



## Employee Self Service BNB for Biweekly Employees without Benefits OneUSG Connect



OneSource  
UNIVERSITY OF GEORGIA



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OF GEORGIA

website: [onesource.uga.edu](http://onesource.uga.edu)  
email: [oneusgsupport@uga.edu](mailto:oneusgsupport@uga.edu)  
support desk: 706-542-0202

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### Objectives

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

- Understand the functionality of OneUSG Connect, the new HR/payroll system
- Understand changes in policy and procedures relating to the implementation of OneUSG Connect
- View and update personal information in OneUSG Connect, including your direct deposit information
- Use OneUSG Connect Employee Self-Service for time entry

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## Self Service Course Formats

**Employee Self Service** courses based on how employees will use the system:

Courses Offered	Formats Available
<ul style="list-style-type: none"> <li>• Biweekly Benefitted</li> <li>• Biweekly Non-benefitted</li> <li>• Monthly Benefitted</li> <li>• Faculty</li> </ul>	<ul style="list-style-type: none"> <li>• In person sessions</li> <li>• Recorded sessions</li> <li>• Interactive webinars</li> <li>• Self Service tutorials</li> </ul>
<ul style="list-style-type: none"> <li>• Graduate Assistants</li> </ul>	<ul style="list-style-type: none"> <li>• Recorded sessions</li> <li>• Interactive webinars</li> <li>• Self Service tutorials</li> </ul>

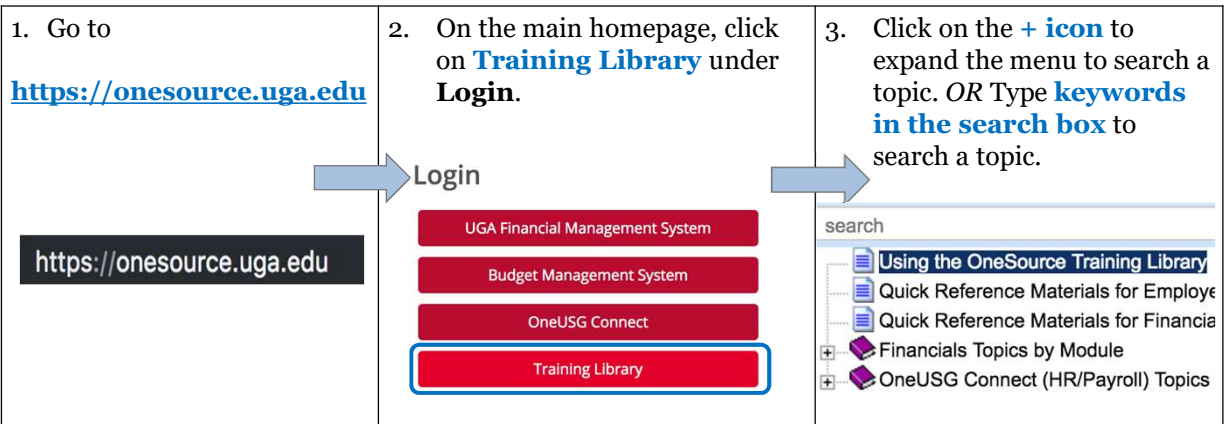
OneSource Training Library tutorials are located at: <https://training.onesource.uga.edu>

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## How to Get to the OneSource Training Library

- Go to <https://training.onesource.uga.edu>

**OR**



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# Introduction

Employee Self Service BNB



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## What is OneUSG Connect?



Business transformations across Finance and HR

UGA Budget  
Management System

Jan 2, 2018  
July 2, 2018  
Spring 2019

UGA Financial  
Management System

July 2, 2018

**OneUSG  
Connect**

**December 16, 2018**

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## OneUSG Connect

- OneUSG Connect is a University System of Georgia initiative to develop and implement streamlined human resources and payroll policies, procedures, and technology solutions that benefit all USG institutions.
- Implementation of OneUSG Connect will align UGA with other USG institutions.
- UGA is the 24th USG institution to go through this transition.

