

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