

STAFF PAID BIWEEKLY WITHOUT BENEFITS

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

Your first paystub will be available in **OneUSG Connect Employee Self-Service** on **January 4, 2019**.

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.

Submit Your Time

For instructions on submitting your time each pay period, please see the **Go-Live Guide for Time for Biweekly Staff** at onesource.uga.edu.

