



Employee Self Service BB for Biweekly Benefitted Employees OneUSG Connect



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website: onesource.uga.edu
email: 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 on December 16
- View and update personal information in OneUSG Connect, including your direct deposit information
- Use OneUSG Connect Employee Self-Service to enter time and submit leave requests

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Self Service Course Formats

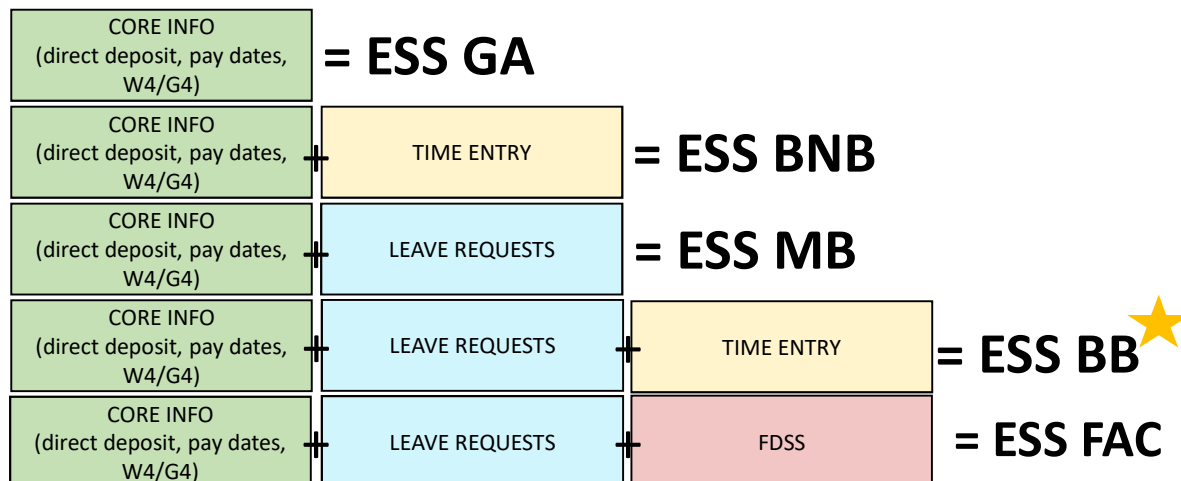
Employee Self Service courses based on how employees will use the system:

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

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

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Employee Self Service Courses





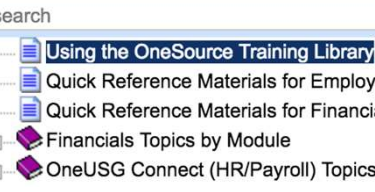
*Individuals should choose the session that best applies to them, based on when they are paid and their benefits eligibility.

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How to Get to the OneSource Training Library

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

OR

<p>1. Go to https://onesource.uga.edu</p> 	<p>2. On the main homepage, click on Training Library under Login.</p> 	<p>3. Click on the + icon to expand the menu to search a topic. <i>OR</i> Type keywords in the search box to search a topic.</p> 
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Introduction

Employee Self Service BB



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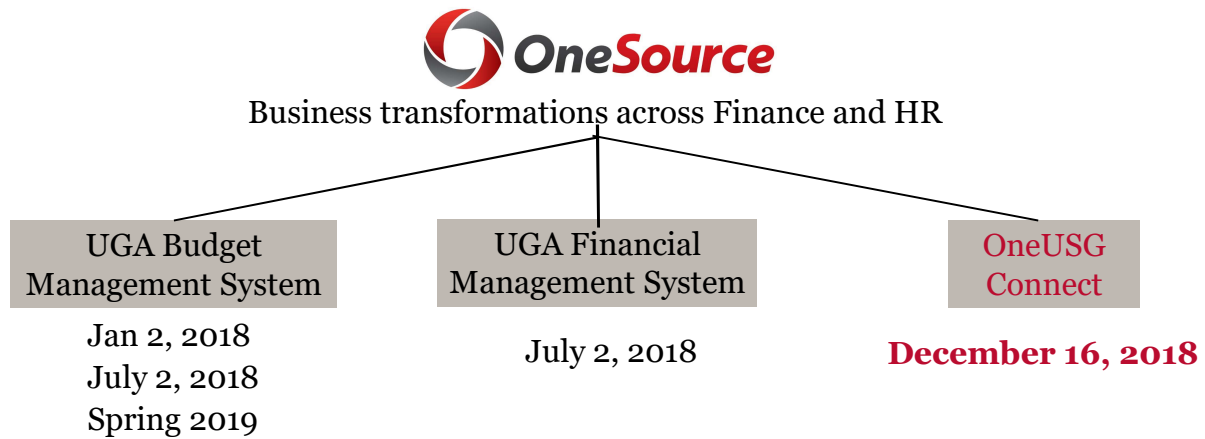


