

OneUSG Connect System Go-Live Communication #1

October 30, 2018

TO: Vice Presidents, Deans, Directors, and Department Heads

FROM: Diane Kirkwood, OneSource Human Capital Management Lead
Holley Schramski, OneSource Project Director

RE: Important Pay Date Changes and Preparing for OneUSG Connect (HR/Payroll)
Go-Live as a Unit Head

In December, UGA will transition to the new OneUSG Connect that will be used to manage human resources activities and records as well as to issue payroll across the entire University System of Georgia. As a vice president, dean, director, or department head, you are in a unique position to help focus the attention of faculty and staff on changes whose impacts will begin around the holiday season. This memo is intended to give you some guidance and suggestions as you do this.

How You Can Help Faculty/Staff Prepare for the OneUSG Connect

- #1: Encourage faculty/staff to review the [new pay dates](#) and plan for any personal financial adjustments (e.g., automatic deductions from their bank account, due dates for personal bills, plans for holiday shopping/travel, etc.). Remind them that Academic and Monthly employees will not be paid on the last day that UGA is open prior to our Winter Holiday Break, as has been the norm. Instead, the Academic/Monthly pay date will be December 31, 2018. It will be the last business day of the month from this point going forward.
- #2: Encourage faculty/staff to review the [Faculty and Staff Guide](#) for frequently asked questions and other important information. The guide includes a checklist for faculty/staff to complete in preparation for the transition.
- #3: Encourage faculty/staff to [Register for Training](#) on how to use the new OneUSG Connect system. Training will begin in November. Please have faculty/staff work with their supervisor and OneSource Project Coordinator to determine the most appropriate training session to attend.
- #4: Encourage faculty/staff to reach out to their [Project Coordinator](#) or [Change Champion](#) if they have questions and/or need information to be prepared.



#5: Encourage faculty/staff to tell the OneSource team what questions they have and how we can help them by completing a short survey that will be distributed November 5, 2018.

Top 3 Things You as a Leader Should Know

#1: All employees will see changes.

For example:

- Employees will use a new Employee Self Service tool. The current UGA Employee Self-Service website will be available until July 1, 2019 to view historical information.
- The work week will change for bi-weekly employees from Thursday – Wednesday to Sunday – Saturday.
- Fridays will be pay days for all bi-weekly employees beginning Jan. 4, 2019. Pay day will change from Thursday to Friday, but there also will be less time between the end of the pay period and the date employees receive their paycheck.
- Academic and Monthly employees will be paid on the last business day of the month. This will be true even if the last business day of the month is a UGA holiday.
- All employees will use the new system to request leave. All supervisors will use the new system to approve/deny leave requests.

#2: Nearly all human resources and payroll processes will change. Therefore, as a Supervisor and/or HR/Payroll Practitioner, you will see changes in the way you do your job. For example:

- We will no longer use the Kronos/MyTime system.
- Most leave will be initiated by the employee in the system.
- Employees will be able to use “self-service” for certain functions, such as to update direct deposit and W-4 information.

#3: Learn about the 2018 Calendar Year-End Key Dates.

- There will be times between now and December 16, 2018 when some of the current systems will not be available for use.
- During these time periods, manual emergency procedures are available on the [OneSource website](#), if needed.

As always, please email onesource@uga.edu with any questions or feedback you have.