OneUSG Connect System Blackout:
Procedures and Estimated Time
September 28, 2018

Important Dates
- OneUSG Connect Blackout Dates- 12/21 – 12/27
  - System reopens 12/28
- Estimated Time Dates in OneUSG Connect- 12/21 – 12/29
  - Time submission and approval due by 12pm 12/21
  - Do not estimate time for Kaba Employees

Key Communication Points
- OneUSG Connect will be “Blacked Out” and unavailable from 12/21 at 5pm – 12/27
  - The systems comes back up on 12/28
- Time needs to be estimated from 12/21 – 12/29
  - Estimate time using the “Reg” TRC
  - There is no “Estimated Time” TRC in OneUSG Connect
  - Departments will need to track the hours each Non-Kaba employee actually works to reconcile the time on the next payroll.
- **Time must be approved by 12pm on 12/21**
  - UGA Payroll Representatives will be available to assist with this first payroll either on the phone or in person
- The week of estimated time is the same as UGA’s Holiday week, so many employees will not be working
  - This will minimize the needed amount of estimated time
  - Employees who work on the holiday can either “defer” the holiday or be paid for the hours worked in addition to the holiday hours
  - Managers need to manually defer the holiday for the employee to add the time to the “deferred holiday” leave balance
- **Time does not need to be estimated for Kaba employees**
  - Punches from Kaba will continue to flow to the timesheet even during the black out
  - If estimated time is entered for Kaba employees, they will be overpaid
  - Payroll will batch approve time for all Kaba employees at the end of the pay period
- Time should only be estimated for Hourly Benefit Eligible (current 21 Pay Type) not Hourly Non-Benefit Eligible (current 31 Pay Type)
  - This is the same practice that is done today
  - Because the semester has ended, there will be minimal hourly non-benefit eligible employees working
- For Pay From Schedule employees, because holiday is already populated on the timesheet, the “Apply Schedule” button will not be available
- Employees will need to manually enter hours

- Absences that are **not approved will not be paid**
  - Managers need to prioritize logging into OneUSG Connect to approve absences for their employees
- Time adjustments can be added to the payroll 12/30 – 1/12 biweekly payroll paid on 1/18/2018

**Process for First Payroll on OneUSG Connect**

- Managers approve time through 12/29 by 12pm on 12/21
- Central Payroll will batch approve all unapproved time on 12/21 at 4pm
- OneUSG Connect Black Out begins at 5pm on 12/21
- Punches from Kaba are stored in the Kaba Clocks until OneUSG Connect comes back up
  - As soon as the system reopens, all punches will flow to the timesheets
- OneUSG Connect reopens on 12/28
- Central payroll batch approves all additional unapproved time from Kaba on 12/28
- The first payroll load occurs on 12/28
- Central payroll batch approves the remainder of unapproved time worked 12/28 – 12/29 on 12/30
- The payroll is confirmed on 12/31
- Employees are paid their first check from OneUSG Connect on 1/4/2019