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What is OneUSG Connect?



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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 UGA Financial Management System and UGAJobs.

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Benefits of OneUSG Connect for Employees

One Stop Shop

- Provides one system for all employee actions, including time entry and absence requests

More Control

- Set up your own direct deposit (or multiple) and it's immediate.
- Update your own personal information and tax withholdings.

Simpler Process

- Does not require employees to log in to approve time – submission of time = approval

More Features

- Access to features like the paycheck modeler to estimate the impact of different deductions on your paychecks

Digital

- Replaced most paper-based processes
- System is mobile device friendly

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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.

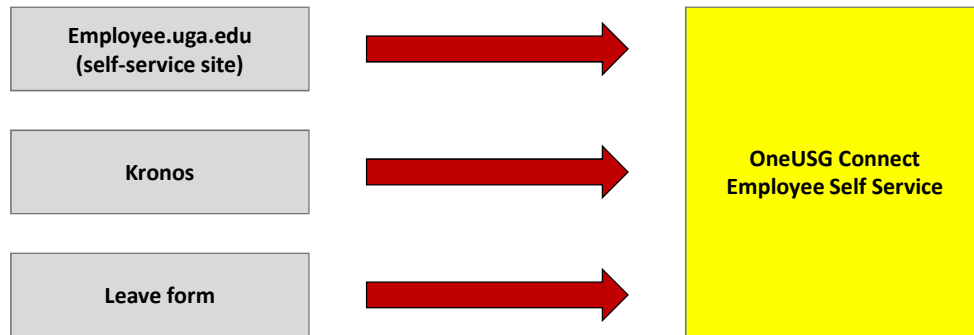
Commitment Accounting

- 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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Previous 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	Assigned roles
<ul style="list-style-type: none"> • Employee • Faculty • HR “Reports-To” Supervisors = Supervisors/Managers 	<ul style="list-style-type: none"> • System Managers (Initiators) • Departmental Approvers • Time & Absence Approvers • Departmental Dynamic Groups for Time and Absence • UGA and USG Central Office Practitioners

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Employees

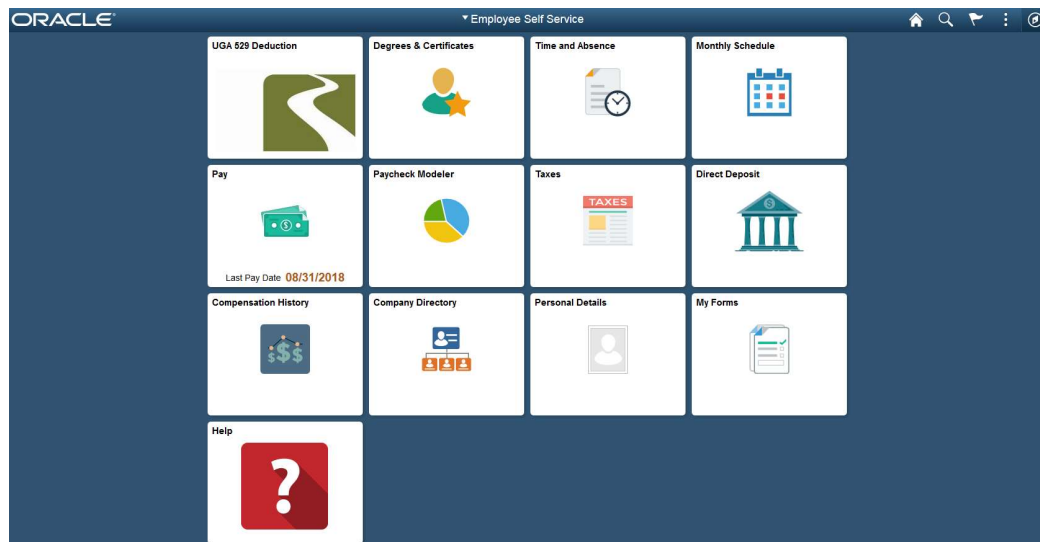
All UGA employees must access the OneUSG Connect Employee Self Service page to:

- Enter time and absence requests
- View pay stub information
- Enter and update direct deposit 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)

Reports-To Supervisors can:

- Approve time and leave requests
- Enter time and absences on behalf of an employee
- 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. These are assigned per employee.

Time and Absence Approvers will use the system to:

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

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Accessing Employee Self Service

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Important Changes

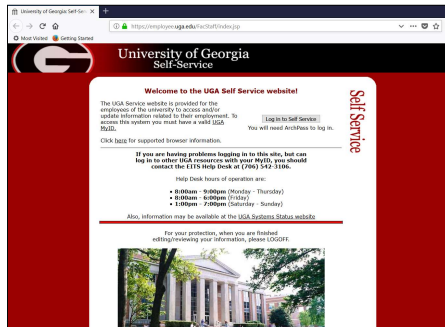
- * All employees have experienced changes
- AND
- * Nearly all human resources and payroll processes have changed.

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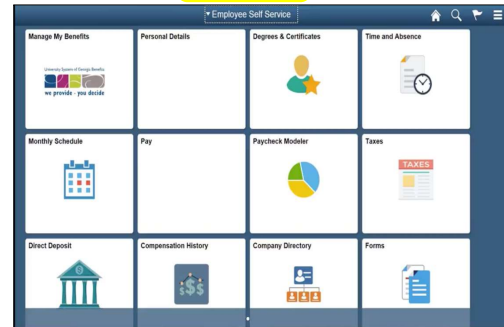
Employee Self Service (ESS)

Previous



Website: employee.uga.edu
Available through June 30, 2019
View information for 2018 and earlier

Now



Website: onesource.uga.edu
Available now
View information for 2019 and beyond

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OneUSG Connect Browser 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
<i>iPhone 4 or older and the original iPad do not meet minimum iOS requirements to access OneUSG Connect.</i>	
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.

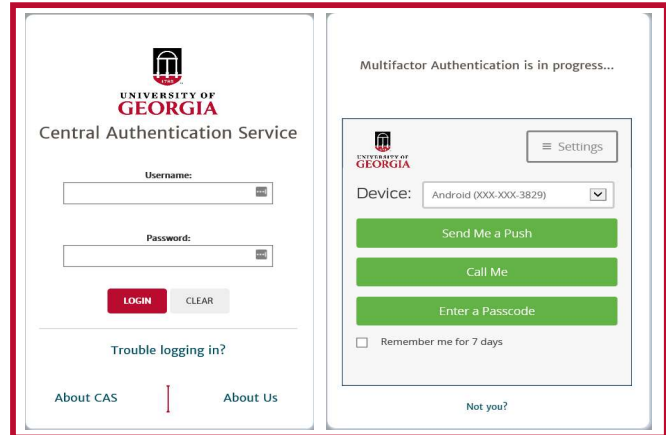
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Logging Into OneUSG Connect

Steps:

1. Visit onesource.uga.edu and click on the OneUSG Connect LOGIN button.
2. Click 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 work week changes to Sunday through Saturday
- Only 6 days from the last day in the pay period to the pay date (every other Friday)
- **Key Change:** No early pay dates will occur in December, May, or any other month.

The first bi-weekly pay date in the new system was Friday, January 4, 2019.

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

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

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Payroll Changes

Direct Deposit

- All employees will be required to use direct deposit to receive their paychecks.
- Exceptions: Federal work study, un-bankable employees
- 30 days to sign up from 1st day of work

Pay stubs

- Will be accessed in the new system
- Will provide more information.

W4 and G4 tax information

- Can be changed by the employee

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New Direct Deposit Options

- Current Direct Deposit accounts have been migrated
- You may add up to 6 direct deposit accounts
 - Select either percentages (%) or dollar amounts
 - If you have more than one account, you should select the order in which you want your deposits to be taken from your check
 - One account listed on the page in OneUSG Connect should have a “Deposit Type” of *Balance of Net Pay*. This account will receive any money that is left over after amounts are calculated for all other accounts.

