OneUSG Connect
Supervisor, Faculty, and Staff Forums

September 27 and 28, 2018
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.
#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.
#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

<table>
<thead>
<tr>
<th>Pay Date Changes</th>
<th>Academic</th>
<th>Monthly</th>
<th>Salary Biweekly</th>
<th>Hourly Biweekly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Business Day</td>
<td>December, May, Summer School</td>
<td>December</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pay Period</td>
<td></td>
<td>Sunday – Saturday</td>
<td>Sunday- Saturday</td>
<td></td>
</tr>
<tr>
<td>Days between pay period and pay day</td>
<td>6 days (currently 8 days)</td>
<td>6 days (currently 8 days)</td>
<td></td>
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</tr>
<tr>
<td>Pay Date Change</td>
<td></td>
<td>Thursday to Friday</td>
<td>Thursday to Friday Pay Shifts 1 Week</td>
<td></td>
</tr>
</tbody>
</table>
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.
<table>
<thead>
<tr>
<th>Pay Date</th>
<th>Pay Period</th>
<th># of days</th>
<th>Gross</th>
<th>Net</th>
<th>Pay Date</th>
<th>Pay Period</th>
<th># of days</th>
<th>Gross</th>
<th>Net</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/06/18</td>
<td>11/15-11/28/18</td>
<td>14</td>
<td>$1467.44</td>
<td>$769.09</td>
<td>12/06/18</td>
<td>11/15-11/28/18</td>
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<td>12/20/18</td>
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<td>$747.71</td>
<td>12/20/18</td>
<td>11/29-12/12/18</td>
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<td>12/13-12/15/18</td>
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<td>12/27/18</td>
<td>12/13-12/15/18</td>
<td>3</td>
<td>$293.49</td>
<td>$139.78</td>
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<tr>
<td>1/3/19</td>
<td>12/13-12/26/18</td>
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<td>$1467.44</td>
<td>$769.09</td>
<td>1/4/19</td>
<td>12/16-12/29/18</td>
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<tr>
<td>1/17/19</td>
<td>12/27 - 1/9/19</td>
<td>14</td>
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<td>$747.71</td>
<td>1/18/19</td>
<td>12/30 - 1/12/18</td>
<td>14</td>
<td>$1467.44</td>
<td>$747.71</td>
</tr>
<tr>
<td>Pay Date</td>
<td>Pay Period</td>
<td># of days</td>
<td>Gross</td>
<td>Net</td>
<td>Pay Date</td>
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<tr>
<td>12/13/18</td>
<td>11/22-12/5/18</td>
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<td>$480.00</td>
<td>$386.09</td>
<td>12/13/18</td>
<td>11/22-12/5/18</td>
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<td>$480.00</td>
<td>$386.09</td>
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<tr>
<td>12/20/18</td>
<td>12/6-12/19/18</td>
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<td>$386.09</td>
<td>12/20/18</td>
<td>12/6-12/15/18</td>
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<td>$336.00</td>
<td>$277.93</td>
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<tr>
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<td>1/3/19-1/16/19</td>
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<td>$480.00</td>
<td>$386.09</td>
</tr>
<tr>
<td>1/18/19*</td>
<td>12/30-1/12/19</td>
<td>14</td>
<td>$432.00</td>
<td>$350.07</td>
<td>1/4/19*</td>
<td>12/16-12/29/18</td>
<td>14</td>
<td>$240.00</td>
<td>$204.53</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Time Entry Today</th>
<th>Time Entry in OneUSG Connect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kronos Timeclock</td>
<td>Kaba Clock</td>
</tr>
<tr>
<td>Kronos Timestamp (Online Timeclock)</td>
<td>PeopleSoft Web Clock</td>
</tr>
<tr>
<td>Pay From Schedule</td>
<td>Pay From Schedule</td>
</tr>
</tbody>
</table>
Other Key Changes
Employee Self Service

- Employees will go to 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 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
Available until July 1, 2019
View information for 2018 and earlier

New

Website: onesource.uga.edu
Available beginning: December 16, 2018
View information for 2019 and beyond
<table>
<thead>
<tr>
<th>Calendar Year End Key Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>October</strong></td>
</tr>
<tr>
<td>• Oct 1: Faculty Position Postings Deadline</td>
</tr>
<tr>
<td>• Oct 1: Faculty Hiring Proposals Deadline if start date is Nov 1 – Jan 31</td>
</tr>
<tr>
<td>• Oct 1: Position Evaluations (Staff) Deadline</td>
</tr>
<tr>
<td>• Oct 1: Procedures for Emergency Hires available</td>
</tr>
<tr>
<td><strong>November</strong></td>
</tr>
<tr>
<td>• Nov 1: Staff Position Posting Deadline</td>
</tr>
<tr>
<td>• Nov 1: Staff Hiring Proposals Deadline if start date before December 16</td>
</tr>
<tr>
<td>• Nov 1: Position Modification (Faculty and Staff) Deadline</td>
</tr>
<tr>
<td>• Nov 14: UGAJobs suspension period begins</td>
</tr>
<tr>
<td>• Nov 30: WebDFS Personnals Deadline</td>
</tr>
<tr>
<td><strong>December</strong></td>
</tr>
<tr>
<td>• Dec 5: FIRST retired. Replaced by OneUSG Connect and UGAJobs</td>
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<tr>
<td>• Dec 7: UGAIDs Creation Lock-out</td>
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<tr>
<td>• Dec 7: Conversion begins</td>
</tr>
<tr>
<td>• Dec 15: eLeave retired. Replaced by OneUSG Connect. Kronos Timeclocks-Last day to use</td>
</tr>
<tr>
<td>• Dec 16: UGAJobs available</td>
</tr>
<tr>
<td>• Dec 16: Go-Live! Faculty Hiring Proposals with Feb. start date submitted</td>
</tr>
<tr>
<td>• Dec 20: Kronos/MyTime retired. Replaced by OneUSG Connect and Kaba</td>
</tr>
<tr>
<td>• Dec 31: Monthly/Academic Pay Date</td>
</tr>
</tbody>
</table>
FACULTY AND STAFF GUIDE

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

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.

Key Changes FAQs:

- Payroll Changes
- Requesting and Approving Leave
- Time and Attendance Changes
- Benefits
Payroll Transition

Overview:
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:

- 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.

Highlights:
Training Resources

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OneSource

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 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 UGAFMS. More information on downloading and installing the VPN can be found at https://sis.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.
<table>
<thead>
<tr>
<th>Title</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty and Staff Guide</td>
<td><a href="https://onesource.uga.edu/faculty_and_staff_guide/">https://onesource.uga.edu/faculty_and_staff_guide/</a></td>
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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

Next-Steps:

• This presentation and recording will be posted on the website.

• Check out the Faculty and Staff Guide