OneUSG Connect HR/Payroll
Updates

BAAF

November 2018
OneUSG Connect Update
Thank you!
Help Employees be Successful Today

• Ensure they have ArchPass and can login to employee.uga.edu today

• Post information in your workspace

• Review Deadlines for December for Time and Absences

• Consider employees that aren’t computer savvy or have access to computers

• Make time for training, gather as a group for a webinar, etc.

• Ensure they each get a Go-Live checklist

• Do they know who to contact locally? Do they know how to contact support?
In December 2018, UGA faculty and staff will notice changes to several employee processes, including accessing pay stubs, requesting leave, approving time and more. This guide includes information to help faculty and staff navigate these changes.

As faculty or staff, you will access most of your information through the OneUSG Connect Employee Self-Service page.

If you are an HR professional, please see our page for HR professionals.

Key Changes FAQs:
- Payroll Changes
- Requesting and Approving Leave
- Time and Attendance Changes
- Benefits
Faculty and Staff Checklists

**STAFF PAID MONTHLY**

OneUSG Connect Go-Live Guide

<table>
<thead>
<tr>
<th>ONEUSGCONNECT.USG.EDU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective December 16, the OneUSG Connect Employee Self-Service site will be your one-stop shop for all of your employee information.</td>
</tr>
</tbody>
</table>

- **Review Your Paystub**
  - Pay dates for staff paid monthly will be the last business day of the month.

**STAFF PAID BIWEEKLY WITHOUT BENEFITS**

OneUSG Connect Go-Live Guide

<table>
<thead>
<tr>
<th>ONEUSGCONNECT.USG.EDU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective December 16, the OneUSG Connect Employee Self-Service site will be your one-stop shop for all of your employee information.</td>
</tr>
</tbody>
</table>

- **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 department if the information is incorrect.

- **Verify or Update Your Direct Deposit Information**
  - From OneUSG Connect Employee Self-Service, click Direct Deposit.

**TIME FOR BIWEEKLY STAFF**

OneUSG Connect Go-Live Guide

<table>
<thead>
<tr>
<th>ONEUSGCONNECT.USG.EDU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective December 16, the OneUSG Connect Employee Self-Service site will be your one-stop shop for all of your employee information.</td>
</tr>
</tbody>
</table>

**Enter In and Out fields:**

- **In the In field,** enter the time you started work for that date.
- **In the Out field,** enter the time you ended work for that date.

If your meal breaks are automatically deducted, **click Submit.**

**Confirm** you entered all absence requests for the pay period. If you haven’t, make sure to enter your absence requests. If you have, **click OK.**

**FACULTY**

OneUSG Connect Go-Live Guide

<table>
<thead>
<tr>
<th>ONEUSGCONNECT.USG.EDU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective December 16, the OneUSG Connect Employee Self-Service site will be your one-stop shop for all of your employee information.</td>
</tr>
</tbody>
</table>

- **Review Your Paystub**
  - Pay dates for faculty will be the last business day of the month.

**STAFF PAID BIWEEKLY WITH BENEFITS**

OneUSG Connect Go-Live Guide

<table>
<thead>
<tr>
<th>ONEUSGCONNECT.USG.EDU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective December 16, the OneUSG Connect Employee Self-Service site will be your one-stop shop for all of your employee information.</td>
</tr>
</tbody>
</table>

- **Sign up for an Electronic W-2 for 2019**
  - Your first paystub will be available in OneUSG Connect Employee Self-Service on January 4, 2019.
  - From OneUSG Connect Employee Self-Service, click Pay. To view a paystub, click the arrow.
  - Only paystubs produced by OneUSG Connect will be listed. To access older paystubs, visit UGA’s legacy system, employee.uga.edu.

To receive your 2018 W-2 electronically, you can go in and access the W-2 through UGA’s legacy system, employee.uga.edu.

To receive your 2019 W-2 electronically, you will need to sign up again in OneUSG Connect Employee Self-Service, beginning February 1, 2019. You must opt in before December 31, 2019.

To opt in, visit OneUSG Connect Employee Self-Service.
Pay Dates

Monthly and Academic

• All monthly and academic pay dates will be the last business day of the month.
• Last business day is determined by the USG calendar, not the UGA calendar.
• Key Change: No early pay dates in December or May or any other month.

The December 2018 pay date is December 31, 2018.

Bi-weekly

• All bi-weekly pay dates will be on Friday.
• Pay date will change from Thursday to Friday – this reduces the time between the end of the work week and the pay date!
• Work week will change from Thursday through Wednesday to Sunday through Saturday.
• Hourly work weeks will shift to match the salaried bi-weekly.

