

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 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.

- 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.

Report Time Using a Web Clock

- 1 From **Employee Self Service**, click **Time and Absence**.
- 2 On the **Time** page, click the **Web Clock** link.
- 3 Record your punch at the following times:
 - a. To punch in at the beginning of your shift, click the **Punch Type** drop down and select **In**.
 - b. To punch out for a meal break, click the **Punch Type** drop down and select **Meal**.
 - c. To punch in when returning from a meal break, click the **Punch Type** drop down and select **In**.
 - d. To punch out at the end of your shift, click the **Punch Type** drop down and select **Out**.
- 4 **Optional:** If you wish to enter comments with your punch, click the **Expand** icon for Time Reporting Elements and **enter your comments**. Leave the Time Reporting Code field blank. This optional step can be done for any punch.
- 5 Click the **Enter Punch** button.
- 6 Click **OK** for the confirmation message.

