OneUSG Connect Go-Live Guide

ONEUSGCONNECT.USG.EDU

Effective December 16, the OneUSG Connect Employee Self-Service site will be your one-stop shop for all your employee information.

☐ Verify and Update Your Personal Information

From **OneUSG Connect Employee Self-Service**, click **Personal Details**.

Verify your address, contact details, emergency contacts and additional information.

Submit your changes, or contact your HR department if the information is incorrect.

☐ Verify or Update Your Direct Deposit Information

From **OneUSG Connect Employee Self-Service**, click **Direct Deposit**.

Verify your direct deposit account information is correct.

Click **Edit** to make any necessary changes.

Click **Add Account** to add a new direct deposit account. You can have a maximum of **6** direct deposit accounts.

You can add or edit direct deposit accounts once a day.

You will receive a confirmation email any time you make changes.

☐ Review Your Paystub

Pay dates for staff paid monthly will be the last business day of the month.

Your first pay date after December 16 will be **December 31, 2018**.

From **OneUSG Connect Employee Self-Service**, click **Pay**. To view a paystub, click the arrow.

Only paystubs produced by OneUSG Connect will be listed. To access older paystubs, visit UGA's legacy system, **employee.uga.edu**.

☐ Sign up for an Electronic W-2 for 2019

To receive your **2018 W-2** electronically, you can opt in and access the W-2 through UGA's legacy system, **employee.uga.edu**.

To receive your **2019 W-2** electronically, you will need to sign up again in **OneUSG Connect Employee Self-Service**, beginning **February 1, 2019**. You must opt in before **December 31, 2019**.

To opt in, visit **OneUSG Connect Employee Self-Service**.

Click **Taxes**.

Click **W-2/W-2c Consent**.

Click the box for **Check here to indicate your consent to receive electronic W-2 and W-2c forms**.

Click **Submit**.

You do not have to repeat consent each year.

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☐ Review and Submit Absences

Absences are any time you take off from work. These can include but are not limited to:

• Vacation
• Sick Leave
• Educational Support Leave
• Jury Duty
• FMLA absences

All 2018 absences, including leave in December, must be submitted into the legacy system by December 15, 2018. Ensure your leave balance is up to date by checking **employee.uga.edu** prior to December 15, 2018.

If you have leave scheduled after January 1, 2019 in the legacy system, you will need to re-enter that leave into the OneUSG Connect Employee Self-Service site.

To submit absences:

From **OneUSG Connect Employee Self-Service**, click **Time and Absence**.

Click **Request Absence.** Choose the absence type from the drop-down menu. Enter absence **Start Date** and **End Date**.

If you are taking leave for only part of the day, click the **Partial Days** row. Indicate which days are partial and enter the hours.

Enter any necessary comments. Click **Submit**.

Submitted absence requests are routed to your time and absence approver. This could be your manager, the person you report to or your supervisor. If you are unsure who is your absence approver, contact your supervisor.

Both you and your approver will receive an email notification when the absence is submitted and approved.

Your absence requests must be submitted and approved each month. You can request absences for future months if you know you will be out.

Leave balances will be updated through January. Your leave balance should be accurate by January 31. If you have questions about your leave balance, please contact your unit's leave coordinator.

☐ End of the Month Actions

You are required to ensure that all leave and absences that you have taken for the month are recorded in **OneUSG Connect Employee Self-Service**.

From **OneUSG Connect Employee Self-Service**, click **Time and Absence**.

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

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

Verify any absences you had are listed.

If all absences are listed, **there are no additional actions you need to take.**

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 listed under **Review and Submit Absences**.