The first bi-weekly pay date in the new system is Friday, January 4, 2019.
<table>
<thead>
<tr>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Nov 14: UGAJobs suspension period begins</td>
<td>• Dec 5: FIRST retired. Replaced by OneUSG Connect and UGAJobs</td>
</tr>
<tr>
<td>• Nov 30: WebDFS Personnels Deadline</td>
<td>• Dec 7: UGAIDs Creation Lock-out</td>
</tr>
<tr>
<td></td>
<td>• Dec 7: Conversion begins</td>
</tr>
<tr>
<td></td>
<td>• Dec 15: eLeave retired. Replaced by OneUSG Connect.</td>
</tr>
<tr>
<td></td>
<td>• Dec 15: Kronos Timeclocks-Last day to use</td>
</tr>
<tr>
<td></td>
<td>• Dec 16: UGAJobs available</td>
</tr>
<tr>
<td></td>
<td>• Dec 16: Go-Live!</td>
</tr>
<tr>
<td></td>
<td>• Dec 17: Faculty Hiring Proposals with Feb. start date submitted</td>
</tr>
<tr>
<td></td>
<td>• Dec 20: Kronos/MyTime retired. Replaced by OneUSG Connect and Kaba</td>
</tr>
<tr>
<td></td>
<td>• Dec 31: Monthly/Academic Pay Date</td>
</tr>
</tbody>
</table>
UGAJobs Hold Period Nov 14th

• Reports-To:
  • Review and adjust all Reports-to records as needed.
  • Changes need to be completed through HR by Nov 14th.

• Pending Actions:
  • Complete any pending actions

• Job Codes:
  • Review USG Job Codes for your department’s employees
  • Run reports as needed that include classifications and USG Job Codes

• New Users:
  • Request permissions and access for new users in the system
  • Training refresher for current users and training for new users
WebDFS Deadline Nov. 30th

Help ensure all information is entered for the data conversion early Dec.

• Current employees:
  • Every employee needs to have a funding record that includes January dates.
  • 2700 employees currently without January records.
  • 64% are Graduate Students.

• New employees:
  • Hiring for January: Student workers, Grad Students, etc.
  • If entered in WebDFS, positions will be created automatically in UGAJobs and in OneUSG Connect.

• Do not convert students to LBCLR just for December – they can work 20+ hours during the break.

• Emergency Procedures: Dual Entry into WebDFS and OneUSG Connect will take place for any transactions that do not make it into conversion. Dual Entry will stop on December 20 and everything will be entered into OneUSG Connect going forward.
eLeave Retired December 15th

Enter all Leave for:

Biweekly through Dec 15th
- Any leave for Dec 16th onward needs to be entered directly into OneUSG Connect by the employee, supervisor or T&A Approver
- Leave entries from Dec 16th onward will NOT be converted from eLeave

Monthly/Academic through Dec 31st
- Remember Dec 31st is a working day! Get employees to plan ahead!
- Any leave for Jan 1 onward needs to be entered into OneUSG Connect

Review any leave requests already approved (paper, eLeave, etc.) and communicate to employees how your department will handle entry of these into OneUSG Connect.

Leave balances will not be visible immediately. Employees will get error messages. Prepare them for these.
Retiring Kronos

Dec 12th:
• Estimated Time for Salaried bi-weekly pay period ending 12/12. Approval deadline 3pm on 12/12

December 15th:
• Add adjustments for Salaried Bi-weekly for estimated time for period ending 12/12. Last day for hours and leave in Kronos. If employees are working after midnight clock-in on Kronos on Saturday, Dec 15, also clock-out on Dec 16th in Kronos. This time will be included in the pay period ending 12/15/18.
• Any overtime worked for the “transition” week of Dec 13 – Dec 19 will be paid via OneUSG Connect on January 18, 2019.

December 17th:
• Monday 9am approval deadline for hourly bi-weekly hours 12/6 – 12/15

December 18th:
• Tuesday 9am approval deadline for salaried bi-weekly hours 12/13 – 12/15

December 20th:
• Bi-Weekly paychecks available

December 27th:
• Payroll Office open for paycheck pickup for salaried bi-weekly hours for Dec 13 – 15
• Includes any adjustments for estimated time for Salaried bi-weekly pay period ending 12/12/18.

Kronos licenses will be removed on Dec 22. All Unit Approvers will be given “Read Only” access.
Current Salaried Bi-weekly employees

Begin recording time and leave Sunday, December 16th.

- Who is working the weeks of Dec 16th to 29th? Who is on leave the entire time?
- Do they know they need to enter their time? Do they know which method to learn?
- Time Entry Method: Kaba Timeclock, Webclock, Timesheet, Pay from Schedule

Employees MUST have time/leave/holiday entries to be paid for these dates

- Employees, Supervisors and T&A Approvers can all enter time and absences
- Dec 21st Early cutoff! Estimate time for afternoon of the 21st to 29th in OneUSG Connect
- Apply from Schedule employees – button will not be available for whole time period because of the holiday. Will require manual entry of hours. Run reports to check for blanks.
- Are their supervisors/T&A approvers ready to approve on the 21st?
- Dec 21st at noon - Time and Absences must be approved by (except for Kaba clocks – they continue to clock in and out)
- Central offices will do mass-approvals for this first time period to catch any unapproved entries and Kaba punches
Current Hourly Bi-weekly employees
Begin recording time Sunday, December 16th.

