What End-of-Month Actions Do I Take as an Exempt Employee?

Navigation

1. As an exempt 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.

2. Log into OneUSG Connect.

3. From **Employee Self Service**, click the **Time and Absence** tile.

4. To verify all leave/absences for the month have been recorded, click **Absence Request History**.

5. If necessary, update the **From** and **Through** date ranges; click **Refresh**.

6. 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.

   c. Click **Request Absence**.

   d. Follow the job aid ES208.01: How Do I Submit an Absence Request.

UNIVERSITY SYSTEM
OF GEORGIA