*OneUSG Connect was implemented at UGA  
December 16, 2018*

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## OneUSG Connect

- Human Capital Management (HCM) software refers to applications that are intended to help an organization manage and maintain its workforce.
- HCM integrates payroll, time-sheet, absence management, etc. into one platform.
- OneUSG Connect uses the Oracle PeopleSoft HCM suite of applications, which integrates with other UGA systems, including the new UGA Financial Management and UGA Budget Management Systems.

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## Benefits of OneUSG Connect for Employees

- Provides one system for all employee actions, including time entry
- No longer requires employees to log in to approve time – submission of time is the equivalent of their approval
- Provides the opportunity to use the paycheck modeler to see how different deductions would impact your paychecks
- Requires only one level of approval for time worked
- Allows tracking and monitoring of transaction status and provides notifications when a request is approved or denied

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## OneUSG Connect Functionality

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## OneUSG Connect Modules

### Time & Labor

- Includes employee time and the approval of that time.

### Absence Management

- Includes the management of absence time such as vacation, sick, and leaves of absence for all faculty and staff.

### Payroll

- Includes how an employee is paid and how pay is managed and processed.

### Self-Service

- Allows employees to perform routine tasks and managers to initiate and approve transactions for their employees.

### Faculty Events

- Includes details regarding faculty promotion, tenure, eligibility, and special titles.

### Workforce Administration

- Includes information regarding the lifecycle of a person and position details.

### Benefits

- Consolidation and coordination of benefits processes across the USG.

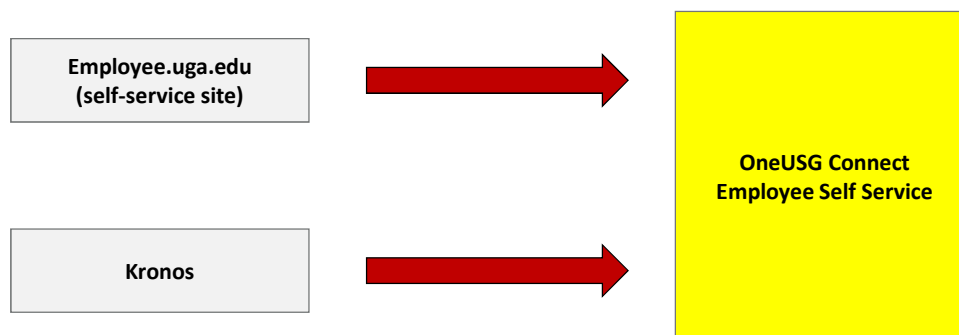
### Commitment Accounting

- Includes how to distribute and account for payroll. How to connect labor distribution in OneUSG Connect to the UGA Financial Management System.

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## Past to Current Systems



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## OneUSG Connect Users

Access to various screens in the OneUSG Connect system is limited by security roles assigned to the user.

### **Automatically assigned roles:**

- Employee
- Faculty
- Unit Managers (HR “Reports To” Supervisors)

### **Assigned roles:**

- Time & Absence Approvers
- System Managers (Initiators)
- Departmental Approvers
- Central Office Practitioners

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## Employees

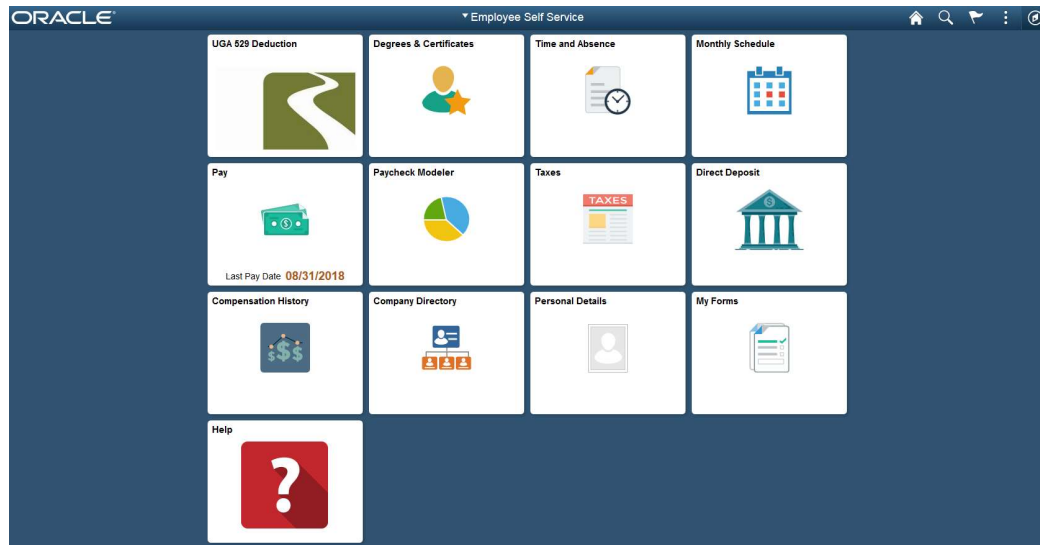
All UGA employees must access the OneUSG Connect Employee Self Service page to:

- Enter time worked
- View pay stub information
- Enter and update direct deposit tax information
- View and update W4 and G4 information

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## HomePage: Employee Self Service



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## HR Reports-To Supervisor

**Reports-To Supervisor:** The manager that an employee “reports to” is auto-assigned from HR Data (UGAJobs). **Every employee has a “reports-to” supervisor.**

Reports-To Supervisors can:

- Approve time entries
- Delegate transactions so that others may act on their behalf for a specified time period
- View information relating to their team

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## Time & Absence Approvers

**Time & Absence Approvers** are employees who have the ability to approve time and absence requests for employees who do not report to them, as back-ups to the Reports-To Supervisor. **Every employee has a time and absence approver in addition to his/her Reports-To Supervisor.**

Time and Absence Approvers will use the system to:

- Approve time and absence requests
- Enter time on behalf of an employee

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## Accessing Employee Self Service

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## All employees will see changes.

Some changes you will encounter depend upon whether you are:

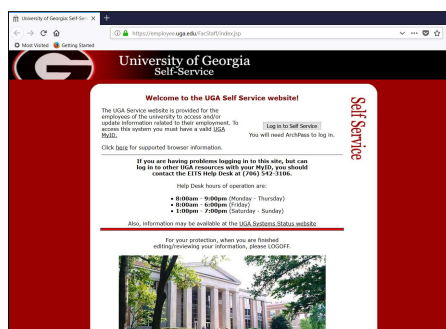
- Paid monthly or bi-weekly
- Eligible or not for benefits

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## Employee Self Service (ESS)

### Previous



Website: [employee.uga.edu](http://employee.uga.edu)  
Available until June 30, 2019  
View information for 2018 and earlier

### Now



Website: [onesource.uga.edu](http://onesource.uga.edu)  
View information for 2019 and beyond

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## 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. Firefox and Chrome have been found to be the most reliable browsers for OneUSG Connect.

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## Logging Into OneUSG Connect

### Steps:

1. Visit [onesource.uga.edu](http://onesource.uga.edu) and click on the OneUSG Connect LOGIN button.
2. Select the UGA 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**

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## Navigating in OneUSG Connect

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## 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.

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## Payroll

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## Pay Dates Changes for Biweekly Employees

- All bi-weekly paid staff are now paid every other **Friday** (starting January 4, 2019)
- The new work week is Sunday through Saturday
- **Key Change:** No early pay dates will occur in December, May, or any other month.

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## Pay Date and Work Week Changes Summary (Effective December 16, 2018)

	Academic	Monthly	Salary Biweekly	Hourly Biweekly
Pay Date Last Business Day	December, May, Summer School	December		
Pay Period			Sunday – Saturday	Sunday- Saturday
Days between pay period and pay day			6 days (currently 8 days)	6 days (previously 8 days)
Pay Date Change			Thursday to Friday	Now Friday

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## Payroll Changes

- **All employees are required to use direct deposit to receive their paychecks**
  - Exceptions: Federal work study students, unbankable employees, and off-cycle payroll payments
  - Newly-hired employees have 30 days to sign up from their first day of work
- Pay stubs are accessed in the new system and show more information than in the previous system
- W4 and G4 tax information can be changed by the employee in OneUSG Connect

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## New Direct Deposit Options

- Your Direct Deposit account information has been migrated to OneUSG Connect
- Now, you may add up to 6 direct deposit accounts
  - Select percentages (%) or set amounts
  - If you have more than one account, you will select the order in which you want the deposits to be taken from your check
  - One account listed on the page in OneUSG Connect must have a "Deposit Type" of *Balance of Net Pay*. This account will receive any money that is left over after amounts are contributed to all other accounts.

