

STAFF PAID BIWEEKLY

ONEUSG CONNECT GO-LIVE GUIDE

ONEUSGCONNECT.USG.EDU

Effective June 16, 2019, the OneUSG Connect Employee Self-Service site will be your new one-stop shop for all employee information.

To ensure a smooth transition, please take these steps to confirm that the information listed in OneUSG Connect is correct for you. To Access OneUSG Connect, use the following URL: <https://hcm-ssonehcm.usg.edu>. You are encouraged to save this in your favorites for easy access with each log in.

All employees will require Multifactor Authentication (DUO) to access PeopleSoft. If you do not have that set up, please do so before June 14th following the instructions from Information Technology which may be found at <https://www.augusta.edu/its/duo/>.

Verify and Update your Personal Information

- ✓ From OneUSG Connect Employee Self-Service, click **Personal Details**.
- ✓ Verify your address, contact details, emergency contacts and additional information.
- ✓ Submit your changes, or contact your HR department if the information is incorrect.

Verify Your access to Record Your Time Worked Information

WEB CLOCK USERS – SPECIAL INSTRUCTIONS

- ✓ For any Bi-Weekly paid employee who will be using the OneUSG Connect Web

Clock, be sure you have Duo Multifactor Authentication set up so that you can access the system.

- ✓ Upon arrival to work, access your PC or department's designated computer. Select the OneUSG Connect URL, enter your login and password. You will then receive a "push" from DUO on your mobile device. If you are attempting to log in, accept the DUO request.
- ✓ Once in OneUSG Connect, select Employee Self-Service, web clock, and select "in" to note your start time. (You will follow a similar process when clocking out for your meal break, returning from your meal break and then clocking out at the end of your work day.)

KABA CLOCK USERS

- ✓ If you are using the KABA time clocks, use your AU issued ID Badge to scan your card and select "Clock in" at the KABA clock and your time will be recorded.

For either Web Clocking or Kaba Clocking, you must contact your supervisor/time approver immediately if you miss a punch so that a correction can be entered.

OneUSG Connect
Support

oneusgsupport@usg.edu

1-877-251-2644

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Verify or Update Your Direct Deposit Information

- ✓ From OneUSG Connect Employee Self-Service, click **Direct Deposit**.
- ✓ 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 may have a maximum of ten direct deposit accounts.
- ✓ You may **Add** or **Edit** direct deposit accounts only once daily.
- ✓ You will receive a confirmation email any time you make changes.

Review Your Paystub

- ✓ Your first pay date in OneUSG Connect will be July 5, 2019.
- ✓ From OneUSG Connect Employee Self-Service, click **Pay**. Then, to view a paystub, click the arrow.
- ✓ Only paystubs produced by OneUSG Connect will be listed. To access older paystubs, visit the AU SoftServ Portal.
- ✓ Review and verify your pay stub after every payday.
- ✓ Pay dates for staff paid bi-weekly will be every other Friday according to the published payroll calendar (see calendar for alternate dates due to holidays).

Sign up for an Electronic W-2 for 2019 *(You may complete this step after receiving your first paycheck through OneUSG Connect.)*

- ✓ To receive your 2019 W-2 electronically, you will need to sign up again in OneUSG Connect Employee Self-Service.
- ✓ To opt in, visit OneUSG Connect Employee Self-Service by Dec. 31, 2019.
- ✓ Click **Taxes**.
- ✓ Click **W-2/W-2c Consent**

- ✓ Click the designated box to indicate your consent to receive electronic W-2 or W-2c forms.
- ✓ Click **Submit**.
- ✓ You do not have to repeat consent each year.

Review and Submit Absences *(Applies only to benefits eligible non-exempt staff who earn leave.)*

- ✓ Absences are any time you take off from work, including but not limited to annual leave, sick leave, educational support leave, jury duty, FMLA absences and unscheduled holidays.
- ✓ If you have leave scheduled after July 1, 2019, in TimeNet, you must re- enter this time into the OneUSG Connect Employee Self-Service site.

To Submit Absences

- ✓ From OneUSG Connect Employee Self-Service, click **Time and Absence**.
- ✓ Click **Request Absence**. Then choose the absence type from the drop-down menu and 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 appropriately.
- ✓ Click **Check Leave Balances**.
- ✓ Enter any necessary comments, then click **Submit**.
- ✓ Submitted absence requests are routed to your time and absence approver. This may be your manager, the person you report to or your supervisor. If you are unsure about your approver, please ask your supervisor.

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- ✓ 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 by the end of the bi-weekly pay period. You may request absences for future months well in advance.
- ✓ Leave balances will be updated through June 2019. Your leave balance should be accurate by July 1, 2019; please check leave balances after this date. If you have questions about your leave balance, please contact the leave coordinator for your department.

End of Pay Period Actions

- ✓ You are required to ensure that all leave and absences that you have taken for the pay period are recorded in OneUSG Connect Employee Self-Service.
- ✓ From OneUSG Connect Employee Self-Service, click **Time and Absence**.
- ✓ To verify all leave and absences for the pay period have been recorded, click **Absence Request History**.
- ✓ If necessary, update the **From** and **Through** date ranges. Then click **Refresh**.
- ✓ Verify all absences you had are listed.
- ✓ If all absences have been recorded, no additional actions are necessary.
- ✓ If an absence is missing, click the back button in the upper left corner of the application (not the browser) to return to the **Time** page.
- ✓ Click **Request Absence**. Then follow the steps listed under **Review and Submit Absences**.