

## Timesheets

As employees record work hours on their timesheets (or as managers enter work hours on behalf of Webclock or Kaba employees), even if these employees have moved to a remote working location, they should continue to use the **Regular Time Reporting Code (TRC)**. Absences should also be recorded as normal through the Employee Self Service – Request Absence link. Exception: Employees who have had existing teleworking agreements and have been using the teleworking code can continue to do so as directed by their supervisor.

Kaba Clock employees may want to avoid clocks for social distancing, or may not be able to enter time from home

- Employees will use [this paper timesheet](#) to record hours
- Managers will need to enter these hours on the employee's behalf
- The Central Time and Labor team can assist in adding hours during this time. For central assistance, please submit the timesheets to [oneusgsupport@uga.edu](mailto:oneusgsupport@uga.edu).

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