

Employee Quick Guide to OneUSG Connect

Need Assistance?

Contact OneUSG Connect Support for help:



sscsupport@ssc.usg.edu



877-251-2644

View job aids and videos on how to use OneUSG Connect at usg.edu/oneusg_support

Verify and Update Personal Information

- 1 From **Employee Self Service**, click **Personal Details**.
- 2 Verify Address, Contact Details, Emergency Contacts, and Additional Information.
- 3 **Submit** changes or contact your HR department if your information is incorrect.

Sign Up for Electronic W-2

Even if you signed up for electronic W-2 in ADP, you must consent in OneUSG Connect by Dec. 31 of the tax year to receive your W-2 electronically. You do not repeat consent each year.

- 1 From **Employee Self Service**, click **Taxes**.
- 2 Click **W-2/W-2c Consent**.
- 3 Click the box for **“Check here to indicate your consent to receive electronic w-2 and w-2c forms.”**
- 4 Click **Submit**.



Protect Your Personal Information!

Always sign out of OneUSG Connect and close your browser when you're done.

Verify or Update Direct Deposit Information

- 1 From **Employee Self Service**, click **Direct Deposit**.
- 2 Verify your direct deposit account(s) is correct.
- 3 Click **Edit** to make any necessary changes.***
- 4 Click **Add Account** to add a new direct deposit account.

Anytime you change your direct deposit information, you will receive a confirmation email. There is a limit of **5** direct deposit accounts. You may edit and/or add direct deposit accounts once per day.

*** Editing direct deposit accounts is currently only available for institutions with additional sign-in security.

Pay

After each pay period closes, you can retrieve your paystub in OneUSG Connect:

- 1 From **Employee Self Service**, click **Pay**.
- 2 Click on the row to open a PDF file of your paystub.

Only paystubs produced by OneUSG Connect will be listed in the Pay file.



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Submit Absences

Absences are any time you take off from work. This can include vacation, sick leave, educational support leave, voting leave, jury duty, FMLA, and other types of leave if you qualify.

- 1 From **Employee Self Service**, click **Time and Absence**.
- 2 Click **Absence Request**.
- 3 Choose absence type from drop down.
- 4 Enter absence **Start Date** and **End Date**.
- 5 If taking leave for only part of a day, click the **Partial Days** row. Indicate what day(s) are partial and enter hours.
- 6 Enter any necessary comments.
- 7 Click **Submit**.

More About Absences

- ✓ Submitted absence requests are routed to your time approver. Both you and the approver will receive an email notification when timesheets are submitted and approved.
- ✓ Exempt employees will not submit a monthly timesheet, however absence requests must be submitted and approved each month.
- ✓ You can request absences for future months if you know you will be out.
- ✓ All Absence Balances will indicate "0.00" until your first pay period is processed.

End-of-the-Month Actions

As an exempt, benefitted employee, you do not submit a monthly timesheet. You are required to ensure that all leave/absences that you have taken for the month are recorded in OneUSG Connect.

- 1 From **Employee Self Service**, click **Time and Absence**.
- 2 To verify all leave/absences for the month have been recorded, click **Absence Request History**.
- 3 If necessary, update the **From** and **Through** date ranges; click **Refresh**.
- 4 Verify any absences you had are listed.
 - a. If all absences are listed, there are no additional actions you need to take.
 - b. 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**. Follow steps on the left.

