

New Hire / Newly Eligible Quick Reference Guide



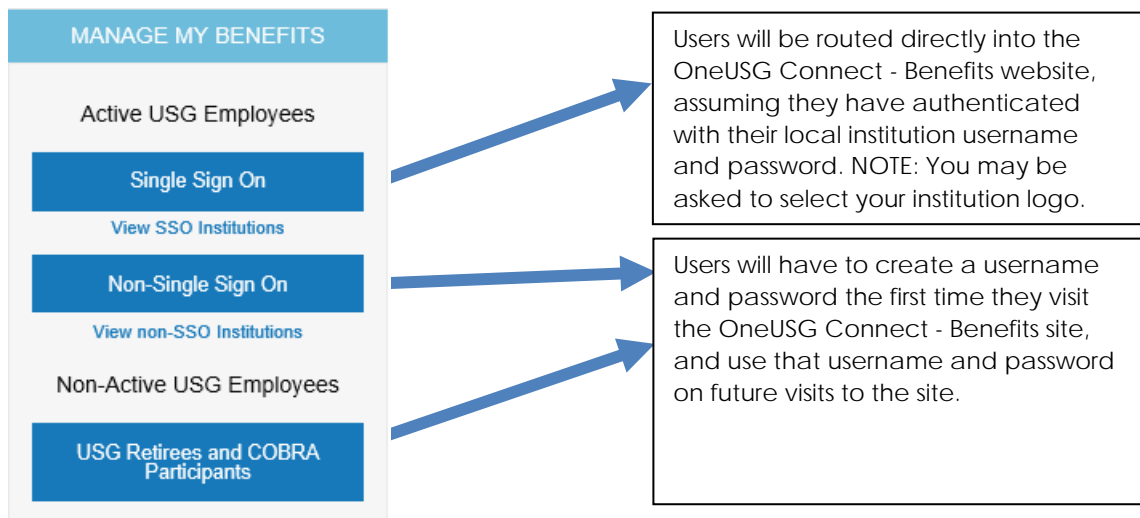
ACCESS THROUGH USG FACULTY & STAFF PORTAL

All University System of Georgia (USG) employees and retirees can access the OneUSG Connect – Benefits website through the USG Faculty & Staff Portal. This portal is also where employees can find links to other useful HR and benefits information, as well as access to the new HR and payroll system, OneUSG Connect, as cohorts go live.

Alternatively, active employees will also have the ability to access the OneUSG Connect – Benefits system directly from their local HR/Payroll systems. Instructions specific to each HR/Payroll system are in subsequent sections of this document.

Step 1: Go to <http://oneusgconnect.usg.edu>

Step 2: On the right side of the page under “Manage Your Benefits” select the access button that applies to the employee or retiree:

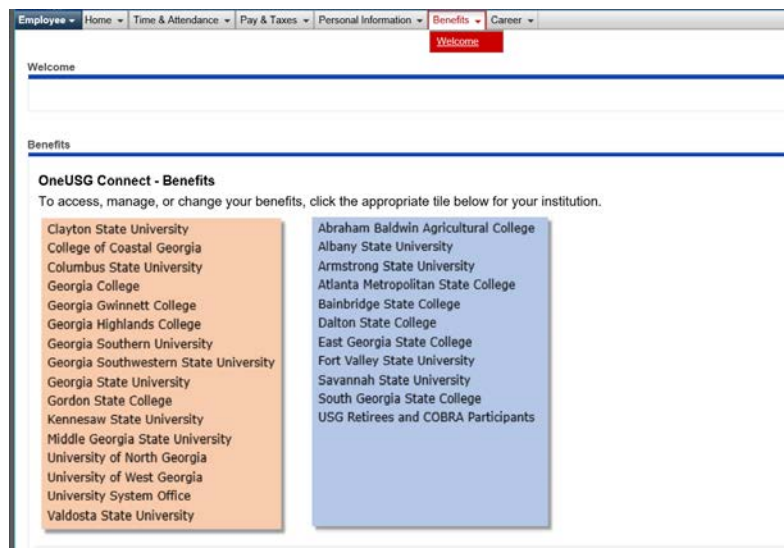


ACCESS THROUGH ADP PORTAL

Employees at ADP institutions, not in Cohort One, will access the OneUSG Connect - Benefits website through the ADP Portal.

Step 1: Log into the ADP Portal: <https://portal.adp.com>

Step 2: Go to the "Benefits" tab. Below is what employees will see on the Benefits page.



Step 3: Click on the tile that includes your institution name. Institutions are separated into two groups depending on their local institution's security approach.

Users from institutions in the **orange**, Single Sign-On, box will be routed directly into the OneUSG Connect - Benefits website, assuming they have authenticated with their local institution username and password.

Users from institutions in the **blue**, non-Single Sign-On, box will have to create a username and password the first time they visit the OneUSG Connect - Benefits site, and use that username and password on future visits to the site.

