## OneUSG Connect Course Catalog

### OneUSG Connect Overview

**Prerequisites:** None. This course is a prerequisite to other HR/Payroll courses (excluding Employee Self Service) in OneUSG Connect.

**Roles and Audience:** For individuals who currently use WebDFS, HR/Payroll IMS, and handle HR-related activities in their units.

**Current Equivalent:** N/A

**Formats:** In-Person, Interactive Webinar, Recorded, Self-Service in the OneSource Training Library

**Description:** Course provides an overview of the transition from legacy HR systems to the OneUSG Connect (HCM) HR/Payroll system.

### OneUSG Connect Employee Self Service

(5 sessions; each specific to faculty/staff based on how they will use the system)

**Employee Self Service FAC**

**Employee Self Service MB**

**Employee Self Service BB**

**Employee Self Service BNB**

**Employee Self Service GA**

**Prerequisites:** None.

**Roles and Audience:** Suggested for all UGA faculty, staff, and student employees. Faculty and staff should choose the session type that applies to them based on their pay type and benefit eligibility status, as described below.

**Current Equivalent:** N/A

**Formats:** In-Person, Interactive Webinar, Recorded, Self-Service in the OneSource Training Library

**Description:** Training for employees to help them become familiar with the OneUSG Connect Employee Self Service site to view their pay stubs, request leave, and/or submit their time worked (as applicable).

**Specific sessions for OneUSG Connect Employee Self Service:**

A. **ESS FAC:** For faculty who are paid on a monthly basis and are eligible for benefits (leave, health insurance, etc.)

B. **ESS MB:** For employees who are paid on a monthly basis and are eligible for benefits (leave, health insurance, etc.)

C. **BB:** For employees who are paid every other week (bi-weekly) and are eligible for benefits (leave, health insurance, etc.)

D. **BNB:** For employees who are paid every other week (bi-weekly) and are NOT eligible for benefits (leave, health insurance, etc.)

E. **GA:** For students with Graduate Assistantships who are paid on a monthly basis and are NOT eligible for annual leave, etc.
| **Manager Self Service for Supervisors** | **Prerequisites:** OneUSG Connect Overview is strongly recommended.  
**Roles and Audience:** All supervisors (HR Reports To Supervisors) with direct reports  
**Current Equivalent:** Replaces time approval in Kronos My Time. Replaces use of the eLeave system. Replaces manual approval of paper leave request forms in departments.  
**Formats:** In-Person, Interactive Webinar, Recorded, Self-Service in the OneSource Training Library  
**Description:** A course on how supervisors will approve their employees’ reported time and employee leave requests using the Manager Self-Service module in OneUSG Connect. This course will also cover how supervisors will view information about their team (direct reports) and manage their employees’ schedules. |
| **Manager Self Service for System Managers** | **Prerequisites:** OneUSG Connect Overview is strongly recommended.  
**Roles and Audience:** Only individuals that will be initiators of Manager Self-Service transactions in OneUSG Connect that have the System Manager security role.  
**Current Equivalent:** Individuals who handle Personnels and/or UGA Jobs transactions  
**Formats:** In-Person, Interactive Webinar, Recorded, Self-Service in the OneSource Training Library  
**Description:** Course for HR System Managers who will use OneUSG Connect for HR-related processes in their departments. Includes managing position funding and adjusting employee time and leave balances. |
| **Time and Absence Approvers** | **Prerequisites:** OneUSG Connect Overview is strongly recommended.  
**Roles and Audience:** Only for individuals that are Time & Absence approvers that do not also have the HR Reports To Supervisor role.  
**Current Equivalent:** Individuals who approve time and absence requests for their larger units.  
**Formats:** In-Person, Interactive Webinar, Recorded, Self-Service in the OneSource Training Library  
**Description:** Course covers how Time & Absence Approvers approve time and absence requests for employees in OneUSG Connect. |