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## Direct Deposit Changes

**Important:** You can make only one submission per day to change your direct deposit information.

You can add accounts, delete accounts, change deposit amounts and then press "submit" to apply the change. Once you press Submit, you can make no further changes until the following day.

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– Viewing Your Pay Stub  
Biweekly Employees

Using the Paycheck  
Modeler

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Entering/Updating Direct  
Deposit Information

Updating Your W-4  
Withholding Information

Updating Your G-4  
Withholding Information

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# Take a breath!



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## Time Entry

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## Time Entry Changes

- Your method of time entry has been determined by your unit or department.
- Your unit has chosen one of the following options:
  1. KABA biometric clock (use your fingerprint to identify yourself)
  2. PeopleSoft Web Clock
  3. Entering your time into a timesheet in OneUSG Connect
  4. “Pay from Schedule”

**If you have questions about which method your unit has chosen to use, contact your supervisor or project coordinator.**

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Using the PeopleSoft Web Clock

Manually Entering Your Time

Reporting Time Using Pay From Schedule

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## Reported Time vs. Payable Time

In OneUSG Connect, **Reported Time** refers to time that has been reported on the timesheet without any “time & labor rules” applied.

**Reported Time**

1. **Manager approves**
2. **Time Admin process runs**  
(every 2 hours)

**Payable Time**

**Reported Time** becomes **Payable Time** after (1) the manager approves it and (2) the Time Admin process runs in the system. For example, hours worked over 40 do not show up as overtime in **Reported Time** (50 hours = 50 hours).

**Payable Time** has time & labor rules applied. For example, overtime shows in **Payable Time**. 50 hours = 40 hours of regular time + 10 hours of overtime.

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## Daybreak Changes

- In the previous system, daybreak was at midnight, so your hours were attributed to the day you worked.
- In OneUSG Connect, daybreak is at the beginning of your shift, so all hours will be attributed to the day you clock in.
- Signing in early vs. signing in late may impact your total number of work hours for that week.
- Shift differentials will be manually added by the department/unit (ex: holidays and weekends).

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## Time Approvals

- Once an employee enters time, it is considered “approved” by the employee and no additional time card approval is required by the employee
- Reports To Supervisors (or Time & Absence Approvers as back-ups to the Reports To) will approve time in the OneUSG Connect system
- **Unapproved time will be uncompensated until approvals are completed. Once approved, it will be paid out on a later check.**

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## Other Changes

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## Job Titles

- Until December 16, 2018, we had three job titles: Working Title, USG Job Code, and UGA Job Classification (ex: Student Affairs Prof IV)
- Now, your Working Title will be your official UGA job title. The UGA job classification code will be replaced with the USG job code.

### What does this mean for you as an employee?

- There are no changes to salary or pay rates
- Your Working Title will be your official UGA job title. This is the one you will be recognized by on campus, can use on business cards, will show up in the UGA directory, would use in an email signature, etc.
- In OneUSG Connect, you will see your USG "job code" under your name, rather than your UGA job classification.
- For more information on this, please visit the Job Codes Resource page on the OneSource website: [https://onesource.uga.edu/resources/job\\_codes/](https://onesource.uga.edu/resources/job_codes/)

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## Resource for All Changes

Review the **Faculty and Staff Guide** to OneUSG Connect changes

[onesource.uga.edu](https://onesource.uga.edu)

The screenshot shows the OneSource website interface. At the top left is the OneSource logo. To its right is a search bar with the placeholder text "search by keyword(s)" and a magnifying glass icon. Below the logo, there is a section titled "OneUSG Connect Faculty and Staff Guide" with a brief description: "Beginning December 16, 2018, UGA faculty and staff will notice changes to several employee processes, including pay day changes, accessing pay stubs, requesting leave, approving time and more." Below this text is a link that says "Learn more ►". To the right of this text is a large graphic with a teal border. The graphic has the title "Faculty and Staff Guide" at the top, followed by a red double-headed arrow, then the text "The OneUSG Connect System is live.", another red double-headed arrow, and finally the text "Learn more by visiting our online OneSource Faculty and Staff Guide." At the bottom of the graphic are two logos: the OneSource University of Georgia logo on the left and the University System of Georgia OneUSG Connect logo on the right. A red arrow points from the right side of the graphic towards the text "Learn more by visiting our online OneSource Faculty and Staff Guide."

