



OneUSG Connect Go-Live Forums

September 5, 2018
UGA Leadership Forum



OneSource
UNIVERSITY OF GEORGIA

onesource.uga.edu

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.

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: UGA open

Faculty and Staff Go-Live Resources

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/
- Page Header:** UNIVERSITY OF GEORGIA
- Logo:** OneSource
- Search Bar:** search by keyword(s)
- Section Header:** FACULTY AND STAFF GUIDE
- Navigation Links (Left Column):**
 - [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
- Main Content (Right Column):**
 - 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

The screenshot displays the OneSource website interface. At the top, it says "UNIVERSITY OF GEORGIA" and features the OneSource logo. A search bar is present with the text "search by keyword(s)". The main content area is titled "Log in to UGA Financial Management System" and includes a note: "Note-Beginning September 6 @ 5 p.m., please use the new login buttons that have been added. This section will be used to start promoting the September Forums beginning September 7." Below the note is a "Learn more" link. A large "Log in" button is prominently displayed, with the text "Login to UGA Financial Management System" underneath it. At the bottom of the page, there are three buttons for "UGA Budget Management System", "UGA Financial Management System", and "OneUSG Connect System". To the right of these buttons is a "Login" section with three red buttons: "UGA Financial Management System", "Budget Management System", and "OneUSG Connect".

