OneSource

Benefits
OneUSG Connect

OneSource
UNIVERSITY OF GEORGIA

UNIVERSITY SYSTEM
OF GEORGIA

website: onesource.uga.edu
email: oneusgsupport@uga.edu
support desk: 706-542-0202

1

Objectives

By the end of this course, you will be able to:

- Understand how the implementation of OneUSG Connect will connect with the Alight Benefits System

- Understand how to access the Alight Benefits System through OneUSG Connect

2

2

Accessing Employee Self Service and Benefits Information

OneUSG Connect

Benefit Changes

What benefits changes happen with OneUSG Connect?

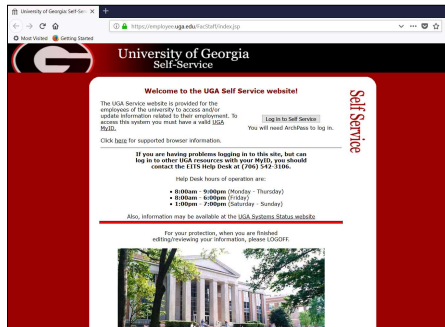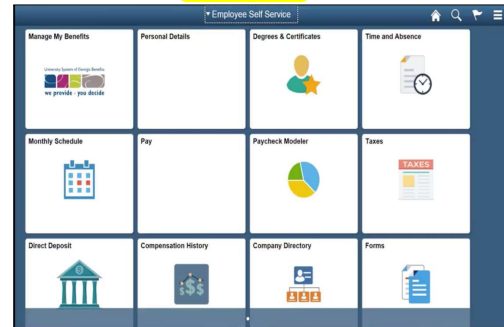| Now and forward	New	New	New
Benefits enrollment is already jointly managed in OneUSG Connect Benefits and UGA Central HR.	Parts of the benefits administration process will move to a standard technology solution supported by OneUSG.	OneUSG Connect solution for benefits reconciliation and for sending funds to employees' retirement and savings plan accounts.	Section 529 plans will move to an online enrollment via OneUSG Connect Employee Self-Service.

4

Employee Self Service (ESS)

Current

Website: employee.uga.edu
Available until July 1, 2019
View information for 2018 and earlier

Website: onesource.uga.edu
Available beginning: December 16, 2018
View information for 2019 and beyond

OneUSG Connect Minimum Requirements

Browser minimum requirements

Apple Safari for OS X:	10.x
Google Chrome for Windows:	58.x
Microsoft Internet Explorer:	11.x
Mozilla Firefox:	52 ESR, 53.x
Microsoft Edge:	39.14986

Mobile browser minimum requirements

iPhone
Apple Safari for iOS: 10, 11

iPhone 4 or older and the original iPad do not meet minimum iOS requirements to access OneUSG Connect.

Android
Google Chrome for Android: 6.x, 7.x, 8.x

You will be able to access ESS from any internet access point, on campus or at home.
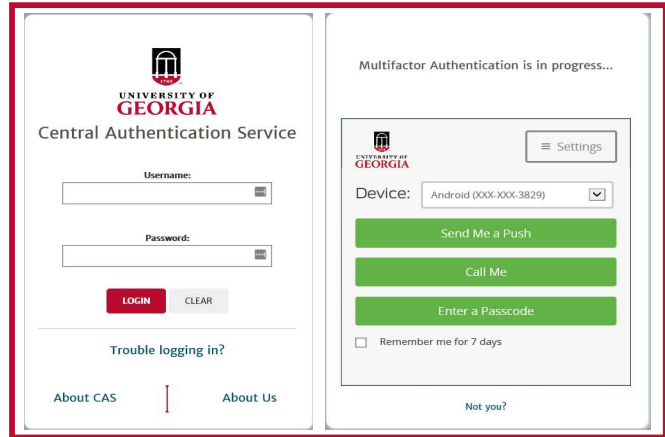
Logging Into OneUSG Connect

Steps:
1. On or after December 16, visit *onesource.uga.edu* and click on the OneUSG Connect LOGIN button.
2. Click your institution logo (Single Sign On = SSO)
3. Sign in using your MyID and password and ArchPass Duo.

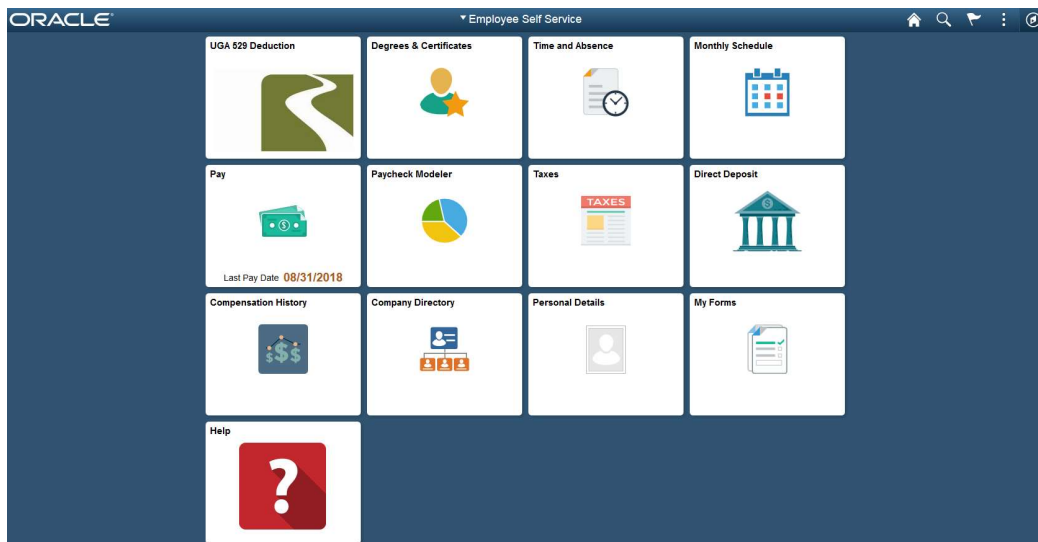No need to remember a new username and password!