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Direct Deposit Changes

Important: Although you can make changes to your direct deposit information in OneUSG Connect, you can only select “submit” one time per day.

You may add accounts, delete accounts, change deposit amounts, etc. and then press “submit.” Once you select submit, all changes will be applied and you cannot make other changes until the next 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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Break



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Time Entry

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Time Entry Changes

- Your method of time entry is determined by your unit or department.
- Your unit has chosen from one of the following options:
 - KABA biometric clock (use your fingerprint to identify yourself)
 - PeopleSoft Web Clock
 - Entering your time into a timesheet in OneUSG Connect
 - “Pay from Schedule”
- **If you have questions about what method your unit has chosen to use, contact your 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.
- For overnight employees, signing in early vs. signing in late may impact your total number of work hours for that week.
- Holiday and weekend differentials will be manually added by the department/unit.

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Time Approvals

- Once an employee enters his/her 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 and leave requests will be uncompensated until approvals are completed. Once approved, it will be paid out on a later check.**

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Absences

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Bi-Weekly Leave Balances

- Leave for biweekly staff must be submitted in OneUSG Connect.
- During January, employees should review their leave balances in OneUSG Connect
 - When verifying your balance, consider
 - your December leave accruals
 - whether you have donated sick leave to be a part of the Shared Leave Program
 - any lost vacation (annual) leave adjustment for hours over 360

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Leave Balance

- If you are biweekly-paid staff, your leave balance will be available at the beginning of the pay period that holds the 1st of the month
- You actually earn it on the 15th of the month

Note: You cannot have a negative leave balance

- If your leave balance doesn't support your leave request, the leave request will go uncompensated, even if you are a salaried employee, per USG policy

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Cascading Rules

- Leave is deducted from your balances using a set of “cascading rules,” a set of USG rules that determine which type of leave to deduct first
- When cascading rules are applied, the leave balances will be deducted accordingly. However, the timesheet and paystub will reflect the type of leave that was originally requested.

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Cascading Rules for Leave



#	Leave Type	Cascade	Accrual	Limits**	Carryover**
1	Comp Time*	N/A	N	240 hours	N – FY Payout
2	Deferred Holiday*	N/A	N	40 hours	N
3	Sick Leave	3-1-2-4	8 hours/month	N	Y
4	Vacation	1-2-4	10, 12, or 14 hours/ month depending on years of service	360 hours	Y
5	Sick-Bereavement	3-1-2-4	N	N	N
6	FMLA Intermittent	3-1-2-4	N	480 hours	Rolling
7	Jury	N/A	N	N	N
8	Education Support	N/A	8 hours/year	8 hours	N
9	Blood Donation	N/A	N	2 hours per 8 max	N
10	Blood Platelets	N/A	N	4 hours per 16 max	N
11	Voting	N/A	N	2 hours	N

* Not applicable for monthly employees

** See applicable policy

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Cascading Rules

Example:

- An employee requests annual leave but has a comp time balance. The system will deduct the comp time balance before deducting the vacation (annual) leave balance.
- However, if you select comp time and you do not have enough to cover your request, it will not cascade to deduct from vacation leave.
- Best practice is to select vacation/annual time when you want to take comp time or a deferred holiday, which will automatically deduct from your comp time and then deferred holiday balance first.

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Extended Absences

- Employees can request an extended leave event in OneUSG Connect.
- Extended absence requests are made for sick leave greater than 5 consecutive days. These are the eight (8) types of extended absences (Absence Types).
 - Bone marrow donation
 - Education/Professional/Development Leave
 - FMLA
 - Medical non-FMLA
 - Military
 - Organ Donation
 - Personal
 - Workers Compensation
- Employees who wish to request Extended Leave are encouraged to first discuss their leave needs with their department HR practitioner.

*Please refer to the [Standard Operating Procedure \(SOP\) on Extended Absences](#) for more information.