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## What To Do Now

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## Going forward with the new system

1. If you haven't already, log in and review your direct deposit information, tax information, and personal information
2. Be aware of your new pay dates  
(every other Friday starting January 4, 2019)
3. Review the **Faculty and Staff Guide** for important information you need to know.
4. Review the **Training Library** tutorials and attend additional training (as available) ([training.onesource.uga.edu](http://training.onesource.uga.edu))

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## 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 <a href="mailto:oneusgsupport@uga.edu">oneusgsupport@uga.edu</a>
UGA Financial Management System UGA Budget Management System	706-542-0202 <a href="mailto:onesource@uga.edu">onesource@uga.edu</a>

Note different email addresses for help

Email and phone assistance available by phone M-F, 8am-5pm  
or 24/7 in the OneSource Training Library

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## Learning Opportunities

*onesource.uga.edu*

- [OneSource Resources Web Pages](#)
  - By topic
  - Recorded sessions and forums
  - Documentation
- [OneSource Training Library](#)
  - Self Service
  - Recorded
  - Interactive Webinar
  - In Person



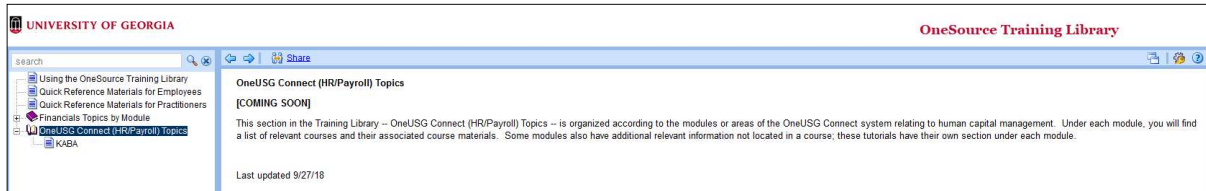
Training Library

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# Learning Opportunities: Training Library





<https://training.onesource.uga.edu>



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## Different Modes in the OneSource Training Library

 See It!	 Try It!	 Do It!	 Print It!
<b>View a video of a topic</b> <ul style="list-style-type: none"> <li>The video changes frames every 5 seconds.</li> <li>You can pause the player if you need more time on a slide.</li> <li>You can press <b>Enter</b> if you want to advance more quickly.</li> </ul>	<b>Simulate actions and practice</b> <ul style="list-style-type: none"> <li>In the soon-to-be-released system, you can follow the steps to practice completing a specific task, entering values into the simulated system if necessary.</li> </ul>	<b>Coach you through the steps</b> <ul style="list-style-type: none"> <li>You can use this mode to open a topic in a small window while completing a task.</li> <li>You can keep this window in the forefront while working on your designated UGA page.</li> </ul>	<b>Print the Job Aid of a topic</b> <ul style="list-style-type: none"> <li>You can save, download, and print the Job Aid of a topic as a reference.</li> </ul>

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## Questions



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## Contact Us

- **Attendance and Evaluation:**

- <http://bit.ly/ESSBNB>



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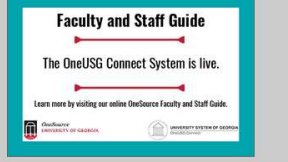
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### OneUSG Connect Faculty and Staff Guide

Beginning December 16, 2018, UGA faculty and staff will notice changes to several employee processes, including pay day changes, accessing pay stubs, requesting leave, approving time and more.

Learn more »



UGA Budget  
Management System

UGA Financial  
Management System

OneUSG  
Connect System

### Login

UGA Financial Management System

Budget Management System

OneUSG Connect

Training Library

Data Analysis and  
Reporting

Resources

Training  
and  
Help

### Highlights

Help



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