Access OneUSG Connect:
UGA MyID + Archpass
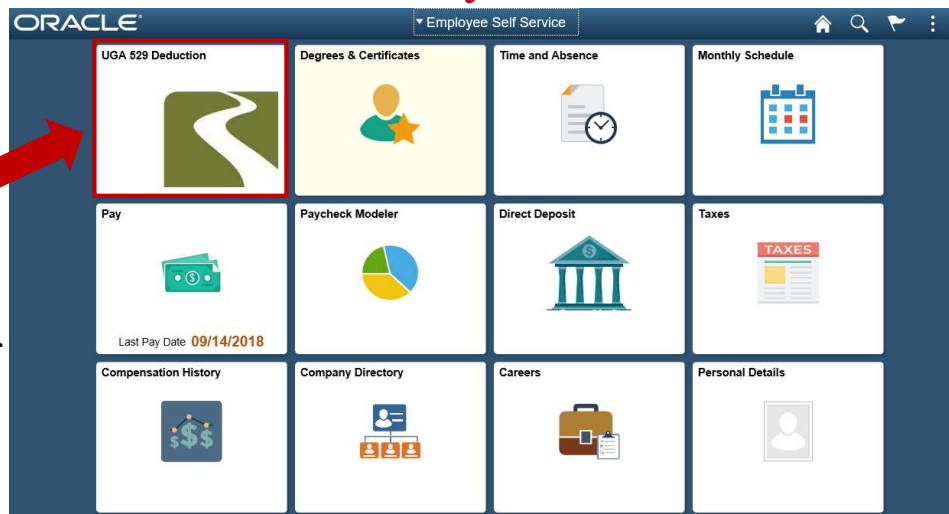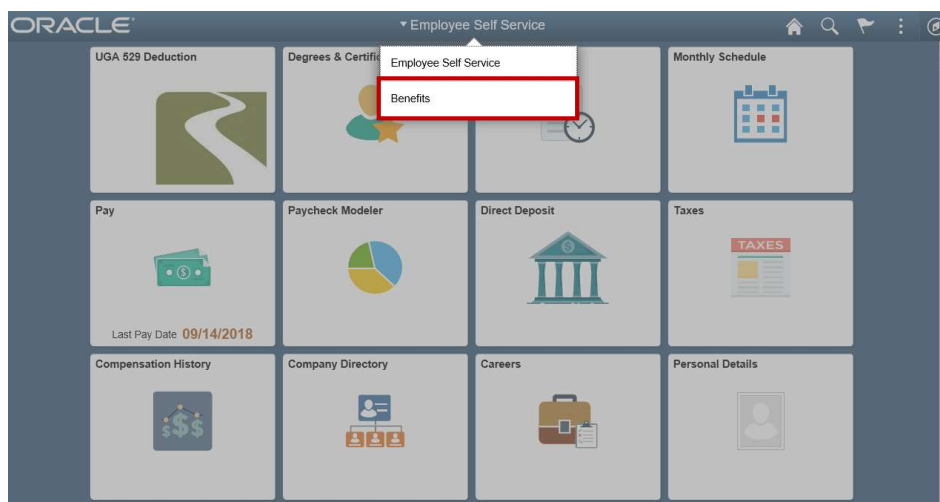
7

HomePage: Employee Self Service

8

OneUSG Connect Faculty & Staff Portal

Section 529 plans will be accessible through the OneUSG Connect Employee Self Service portal.
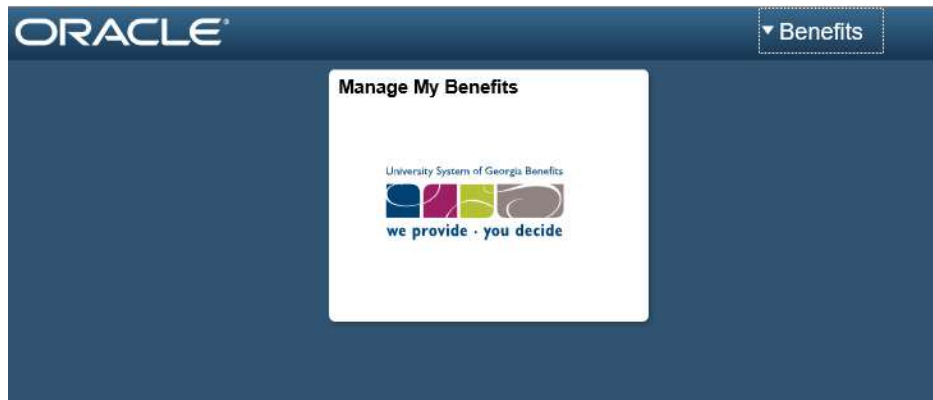