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Viewing Your Leave Balance

Submitting an Absence Request

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Viewing Your Submitted Absence Request

Requesting an Extended Leave Event

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Leave Requests

- Supervisors (or Time & Absence Approvers as their backups) are the only level of approval for absence requests.
- ***Approvers must take action on leave requests before the end of the pay period for bi-weekly employees to deduct their balances and so that time does not go uncompensated.***
- **Unapproved time and leave requests will be uncompensated until approvals are completed. Once approved, it will be paid out on a later check.**
- Managers are encouraged to approve time and absence requests often, but at least weekly.
- You will be notified via email when action is taken on your request.

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Additional Leave Tutorials

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There are additional leave tutorials available in the OneSource Training Library.

- **Navigation:**

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

OneUSG Connect (HR/Payroll) Topics >
Employee Self Service > Other ESS Tutorials
>Requesting Leave

- [Submitting a Partial Day Absence Request](#)
- [Editing a Submitted/Approved Absence Request](#)
- [Canceling Your Approved Absence Request](#)
- [Editing a Canceled Absence Request](#)
- [Editing and Submitting a Saved Absence Request](#)
- [Changing a Full Day Absence Request to a Partial Day Absence Request](#)

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Other Changes

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Benefits

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 have moved 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.	You can now enroll in Section 529 plans via OneUSG Connect Employee Self-Service.

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Working Titles

- Previously, we had three job titles: Working Title, USG Job Code, and UGA Job Classification (ex: Student Affairs Prof IV)
- Now, your working title is your official UGA job title. The UGA job classification code has been replaced by 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 is 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/

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Resource for All Changes

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

onesource.uga.edu

The screenshot displays 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, the heading "OneUSG Connect Faculty and Staff Guide" is followed by a paragraph: "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 blue-bordered box containing the title "Faculty and Staff Guide", the statement "The OneUSG Connect System is live.", and the instruction "Learn more by visiting our online OneSource Faculty and Staff Guide." Below this text are two logos: "OneSource UNIVERSITY OF GEORGIA" and "UNIVERSITY SYSTEM OF GEORGIA OneUSG Connect". A red arrow points from the right side of the slide towards the "Learn more by visiting our online OneSource Faculty and Staff Guide." text in the blue box.

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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)

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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 oneusgsupport@uga.edu
UGA Financial Management System UGA Budget Management System	706-542-0202 onesource@uga.edu

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

Resources

Training Library

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Learning Opportunities

OneSource Resources Web Pages

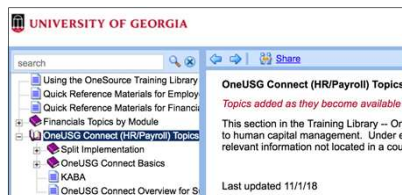


Resources

onesource.uga.edu

- Organized by topic
- Recorded sessions and forums
- Documentation
- Ex. Payroll Transition

OneSource Training Library



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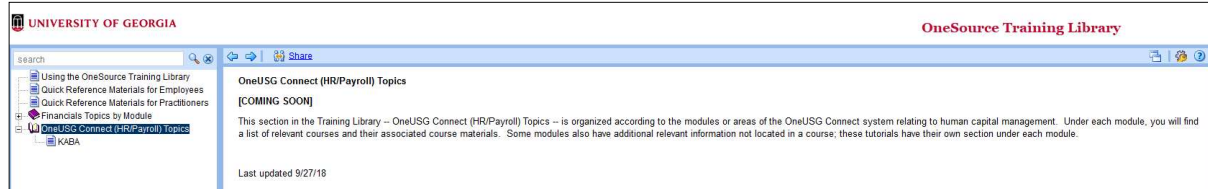
- Self-service tutorials and “hands on” learning
- Documentation an Job Aids

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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!
View a video of a topic <ul style="list-style-type: none"> The video changes frames every 5 seconds. You can pause the player if you need more time on a slide. You can press Enter if you want to advance more quickly. 	Simulate actions and practice <ul style="list-style-type: none"> 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. 	Coach you through the steps <ul style="list-style-type: none"> You can use this mode to open a topic in a small window while completing a task. You can keep this window in the forefront while working on your designated UGA page. 	Print the Job Aid of a topic <ul style="list-style-type: none"> You can save, download, and print the Job Aid of a topic as a reference.

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Questions



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Contact Us

- **Attendance & Evaluation:**
- <http://bit.ly/ESSBB>



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