

## Need Assistance?

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Contact OneUSG Connect Support for help:

[sscsupport@ssc.usg.eAssistance?](mailto:sscsupport@ssc.usg.eAssistance?)

Click W-2/W-2c Consent.

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Click the box for

## Submit Absences

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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

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- ✓ 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

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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.