9

HomePage: Benefits

10

HomePage: Benefits
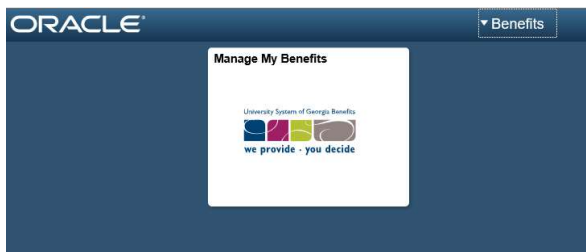

OneUSG Connect contains a Manage My Benefits tile.

Managing Benefits

Employees can click on the Manage My Benefits tile to log into the OneUSG Connect Benefits portal.

Once in the benefits portal, employees may do the following as appropriate:

- View benefits elections
- View information about benefits plans
- Enroll in benefits
- Make changes to benefits
- Update beneficiaries

403b and 457 Plans

- All employees (except student employees) may contribute to 403b or 457 plans.
- It is important to note that employees cannot make adjustments to their 403b or 457 accounts through OneUSG Connect. This must be done through Retirement Manager.
- You can access the Retirement Manager guide at: https://hr.uga.edu/_resources/pdf/RM_Quick_Reference_Guide.pdf
- You can also contact 706-542-2222 to speak with a Benefits Consultant for further assistance.

13

13

This Photo by Unknown Author is licensed under CC BY-SA

Accessing Alight Benefits System through OneUSG Connect

14

14

What To Do Now

Benefits

UNIVERSITY SYSTEM
OF GEORGIA

website: onesource.uga.edu
email: oneusgsupport@uga.edu
support desk: 706-542-0202

15

Resource for all Changes

Get the Faculty and Staff Guide to OneUSG Connect changes:

• Payroll changes

• Time and attendance changes

• Changes regarding leave requests and approvals

• Changes regarding benefits enrollment and life event changes

https://onesource.uga.edu/faculty_and_staff_guide/

Share with your colleagues!

16

16

Preparing for December 16

1. Review the new pay dates and plan for any personal financial adjustments (automatic deductions from your bank account, reviewing your personal bill due dates, no early December 2018 pay dates, planning accordingly for holidays/travel).
2. Review the Faculty and Staff Guide for important information you need to know.
3. Reach out to the project coordinator or change champion in your unit if you have questions or need information to be prepared.
4. Enable Archpass Duo (if you haven't already)
5. Review the Training Library tutorials and attend additional training (if applicable)
6. On the 16th – log in and review your direct deposit information and personal information

17

17

Tech Tips

If something doesn't seem to be working correctly in the system, try the following:

1. Switch browsers.
2. Clear the cache in your browser (see Training Library for more info on how to do this in each type of browser).
3. Sign out and sign in again.
4. Take a break.
5. If all else fails, no worries! Contact the OneSource Service Desk at 706-542-0202.

18

18

Getting Help

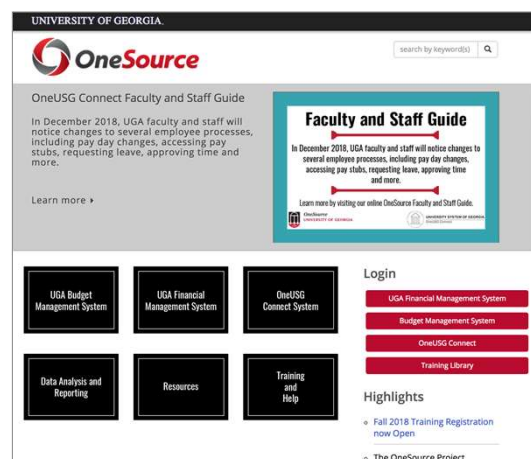| Issue/Problem	Contact
ArchPass Duo and VPN support MyID password resets	EITS HelpDesk 706-542-3106 helpdesk@uga.edu
Using the OneUSG Connect System	706-542-0202 oneusgsupport@uga.edu
UGA Financial Management System UGA Budget Management System	706-542-0202 onesource@uga.edu
OneUSG Connect Benefits	Benefit Call Center 1-844-587-4236
Assistance available by phone M-F, 8am-5pm or 24/7 in the OneSource Training Library	

19

19

Contact Us

onesource.uga.edu

oneusgsupport@uga.edu

706-542-0202

OneSource
UNIVERSITY OF GEORGIA

UNIVERSITY SYSTEM OF GEORGIA

website: onesource.uga.edu
email: oneusgsupport@uga.edu
support desk: 706-542-0202

20