Log In to OneUSG Connect
You can access OneUSG Connect on the OneSource homepage at onesource.uga.edu. Click the red OneUSG Connect button 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.

Verify and Update Your Direct Deposit Information
From OneUSG Connect Employee Self Service, 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 direct deposit 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. You do not need to repeat each year.
From OneUSG Connect Employee Self Service, click the Taxes tile, the W-2/W-2c Consent link.
Click the box for Check here to indicate your consent to receive electronic W-2 and W-2c forms. Click Submit.

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 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.

ADDITIONAL RESOURCES FOR EMPLOYEES

- For questions: OneUSG Connect Support at oneusgsupport@uga.edu or at 706-542-0202 (option 1).
- For more detailed instructions please see the Training Library (training.onesource.uga.edu) under OneUSG Connect > HR/Payroll topics > Employee Self Service > ESS for Graduate Assistants.
- Online version: https://onesource.uga.edu/faculty_and_staff_guide/ under Employee Checklists and click on the Graduate Assistants Quick Start.