



# OneUSG Connect Supervisor, Faculty, and Staff Forums

September 27 and 28, 2018



*OneSource*  
UNIVERSITY OF GEORGIA

[onesource.uga.edu](http://onesource.uga.edu)

# Top 3 Things To Know

**#1:** All employees will see changes. For example:

- Employees will use a new Employee Self Service. The 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 Thursday – Wednesday to Sunday – Saturday.
- Fridays will be pay days for all bi-weekly employees beginning Jan. 4, 2019.
- Academic and Monthly employees will be paid on the last business day of the month.
- All employees will use the new system to request leave.

# Top 3 Things To Know

**#2: Nearly all human resources and payroll processes will change. Therefore, as a Supervisor and Employee 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 information.

# Top 3 Things To Know

#3: Learn about the Calendar Year End Key Dates which begin in October.

- All of this is a huge change involving every process and everyone at the university. If you encounter any problems or issues during all these system changes, please talk with your supervisor.
- There will be times between October 1 and December 16 when current systems will not be available for you to use.
- We will have manual emergency procedures as needed.

**\*\*Despite the best planning, there will be hiccups. We will all need to be patient with each other.\*\***

# Pay Date Changes Summary

## Beginning December 2018

	Academic	Monthly	Salary Biweekly	Hourly Biweekly
Pay Date	December, May,	December		
Last Business Day	Summer School			
Pay Period			Sunday – Saturday	Sunday- Saturday
Days between pay period and pay day			6 days (currently 8 days)	6 days (currently 8 days)
Pay Date Change			Thursday to Friday	Thursday to Friday Pay Shifts 1 Week

# Important Changes to Pay Dates

## Monthly and Academic

- All monthly and academic pay dates will be the last business day of the month.
- Last business day is determined by the USG calendar, not the UGA calendar.
- Key Change: No early pay dates in December or May or any other month.

**The December 2018 pay date is December 31, 2018.**

# Important Changes to Pay Dates

## Bi-weekly

- All bi-weekly pay dates will be on Friday.
- Pay date will change from Thursday to Friday.
- Hourly work weeks will shift weeks to match the salaried bi-weekly.

**The first bi-weekly pay date in the new system is  
Friday, January 4, 2019.**





## December 2018 – Combine biweekly payrolls and transition to Sun-Sat pay period

CURRENT HOURLY PROCESS					TRANSITION HOURLY PROCESS					
Part-time Employee (working Monday – Friday, 4 hours per day, \$12/hour)										
Pay Date	Pay Period	# of days	Gross	Net		Pay Date	Pay Period	# of days	Gross	Net
12/13/18	11/22- 12/5/18	14	\$ 480.00	\$ 386.09		12/13/18	11/22 - 12/5/18	14	\$ 480.00	\$ 386.09
12/20/18	12/6 - 12/19/18	14	\$ 480.00	\$ 386.09		12/20/18	12/6 - 12/15/18	10	\$ 336.00	\$ 277.93
						1/4/19*	12/16 - 12/29/18	14	\$ 240.00	\$ 204.53
1/10/19*	12/20 - 1/2/19	14	\$ 192.00	\$ 167.23						
1/17/19	1/3/19-1/16/19	14	\$ 480.00	\$ 386.09		1/18/19*	12/30 - 1/12/19	14	\$ 432.00	\$ 350.07

\*Includes days that UGA is closed, therefore pay is less

# **Other Key Changes Entering Time and Leave**

- **Leave will be submitted in OneUSG Connect beginning:**

**Bi-weekly: 12/16/2018**

**Academic and Monthly: 1/1/2019**

- **Bi-weekly time will be entered through Kaba clock, the PeopleSoft web clock or by typing time in the timesheet in OneUSG Connect. Time can also be entered using “Pay From Schedule. (See Project Coordinator for more information)**

# Entering Time – More Details

## How to enter time

- Bi-weekly time will be entered through Kaba clock, the PeopleSoft web clock or by typing time in the timesheet in OneUSG Connect. Time can also be entered using “Pay From Schedule.”
- Each unit has determined what method will be used to enter time for each employee.
- Employees who will use the Kaba clock will be pre-enrolled in October.
- Training will be provided on how to use each time entry method.
- If units are using Kaba Clocks, each unit has already identified an individual who is the key contact for Kaba and who will be working with employees to prepare them to use the Kaba Clocks.