- Who is working the weeks of Dec 16th to 29th? Do they know which method to learn? : Kaba Clock, Webclock, Timesheet, or Pay from Schedule

- Employees MUST have time entries to be paid for these dates
- Employees, Supervisors and T&A Approvers can all enter time
- Are supervisors/T&A approvers ready to approve on the 21st?
- Early cutoff! Time must be entered and approved by noon Dec 21st (except for Kaba clocks – they continue to clock in and out)
- Central offices will do mass-approvals for this first time period to catch any unapproved entries and Kaba punches
Unit Request – Data Validation

Time and Absence Approvers
Schedules including Auto-deduct Lunch
Time Entry method
Time and Absence Dynamic Group Department assignments
Employees on extended leave (FMLA, Military)

System Managers (Initiators) for Departments
Approvers for Departments
Training Resources

Overview:
Training information regarding UGA’s OneSource Project and the PeopleSoft system will need to be shared with the campus community. This page will contain information related to training resources including documents, resources, and presentations.

Important: OneUSG Connect Training information will be added to this page in early October 2018.

Please contact UGA's OneSource Project team at onesource@uga.edu if you have questions about this page.

Highlights:

- OneSource Training Library (Self Service Training): Off campus and non-Athens location users will need to sign in to the VPN to access the OneSource Training Library, as well as the UGA Financial Management System. More information on downloading and installing the VPN can be found at https://its.uga.edu/access_and_security/infosec/tools/vpn/
Training Resources

Do Supervisors know that training is offered and expected?

Overview is a suggested pre-requisite for Supervisors, T&A Approvers and System Managers

Do individuals know the roles they have been assigned?
  System Managers = Initiators/Approvers
  Time and Absence Approvers
  UGAJobs new users and refresher

OneUSG Connect Training:

- Employee Self-Service MB: Monthly Employee with Benefits
- Employee Self-Service BB: Bi-Weekly Employee with Benefits
- Employee Self-Service BNB: Bi-Weekly Employee Without Benefits
- Employee Self-Service FAC: Monthly Faculty with Benefits
- Employee Self-Service GA: Graduate Assistants

OneUSG Connect Overview for Supervisors, Time and Absence Approvers, and System Managers

- Manager Self-Service for Supervisors
- Manager Self-Service for System Managers
- Time and Absence Approvers
- UGAJobs
Training Library
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 8, 2018</td>
<td>HR Departments</td>
</tr>
<tr>
<td>November 1, 2018</td>
<td>Combo Codes</td>
</tr>
<tr>
<td>October 25, 2018</td>
<td>Job Codes and Manage Faculty Events</td>
</tr>
<tr>
<td>October 11, 2018</td>
<td>Position Management</td>
</tr>
</tbody>
</table>
Status Calls

Weekly: November 8 - February 7
Daily: December 17 – January 11
<table>
<thead>
<tr>
<th>Title</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty and Staff Guide</td>
<td><a href="https://onesource.uga.edu/faculty_and_staff_guide/">https://onesource.uga.edu/faculty_and_staff_guide/</a></td>
</tr>
<tr>
<td>Payroll Transition Resource Page</td>
<td><a href="https://onesource.uga.edu/resources/payroll_transition/">https://onesource.uga.edu/resources/payroll_transition/</a></td>
</tr>
<tr>
<td>System Changes Resource Page</td>
<td><a href="https://onesource.uga.edu/resources/system_changes/">https://onesource.uga.edu/resources/system_changes/</a></td>
</tr>
<tr>
<td>Training Resources Page</td>
<td><a href="https://onesource.uga.edu/resources/training/">https://onesource.uga.edu/resources/training/</a></td>
</tr>
<tr>
<td>Status Calls Resource Page</td>
<td><a href="https://onesource.uga.edu/resources/monthly_status_call/">https://onesource.uga.edu/resources/monthly_status_call/</a></td>
</tr>
</tbody>
</table>
# OneUSG Connect Support

<table>
<thead>
<tr>
<th>Issue/Problem</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>ArchPass Duo and VPN support</td>
<td>EITS HelpDesk</td>
</tr>
<tr>
<td>MyID password resets</td>
<td>70-542-3106</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:helpdesk@uga.edu">helpdesk@uga.edu</a></td>
</tr>
<tr>
<td>OneUSG Connect System</td>
<td>706-542-0202</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:oneusgsupport@uga.edu">oneusgsupport@uga.edu</a></td>
</tr>
<tr>
<td>UGA Financial Management System</td>
<td>706-542-0202</td>
</tr>
<tr>
<td>UGA Budget Management System</td>
<td><a href="mailto:oneusgsupport@uga.edu">oneusgsupport@uga.edu</a></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:UGAsource@uga.edu">UGAsource@uga.edu</a></td>
</tr>
<tr>
<td>OneUSG Connect Benefits</td>
<td>Benefit Call Center</td>
</tr>
<tr>
<td></td>
<td>1-844-587-4236</td>
</tr>
</tbody>
</table>

Assistance available by phone M-F, 8am-5pm or 24/7 in the OneSource Training Library