

Graduate Assistants

OneUSG Connect Quick Start

ONESOURCE.UGA.EDU

One USG Connect Employee Self Service site will be your one-stop-shop for all your employee information. You can access OneUSG Connect on the OneSource homepage at onesource.uga.edu.

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**.



OneSource
UNIVERSITY OF GEORGIA

ver8.5.19



UNIVERSITY SYSTEM OF GEORGIA
OneUSG Connect