Non-Exempt Employee Quick Guide to OneUSG Connect

Need Assistance?

Contact OneUSG Connect Support for help:

oneusgsupport@usg.edu

877-251-2644

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

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 Legacy Administrative System, 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 tile.

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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.

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.
- ✓ All absence requests should be submitted prior to timesheet submissions.
- ✓ You can request absences for future timesheets if you know you will be out.
- ✓ All Absence Balances will indicate "0.00" until your first pay period is processed.

Submit Your Punch Timesheet

Log your start and end times for each day, including meal breaks.

1. From **Employee Self Service**, click **Time and Absence.**
2. Click **Weekly Timesheet.**
3. The current timesheet period should open. Paid holidays and any absences requested should already be reflected in the timesheet. You cannot add any leave or absences directly to the timesheet.
4. Enter **In**, **Lunch,** and **Out** fields

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

   In the **Lunch** field, enter the time you started your meal break.

   In the second **In** field, enter the time you returned from your meal break.

   In the **Out** field, enter the time you ended work for that date.
5. Leave the Time Reporting Code and Quantity fields empty.
6. If desired, click the **Add Comments** bubble icon and enter your comments.
7. Click **Submit.**
8. **Confirm** you entered all absence requests for the pay period. If you haven't, cancel and enter your absence requests. If you have, click **OK.**

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