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

Navigation

- 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.
- 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.

