OneUSG Connect Go-Live Guide

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.