



Employee Self Service MB for Monthly Benefitted Employees OneUSG Connect



OneSource
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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
- View and update personal information in OneUSG Connect, including your direct deposit information
- Use OneUSG Connect Employee Self-Service to submit leave requests

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Self Service Course Formats

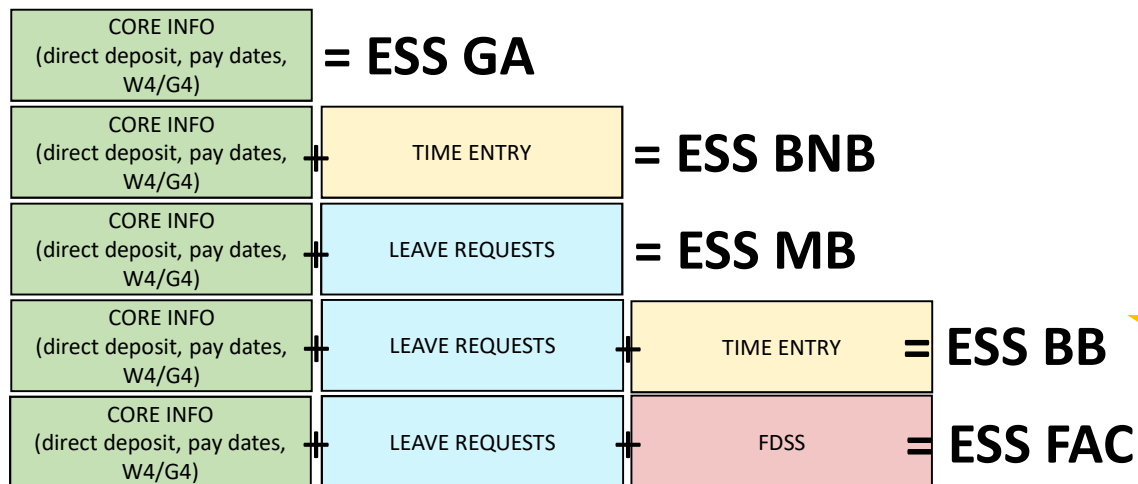
Employee Self Service courses based on how employees will use the system:

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



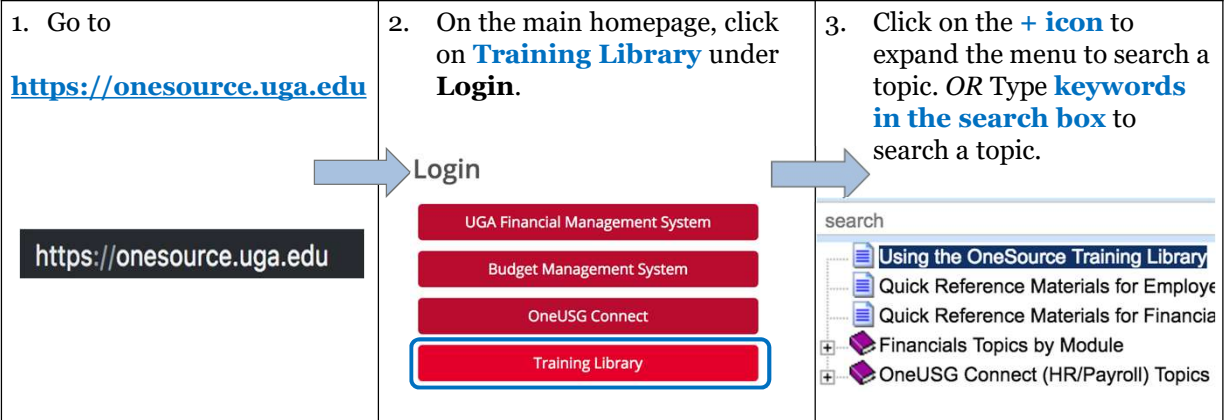
*Individuals should choose the session that best applies to them, based on when they are paid and their benefits eligibility.

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How to Get to the OneSource Training Library

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

OR



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Introduction

Employee Self Service MB



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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 aligns UGA with other USG institutions.
- UGA is the fourth USG cohort (24th 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
- Replaces many paper-based processes such as paper-based departmental leave forms
- Enables you to forecast your leave to plan ahead for future leave events
- Provides the opportunity to use the paycheck modeler to see how different deductions would impact your paychecks
- Requires only one level of approval for absence requests
- 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.

