Key Changes

- **Payroll**
  - 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).

- **Time and Attendance, Leave**
  - 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.

- **Employee Self Service Personnel Changes**
  - 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

<table>
<thead>
<tr>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 1: Faculty Position Postings Deadline</td>
<td>Nov 1: Staff Position Posting Deadline</td>
<td>Dec 5: FIRST retired. Replaced by OneUSG Connect and UGAJobs</td>
</tr>
<tr>
<td>Oct 1: Faculty Hiring Proposals Deadline if start date is Nov 1 – Jan 31</td>
<td>Nov 1: Staff Hiring Proposals Deadline if start date before December 16</td>
<td>Dec 7: UGAIDs Creation Lock-out</td>
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<tr>
<td>Oct 1: Position Evaluations (Staff) Deadline</td>
<td>Nov 1: Position Modification (Faculty and Staff) Deadline</td>
<td>Dec 7: Conversion begins</td>
</tr>
<tr>
<td>Oct 1: Procedures for Emergency Hires available</td>
<td>Nov 14: UGAJobs suspension period begins</td>
<td>Dec 15: Leave retired. Replaced by OneUSG Connect, Kronos Timeclocks-Last day to use</td>
</tr>
<tr>
<td></td>
<td>Nov 30: WebDFS Personnels Deadline</td>
<td>Dec 16: UGAJobs available</td>
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<td></td>
<td></td>
<td>Dec 16: Go-Live! Faculty Hiring Proposals with Feb. start date submitted</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dec 20: Kronos/MyTime retired. Replaced by OneUSG Connect and Kaba</td>
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<td></td>
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<td>Dec 31: UGA open</td>
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</tbody>
</table>

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.