

OneUSG Connect Go-Live Guide

Key Changes

Payroll	Time and Attendance, Leave	Employee Self Service Personnel Changes
<ul style="list-style-type: none">All monthly and academic pay dates will now be on the last business day of the month. For December 2018, this will be December 31, 2018.Work week will change from Thursday through Wednesday to Sunday through Saturday.Several variables will affect comparing Dec/Jan paychecks (benefits, merit, paystub will look different).	<ul style="list-style-type: none">Leave will be submitted in OneUSG Connect beginning December 16, 2018 for bi-weekly employees.Time can be entered through the Kaba clock, the PeopleSoft web clock or by typing your time in your timesheet in OneUSG Connect. Time can also be entered using "Pay From Schedule."Employee submission of time is the equivalent of their approval. Managers will approve employee time.	<ul style="list-style-type: none">Employees will go to onesource.uga.edu on December 16 to log in to OneUSG Connect.Employees will use OneUSG Connect to access Employee Self Service to complete many actions (Ex. leave request).Actions related to position changes and hiring will be completed in UGAJobs. Actions related to funding, time and attendance will be done in OneUSG Connect.

Calendar Year End Key Dates

October	November	December
<ul style="list-style-type: none">Oct 1: Faculty Position Postings DeadlineOct 1: Faculty Hiring Proposals Deadline if start date is Nov 1 – Jan 31Oct 1: Position Evaluations (Staff) DeadlineOct 1: Procedures for Emergency Hires available	<ul style="list-style-type: none">Nov 1: Staff Position Posting DeadlineNov 1: Staff Hiring Proposals Deadline if start date before December 16Nov 1: Position Modification (Faculty and Staff) DeadlineNov 14: UGAJobs suspension period beginsNov 30: WebDFS Personnels Deadline	<ul style="list-style-type: none">Dec 5: FIRST retired. Replaced by OneUSG Connect and UGAJobsDec 7: UGAIDs Creation Lock-outDec 7: Conversion beginsDec 15: eLeave retired. Replaced by OneUSG Connect. Kronos Timeclocks-Last day to useDec 16: UGAJobs availableDec 16: Go-Live! Faculty Hiring Proposals with Feb. start date submittedDec 20: Kronos/MyTime retired. Replaced by OneUSG Connect and KabaDec 31: UGA open

Faculty and Staff Go-Live Resources can also be found on the OneSource website at https://onesource.uga.edu/faculty_and_staff_guide/.

This presentation and a recording of the Unit Head meeting can be found on the September Forums Resource page at: https://onesource.uga.edu/resources/human_capital_management_sept_forums/.

UGAJobs Unavailable November 14, 2018 – December 15, 2018

Why will UGAJobs be Unavailable during this time?

On December 16, 2018, UGA will begin using the University System of Georgia's unified Human Resources/Payroll system, *OneUSG Connect*. The *UGAJobs* position management module and applicant tracking module will be integrated with *OneUSG Connect* for position management and the creation of all new employee records. To prepare for this integration:

1. UGA's organizational structure within UGAJobs must be rebuilt and prepared for integration;
2. Approximately 15,000-20,000 employee position records (for student worker and other temporary positions which today are not treated as individual positions but are organized as "lump-sum" positions) will have to be created; and
3. Many new data fields to support the integration need to be implemented.

Consequently, all transactions in UGAJobs will be suspended from November 14, 2018 through December 15, 2018.

Key dates, UGAJobs transaction schedule, emergency hire procedures, adjunct faculty appointments, and any information provided in this memo is also available on the [OneSource – System Changes page](#). If you have any questions, please contact UGA Human Resources at 706-542-2222 or hrweb@uga.edu.