

Need Assistance?

Contact OneUSG Connect Support for help:

sscsupport@ssc.usg.eAssistance?

Click W-2/W-2c Consent.

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Click the box for

Submit Absences

Absences are any time you take off from work. This can include vacation, sick leave, educational support leave, voting leave, jury duty, FMLA, and other types of leave.

- 1 From **Employee Self Service**, click **Time and Absence**.
- 2 Click **Absence Request**.
- 3 Choose absence type from drop down.
- 4 Enter absence **Start Date** and **End Date**.
- 5 If taking leave for only part of a day, click the **Partial Days** row. Indicate what day(s) are partial and enter hours.
- 6 Enter any necessary comments.
- 7 Click **Submit**.

More About Absences

- ✓ Submitted absence requests are routed to your time approver. Both you and the approver will receive an email notification when timesheets are submitted and approved.
- ✓ You will not submit a monthly timesheet, however absence requests must be submitted and approved each month.
- ✓ You can request absences for future months if you know you will be out.
- ✓ All Absence Balances will indicate "0.00" until your first pay period is processed.

End-of-the-Month Actions

As an exempt, benefitted employee, you do not submit a monthly timesheet. You are required to ensure that all leave/absences that you have taken for the month are recorded in OneUSG Connect.

- 1 From **Employee Self Service**, click **Time and Absence**.
- 2 To verify all leave/absences for the month have been recorded, click **Absence Request History**.
- 3 If necessary, update the **From** and **Through** date ranges; click **Refresh**.
- 4 Verify any absences you had are listed.
 - a. If all absences are listed, there are no additional actions you need to take.
 - b. If an absence is missing, click the **back button** in the upper left corner of the application (not the browser) to return to the **Time page**.

Click **Request Absence**. Follow steps on the left.

