Staff Paid Monthly with Benefits

OneUSG Connect Quick Start

ONESOURCE.UGA.EDU

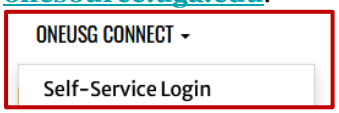
One USG Connect Employee Self Service site will be your one-stop-shop for all your employee information. You can access OneUSG Connect on the OneSource homepage at onesource.uga.edu.

Log In to OneUSG Connect

You can access OneUSG Connect on the OneSource homepage at **onesource.uga.edu**.

Click the **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 the **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 the **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.

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☐ 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 month. You can request absences for future months if you know you will be out.

☐ Review Your Pay Stub

Monthly employees are paid on the last business day of the month. 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 **Payroll** tile then click the **Pay** tile.

To view a pay stub, click the arrow next to the appropriate pay date. A Monthly 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 Monthly 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 Monthly with Benefits Quick Start*.**