday so that multiple absence types can be entered on a single day.</li> </ul>

## Other Notes

Next Scheduled Release	OneUSG Connect <b>Release 1.20</b> is currently scheduled for <b>Saturday, September 30, 2017</b> . You will receive a reminder of when this update will occur.
More Information and Support	For business impact emergency issues, contact the <b>USG Shared Services Center</b> immediately at 877-251-2644 (Toll Free) or <a href="mailto:sscsupport@ssc.usg.edu">sscsupport@ssc.usg.edu</a> .