# Entering Time – Comparison

Some units may have selected a different time entry option in OneUSG Connect than the one used today.

<b>Time Entry Today</b>	<b>Time Entry in OneUSG Connect</b>
Kronos Timeclock	Kaba Clock
Kronos Timestamp (Online Timeclock)	PeopleSoft Web Clock
Pay From Schedule	Pay From Schedule
Manual Entry/Paper Timesheets	Manual Entry/Paper Timesheets

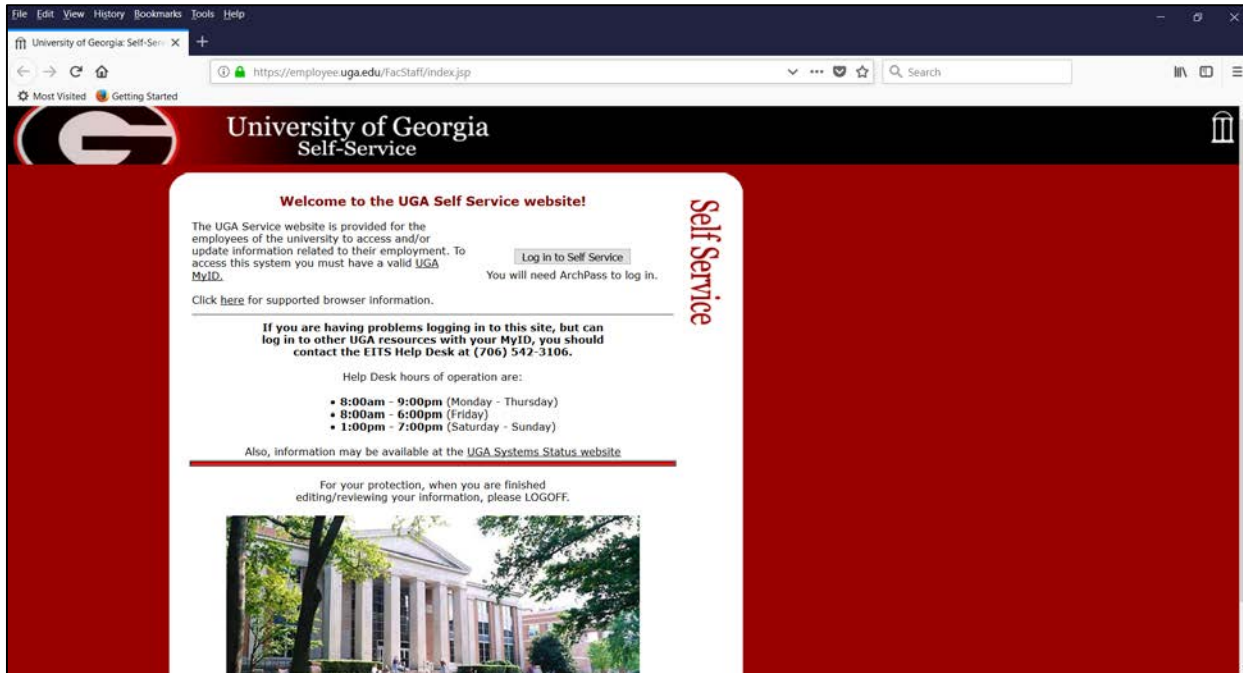
# **Other Key Changes**

## **Employee Self Service**

- Employees will go to [onesource.uga.edu](https://onesource.uga.edu) on December 16 to log in to OneUSG Connect.
- Employees will use OneUSG Connect to access Employee Self Service to complete many actions (Ex. leave request).
- [Employee.UGA.EDU](https://employee.uga.edu) will be available until July 1, 2019 to view paychecks, W-2s, and leave balances for calendar year 2018 and prior years.

