OneUSG Connect
Go-Live Forums

September 5, 2018
UGA Leadership Forum
Top 3 Things To Know

• Important Calendar Year End Key Dates begin in October.

• All employees will see changes.

• Faculty and staff will depart for the December 2018 holidays and return in January 2019 to entirely new human resources and payroll processes.
### Key Changes

#### Payroll
- All monthly and academic pay dates will now be on the last business day of the month. For December 2018, this will be **December 31, 2018**.
- Work week will change from Thursday through Wednesday to Sunday through Saturday.
- Several variables will affect comparing Dec/Jan paychecks (benefits, merit, paystub will look different).

#### Time and Attendance, Leave
- Leave will be submitted in OneUSG Connect beginning December 16, 2018 for bi-weekly employees.
- Time can be entered through the Kaba clock, the PeopleSoft web clock or by typing your time in your timesheet in OneUSG Connect. Time can also be entered using “Pay From Schedule.”
- Employee submission of time is the equivalent of their approval. Managers will approve employee time.

#### Employee Self Service Personnel Changes
- 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).
- Actions related to position changes and hiring will be completed in UGAJobs. Actions related to funding, time and attendance will be done in OneUSG Connect.
<table>
<thead>
<tr>
<th>October</th>
<th>November</th>
<th>December</th>
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<tbody>
<tr>
<td>• Oct 1: Faculty Position Postings Deadline</td>
<td>• Nov 1: Staff Position Posting Deadline</td>
<td>• Dec 5: FIRST retired. Replaced by OneUSG Connect and UGAJobs</td>
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<tr>
<td>• Oct 1: Faculty Hiring Proposals Deadline if start date is Nov 1 – Jan 31</td>
<td>• Nov 1: Staff Hiring Proposals Deadline if start date before December 16</td>
<td>• Dec 7: UGAIDs Creation Lock-out</td>
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<tr>
<td>• Oct 1: Position Evaluations (Staff) Deadline</td>
<td>• Nov 1: Position Modification (Faculty and Staff) Deadline</td>
<td>• Dec 7: Conversion begins</td>
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<tr>
<td>• Oct 1: Procedures for Emergency Hires available</td>
<td>• Nov 14: UGAJobs suspension period begins</td>
<td>• Dec 15: eLeave retired. Replaced by OneUSG Connect. Kronos Timeclocks-Last day to use</td>
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<tr>
<td></td>
<td>• Nov 30: WebDFS Personnels Deadline</td>
<td>• Dec 16: UGAJobs available</td>
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<td></td>
<td></td>
<td>• Dec 16: Go-Live! Faculty Hiring Proposals with Feb. start date submitted</td>
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<td></td>
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<td>• Dec 20: Kronos/MyTime retired. Replaced by OneUSG Connect and Kaba</td>
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<td>• Dec 31: UGA open</td>
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Faculty and Staff Go-Live Resources

OneSource

FACULTY AND STAFF GUIDE

OneUSG Employee Self-Service site
FAQs for HR Professionals
Important Dates

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
Questions

OneSource Information
onesource.uga.edu
onesource@uga.edu

Next-Steps:

• This presentation and recording will be posted on the website. Follow-up email will be sent when it is posted.

• Calendar Year End Letter: Sept 17
• September Forums: Sept 20, 27, 28