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.

You can edit the information as needed, 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 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.

For more detailed instructions on adding/updating direct deposit information, please see the OneSource Training Library (training.onesource.uga.edu) under OneUSG Connect HR/Payroll topics > Employee Self Service > ESS for Biweekly Non-Benefitted Employees.

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 provide consent each year.

To opt in, visit OneUSG Connect Employee Self Service and click the Taxes tile.

Click 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.
Submit Your Time
For instructions on submitting your time each pay period, please see the OneUSG Connect Time Entry Quick Start for Biweekly Staff at onesource.uga.edu.

Review Your Pay Stub
Biweekly employees are paid every other Friday. For a list of 2019 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 Biweekly 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

- If you have questions or run into issues, contact OneUSG Connect Support at oneusgsupport@uga.edu or at 706-542-0202 (option 1).

- For a link to this printable document, go to the Faculty and Staff Guide URL at https://onesource.uga.edu/faculty_and_staff_guide/ under Employee Checklists and click on the Staff Paid Biweekly Without Benefits Quick Start.