Staff Paid Biweekly Without 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, 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 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 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.

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☐ Submit Your Time

For instructions on submitting your time each pay period, please see the OneUSG Connect Time Entry Quick Start for Biweekly Staff at **onesource.uga.edu**.

☐ Review Your Pay Stub

Biweekly employees are paid every other Friday. For a list of 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 Non-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 Without Benefits Quick Start*.**