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 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 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.
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.

Review Your Pay Stub

Biweekly employees are paid every other Friday. For a list of 2020 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

- 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 Biweekly Benefitted Employees.

- 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 Staff Paid Biweekly With Benefits Quick Start.