Staff Paid Biweekly With Benefits

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.

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 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 Staff-Biweekly Time Entry Checklist for OneUSG Connect at onesource.uga.edu.

Review and Submit Absences
Absences are any time you take off from work. These can include but are not limited to:
- Vacation
- Sick Leave
- Educational Support Leave
- Jury Duty

To submit absences:
From OneUSG Connect Employee Self-Service, click Time and Absence.

Click Request Absence. Choose the absence type from the drop-down menu. Enter absence Start Date and End Date.

If you are taking leave for only part of the day, click the Partial Days row. Indicate which days are partial and enter the hours.

Enter any necessary comments. Click Submit.

Submitted absence requests are routed to the person to whom you report. Both you and your approver will receive an email notification when the absence is submitted and approved. Your absence requests must be submitted and approved for each pay period. You can request absences for future pay periods if you know you will be out.

For more detailed information, please visit the OneSource Training Library (training.onesource.uga.edu) under OneUSG Connect HR/Payroll Topics > Employee Self Service > ESS for Biweekly Benefitted Employees.

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 With Benefits Quick Start.