NOTE: institutions currently on the non-Single Sign-On tile will move to the SSO tile as their institution's local identify management system is configured for single sign-on.

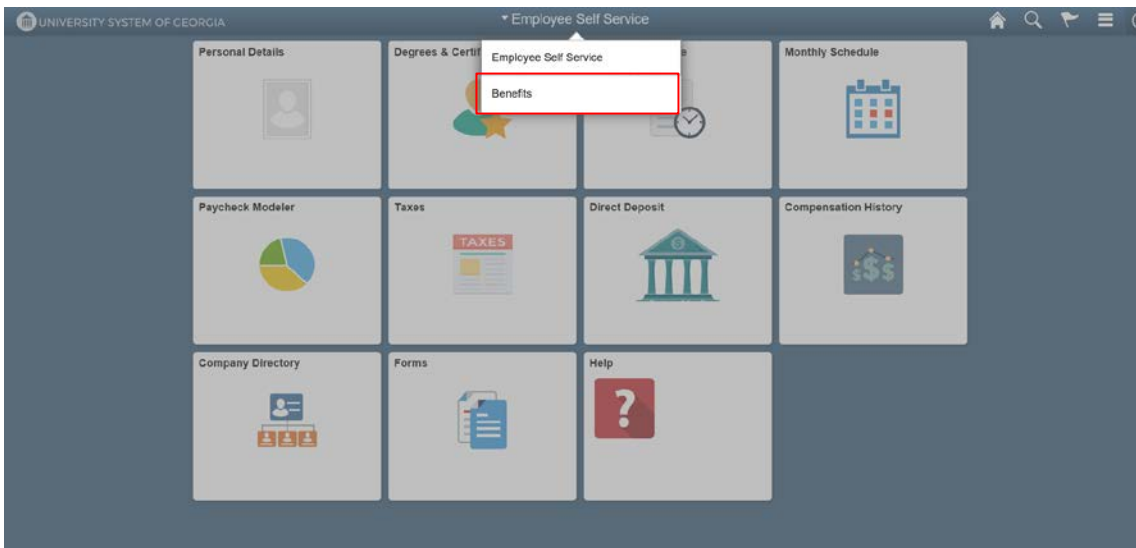


ACCESS THROUGH ONEUSG CONNECT

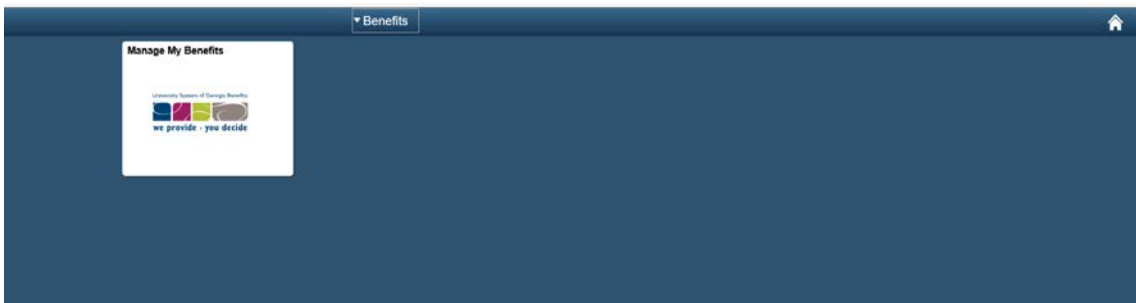
Employees already on the OneUSG Connect HR and payroll system can access benefits using Single Sign-On

Step 1: Single Sign-On into OneUSG Connect

Step 2: Select the top/center drop down and select "Benefits"



Step 3: Select the "Manage Your Benefits" tile.



NEWLY ELIGIBLE BUSINESS PROCESS FLOW

1. Employee is hired or moved into an eligible benefits status.
2. HR/Payroll department sends employment data to the OneUSG Connect - Benefits via the HR file.
3. If employee determined benefits-eligible, OneUSG Connect - Benefits triggers the Newly Eligible enrollment event and kit.
4. Employee receives the enrollment information via email and mail.
5. Employee can enroll in benefits through the OneUSG Connect - Benefits Call Center or online at the OneUSG Connect - Benefits website.
6. OneUSG Connect - Benefits processes the enrollment event.
7. OneUSG Connect - Benefits records the employee's elections, calculates payroll deductions, and sends the confirmation kit and confirmation email.
8. OneUSG Connect - Benefits sends eligibility files to the carriers.
9. If applicable, the carrier sends ID cards to the employee.

PROCESSING TIMING

- HR files are sent daily.
- Enrollment events are triggered within 24 hours of receipt of employment data.
- Enrollment materials are sent within 24 hours of the event triggering.
- Confirmation materials will be sent within 24 hours of the event closing (elections complete or closing by default).
- Eligibility files will be sent to the carriers on the next carrier file.
- New payroll deductions will be sent on the next weekly payroll file.