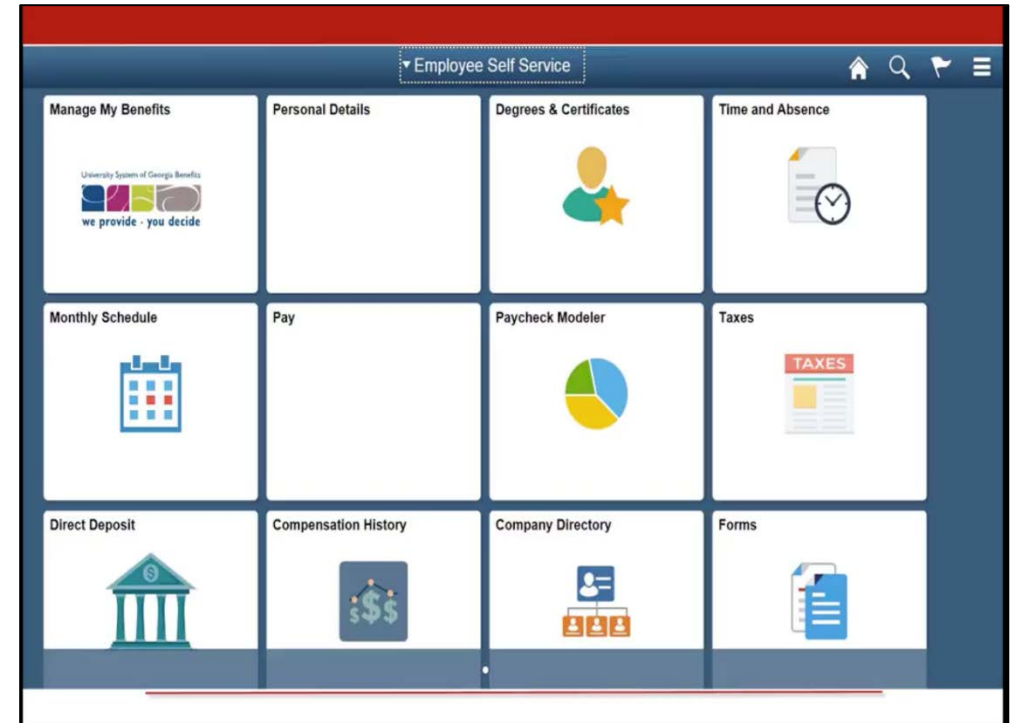
# Employee Self Service

## Current



Website: [employee.uga.edu](https://employee.uga.edu)  
Available until July 1, 2019  
View information for 2018 and earlier

## New



Website: [onesource.uga.edu](https://onesource.uga.edu)  
Available beginning: December 16, 2018  
View information for 2019 and beyond

# Calendar Year End Key Dates

## October

- Oct 1: Faculty Position Postings Deadline
- Oct 1: Faculty Hiring Proposals Deadline if start date is Nov 1 – Jan 31
- Oct 1: Position Evaluations (Staff) Deadline
- Oct 1: Procedures for Emergency Hires available

## November

- Nov 1: Staff Position Posting Deadline
- Nov 1: Staff Hiring Proposals Deadline if start date before December 16
- Nov 1: Position Modification (Faculty and Staff) Deadline
- Nov 14: UGAJobs suspension period begins
- Nov 30: WebDFS Personnels Deadline

## December

- Dec 5: FIRST retired. Replaced by OneUSG Connect and UGAJobs
- Dec 7: UGAIDs Creation Lock-out
- Dec 7: Conversion begins
- Dec 15: eLeave retired. Replaced by OneUSG Connect. Kronos Timeclocks-Last day to use
- Dec 16: UGAJobs available
- Dec 16: Go-Live! Faculty Hiring Proposals with Feb. start date submitted
- Dec 20: Kronos/MyTime retired. Replaced by OneUSG Connect and Kaba
- Dec 31: Monthly/Academic Pay Date

# Faculty and Staff Guide

The screenshot shows a web browser window with the following elements:

