

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 \(training.onesource.uga.edu\)](https://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**.



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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*.**

