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.

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.

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.

Protect Your Personal Information!
Always sign out of OneUSG Connect and close your browser when you’re done.
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.

   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.

4. Click the Enter Punch button.

5. Click OK for the confirmation message.