- Browser Tab:** Faculty and Staff Guide | OneSource
- Address Bar:** [https://onesource.uga.edu/faculty\\_and\\_staff\\_guide/](https://onesource.uga.edu/faculty_and_staff_guide/)
- Navigation:** Back, Forward, Refresh, Home icons.
- Page Header:** UNIVERSITY OF GEORGIA.
- Logo:** OneSource logo.
- Search:** search by keyword(s) [input field] [search icon]
- Section Header:** FACULTY AND STAFF GUIDE
- Navigation Icons:** Most Visited, Getting Started.
- Content Area:**
  - OneUSG Employee Self-Service site**
  - FAQs for HR Professionals**
  - Important Dates**
    - September: Campus Forums
    - October: Training Registration and Kaba Registration
    - November: Training
    - December 16, 2018: OneUSG Connect system live
  - Key Changes FAQs:**
    - [Payroll Changes](#)
    - [Requesting and Approving Leave](#)
    - [Time and Attendance Changes](#)
    - [Benefits](#)
- Text Content:**
  - In December 2018, UGA faculty and staff will notice changes to several employee processes, including accessing pay stubs, requesting leave, approving time and more. This guide includes information to help faculty and staff navigate these changes.
  - As faculty or staff, you will access most of your information through the [OneUSG Connect Employee Self-Service page](#).
  - If you are an HR professional, please see our page for [HR professionals](#).



# Payroll Transition Resources


The screenshot shows a web browser window with the following elements:


- Browser Tab:** Payroll Transition | Resources | X
- Address Bar:** [https://onesource.uga.edu/resources/payroll\\_transition/](https://onesource.uga.edu/resources/payroll_transition/)
- Navigation:** Back, Forward, Refresh, Home icons.
- Page Header:** UNIVERSITY OF GEORGIA.
- Logo:** OneSource logo.
- Search:** search by keyword(s) [Search]
- Section Header:** RESOURCES [Briefcase icon]
- Section Title:** Payroll Transition
- Section Title:** Overview:
- Text:** As we continue to plan UGA's transition to the University System of Georgia's OneUSG Connect as our new human resources and payroll system, several important payroll changes will occur in December 2018:
- List-Group:**
  - All monthly and academic pay dates will now be on the last business day of the month.
  - The work week will change from Thursday through Wednesday to Sunday through Saturday, and
  - Pay dates for hourly biweekly and salaried biweekly payrolls will be synced and standardized.
- Section Title:** Highlights:

# Training Resources

The screenshot shows a web browser window displaying the University of Georgia OneSource Training Resources page. The browser's address bar shows the URL <https://onesource.uga.edu/resources/training/>. The page header includes the University of Georgia logo and the OneSource logo. A search bar is located in the top right corner. The main content area features a 'RESOURCES' section with a brief overview of training resources and a prominent announcement box regarding OneUSG Connect training information. A 'Highlights' section at the bottom provides additional details and a link to VPN access information.

UNIVERSITY OF GEORGIA.

 search by keyword(s)

RESOURCES 

## Training Resources

**Overview:**

Training information regarding UGA's OneSource Project and the PeopleSoft system will need to be shared with the campus community. This page will contain information related to training resources including documents, resources, and presentations.

**Important- OneUSG Connect Training information will be added to this page in early October 2018.**

Please contact UGA's OneSource Project team at [onesource@uga.edu](mailto:onesource@uga.edu) if you have questions about this page.

**Highlights:**

- [OneSource Training Library](#) (Self Service Training) - *Off campus and non-Athens location users will need to sign in to the VPN to access the OneSource Training Library, as well as the UGA Financial Management System. More information on downloading and installing the VPN can be found at [https://eits.uga.edu/access\\_and\\_security/infosec/tools/vpn/](https://eits.uga.edu/access_and_security/infosec/tools/vpn/)*



# **Frequently Asked Questions**

# Will my pay date change?

- **Yes: If you are salary or hourly and are paid bi-weekly:** Starting in December, your work week will change to Sunday through Saturday. Your pay day will change from Thursday to Friday, but there will also be less time between the end of your pay period and the date you receive your paycheck.
- **Yes: If you are paid monthly:** Starting in December, your pay date will be the last business day of every month. This applies to faculty and staff.
- More information is available on the [Payroll Transition Resource Page](#).



