**Employee Email Template**

**Blackout – Pass 1**

**Subject:** Announcement: OneUSG Connect Will Be Unavailable 6 p.m. Mar. 13 – 7 a.m. Mar. 18

Hello Employees:

OneUSG Connect will be unavailable for all University System of Georgia employees from 6 p.m. Friday, Mar. 13, until 7 a.m. Wednesday, Mar. 18 while Cohort 6 (The Georgia Institute of Technology) converts to the OneUSG Connect system. During this time, Employee Self Service and Manager Self Service will not be available.

* Where applicable, time clocks will remain available for use.
* OneUSG Connect - Benefits will remain available to employees and can be accessed from the [USG Faculty and Staff Portal](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fusg.us17.list-manage.com%2Ftrack%2Fclick%3Fu%3D294f06ab620d4b771ced5374c%26id%3D46fafa84f6%26e%3Db300449ec4&data=02%7C01%7Cjules.orcutt%40usg.edu%7C56c489a3fa8843f03d7a08d7aa620630%7C4711f877fb3a4f11aaab3c496800c23d%7C0%7C0%7C637165210293770817&sdata=IpxbpY%2FH4MLH0CpL9kFB3UbzyIAvXZ1seqeQ7%2BPoWRA%3D&reserved=0).
* Note that W-2’s will be unavailable for viewing and printing during this time so please plan accordingly.

**Blackout – Pass 2**

**Subject:** Announcement: OneUSG Connect Will Be Unavailable 6 p.m. Mar. 27 – 7 a.m. Mar. 31

Hello Employees:

OneUSG Connect will be unavailable to all University System of Georgia employees from 6 p.m. Friday, Mar. 27, until 7 a.m. Tuesday, Mar. 31, while Cohort 6 (The Georgia Institute of Technology) converts to the OneUSG Connect system. During this time, Employee Self Service and Manager Self Service will not be available.

* Where applicable, KABA time clocks will remain available for use.
* OneUSG Connect - Benefits will remain available to employees and can be accessed from the [USG Faculty and Staff Portal](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fusg.us17.list-manage.com%2Ftrack%2Fclick%3Fu%3D294f06ab620d4b771ced5374c%26id%3D46fafa84f6%26e%3Db300449ec4&data=02%7C01%7Cjules.orcutt%40usg.edu%7C56c489a3fa8843f03d7a08d7aa620630%7C4711f877fb3a4f11aaab3c496800c23d%7C0%7C0%7C637165210293780813&sdata=HmPAB%2F2bWmQJE%2B8i2ZOV87uNusJcINVLsAS0f%2BFA9gM%3D&reserved=0).
* Note that W-2’s will be unavailable for viewing and printing during this time so please plan accordingly.