Log In to OneUSG Connect
You can access OneUSG Connect on the OneSource homepage at onesource.uga.edu.
Click the OneUSG Connect drop-down to access the system.
When prompted, log in using your MyID and password.

Verify and Update Your Personal Information
From OneUSG Connect Employee Self Service, click the Personal Details tile.
Verify your address, contact details, emergency contacts, and additional information.
You can edit the information, or contact your HR representative if the information is incorrect.

Verify and Update Your Direct Deposit Information
From OneUSG Connect Employee Self Service, click the Payroll tile then click the Direct Deposit tile.
Verify your direct deposit account information is correct.
Click Edit to make any necessary changes.
Click Add Account to add a new account. You can have a maximum of 6 direct deposit accounts.
You can submit direct deposit account changes once a day and you will receive a confirmation email any time you make changes.

Sign Up for an Electronic W-2
To receive your W-2 electronically, you need to sign up in OneUSG Connect Employee Self Service.
You must opt in before December 31 of the current year. Consent only needs to be provided once.
To opt in, visit OneUSG Connect Employee Self Service and click the Payroll tile then click the Taxes tile.
Click the W-2/W-2c Consent link.
Click the box to Check here to indicate your consent to receive electronic W-2 and W-2c forms.
Click Submit.

Add W-4 and G-4 Information
W-4: Access the OneUSG Connect Employee Self Service and navigate to the Taxes tile. Select W-4 tax information and enter the appropriate withholdings. The OneSource Training Library serves as an additional resources to assist in navigation and making the appropriate entries for tax withholding.
G-4: Access the OneUSG Connect Employee Self Service and navigate to the Taxes tile. Select G-4 tax information and enter the appropriate withholdings. The OneSource Training Library serves as an additional resources to assist in navigation and making the appropriate entries for tax withholding.
Graduate Assistants
OneUSG Connect Quick Start

Review Your Pay Stub

Graduate students are paid on the last business day of the month. For a list of pay dates, please view the OneUSG Connect Payroll Calendars on the UGA Payroll website.

From OneUSG Connect Employee Self Service, click the Payroll tile then click the Pay tile.

To view a pay stub, click the arrow next to the appropriate pay date. A Monthly Pay Advice job aid to help you understand the information on your paycheck can be found in the OneSource Training Library on the Quick Reference Materials for Employees page.

• For more detailed instructions on adding/updating direct deposit information and other HR/Payroll tips, please see the OneSource Training Library (training.onesource.uga.edu) under OneUSG Connect HR/Payroll topics >Employee Self Service > ESS for Graduate Assistants.

• For questions or issues, contact OneUSG Connect Support at: oneusgsupport@uga.edu or at 706-542-0202 (option 1).

• Online version: https://onesource.uga.edu/faculty_and_staff_guide/ under Employee Checklists and click on the Graduate Assistants Quick Start.

ADDITIONAL RESOURCES FOR GRADUATE ASSISTANTS