# **Can I set up direct deposit to more than one bank account?**

- Yes. You can elect to have your paycheck directly deposited into a maximum of 6 accounts.



# How do I receive an emergency payroll check?

- There will be a process for emergency payroll checks in the future; however, it will be more regular, standard cycle.
- Emergency payroll checks will be replaced by off-cycle payroll payments. These will be paid on Fridays, in between the scheduled biweekly pay days, and will be directly deposited into your account.



# **My January paycheck looks different than my December paycheck. Why is this?**

- Several variables can affect the amount of your January paycheck such as:
  - A change in benefits
  - An FY19 merit raise, which takes effect in January
  - All court ordered deductions such as Child Support, Tax Levy, and Garnishment will be reflected as one Garnishment deduction.



# How do I request leave?

- All faculty and staff will submit leave requests online through the OneUSG Connect Employee Self-Service site.
- You will receive a notice when your leave has been approved, denied or pushed back for more information.
- If you are an exempt employee, your manager must approve your leave in order for the time to be deducted from your leave balance.
- **If you are a non-exempt employee, your manager must approve your leave in order for you to be paid for your time off. If they do not approve your leave, you will not be paid for that leave.**





# How do I approve leave for my employees?

- If you are a manager or supervisor, you will be able to approve or deny leave requests through the OneUSG Connect Employee Self-Service site. You will also be able to "push back" on a leave request and ask for more information before approving or denying it.
- Your employee will receive a notice when their leave has been approved, denied or pushed back for more information.
- You should approve leave for both exempt and non-exempt employees, so the time is deducted from their leave balances.
- **In addition, non-exempt employees must have their leave approved in order for them to be paid for their time off. If you do not approve their leave, they will not be paid for that time off.**



# **Time and Attendance Non-Exempt Employees**

# How do I enter my time?

- Time can be entered through the Kaba clock, the PeopleSoft web clock or by typing your time in your timesheet in the OneUSG Connect Employee Self-Service site. (Unit determined)
- You may also enter time as "pay from schedule." To do this, you will log into the OneUSG Connect Employee Self-Service site and click "Apply Schedule." If you need to make changes to your time, you will make those changes and then submit your time.
- Pay from schedule hours will be recorded as "elapsed time," which will be the total number of hours you worked that day.



# How do I approve my own time?

- Effective December 16, once you submit your time, it is considered approved by you. No further action is necessary.
- Managers or Departmental Time Administrators will approve employee time.



# How do I enter leave and absences?

- You will request leave and absences through the OneUSG Connect Employee Self-Service site, and these will automatically go onto your timesheet.
- **Non-exempt employees: If your leave is not approved by your manager, you will not be paid for this leave.**

# Resources

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Title	URL
Faculty and Staff Guide	<a href="https://onesource.uga.edu/faculty_and_staff_guide/">https://onesource.uga.edu/faculty_and_staff_guide/</a>
Payroll Transition Resource Page	<a href="https://onesource.uga.edu/resources/payroll_transition/">https://onesource.uga.edu/resources/payroll_transition/</a>
System Changes Resource Page	<a href="https://onesource.uga.edu/resources/system_changes/">https://onesource.uga.edu/resources/system_changes/</a>
HCM Business Processes Resource Page	<a href="https://onesource.uga.edu/resources/human_capital_management_business_process_review/">https://onesource.uga.edu/resources/human_capital_management_business_process_review/</a>
Training Resources Page	<a href="https://onesource.uga.edu/resources/training/">https://onesource.uga.edu/resources/training/</a>
September Forums Resource Page	<a href="https://onesource.uga.edu/resources/human_capital_management_sept_forums/">https://onesource.uga.edu/resources/human_capital_management_sept_forums/</a>

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# Recap - Important Changes to Pay Dates

## Monthly and Academic

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## Bi-weekly

- All bi-weekly pay dates will be on Friday.
- Work week will change from Thursday through Wednesday to Sunday through Saturday.
- Hourly work weeks will shift weeks to match the salaried bi-weekly.

**The first bi-weekly pay date in the new system is Friday, January 4, 2019.**

# How can I prepare?

#1: Review the new pay dates and plan for any personal financial adjustments (automatic deductions from your bank account, review your personal bill due dates, no early December 2018 pay dates – plan accordingly for holidays/travel).

#2: Review the [Faculty and Staff Guide](#) as it is the place for important information you need to know.

#3: Reach out to the project coordinator or change champion in your unit if you have questions and/or need information to be prepared.



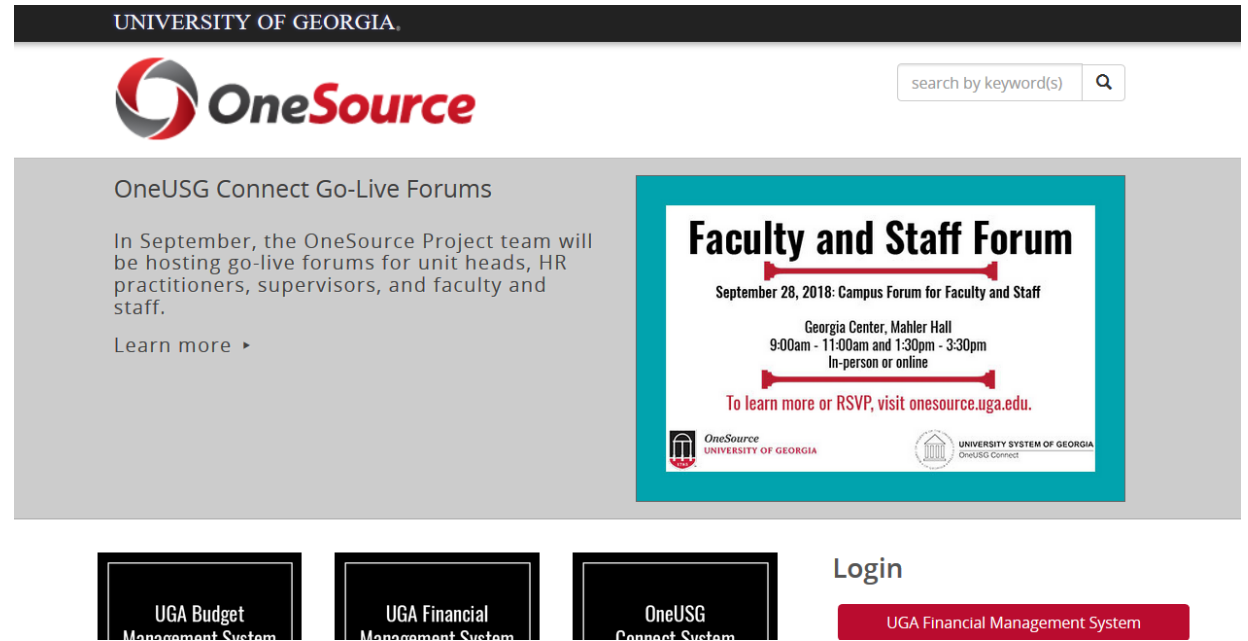
# Questions

## OneSource Information

[onesource.uga.edu](https://onesource.uga.edu)

## Next-Steps:

- This presentation and recording will be posted on the website.
- Check out the Faculty and Staff Guide



The screenshot shows the OneSource website interface. At the top, it says "UNIVERSITY OF GEORGIA." followed by the OneSource logo. A search bar is located in the top right corner. The main content area features a section titled "OneUSG Connect Go-Live Forums" with a text block stating: "In September, the OneSource Project team will be hosting go-live forums for unit heads, HR practitioners, supervisors, and faculty and staff." Below this is a "Learn more" link. To the right is a prominent announcement for a "Faculty and Staff Forum" on September 28, 2018, at the Georgia Center, Mahler Hall, from 9:00am to 11:00am and 1:30pm to 3:30pm, available in-person or online. A call to action says "To learn more or RSVP, visit onesource.uga.edu." At the bottom of the page, there are three navigation buttons: "UGA Budget Management System", "UGA Financial Management System", and "OneUSG Connect System". A "Login" button is also present, which is highlighted in red and labeled "UGA Financial Management System".