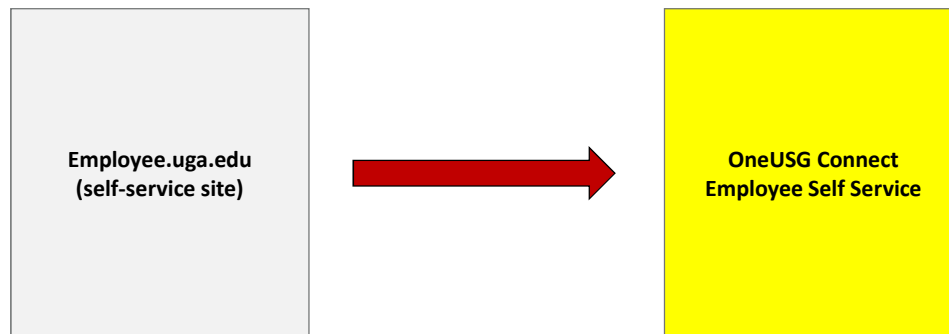
Commitment Accounting

- 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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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:

- 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

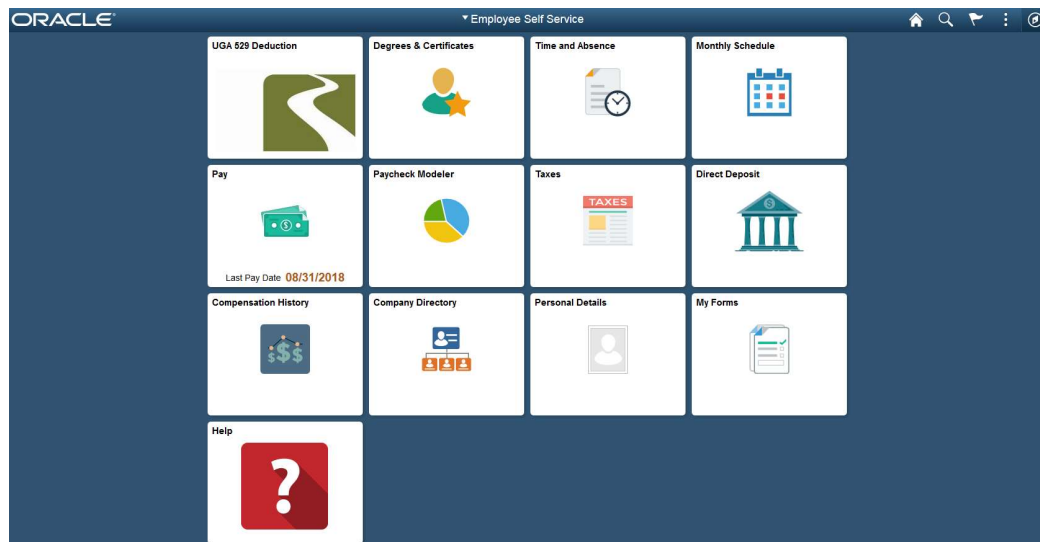
All UGA employees must access the OneUSG Connect Employee Self Service page to:

- Enter absence requests (benefit-eligible employees)
- View pay stub information
- Enter and update direct deposit information
- View and update W4 and G4 tax 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).

All employees have a Reports-To Supervisor.

Reports-To Supervisors can:

- Approve leave requests
- Enter 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 Reports To Supervisors. These are assigned per employee.

All employees have a Time and Absence Approver.

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

Employee Self Service MB



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All employees will see changes.

Some changes you encounter depend on whether you are:

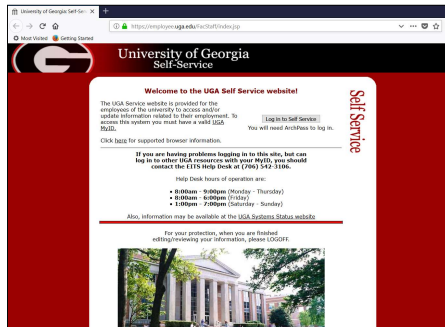
- Paid monthly or bi-weekly
- Eligible or not for benefits

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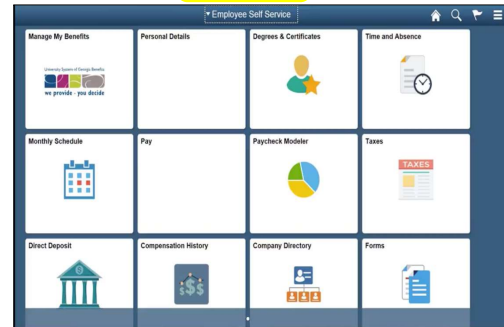
Employee Self Service (ESS)

Previous



Website: employee.uga.edu
Available until July 1, 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 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
<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. 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 Date Changes for Monthly Employees

- All monthly and academic pay dates will be the last business day of the month.
- The last business day is determined by the USG calendar, not the UGA calendar.*
- **Key Change:** No early pay dates will occur in December, May, or any other month.

* 2019 monthly pay dates:

http://busfin.uga.edu/payroll/2019_USG_Practitioner_Payroll_Processing_Monthly_Calendar.pdf

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Payroll Changes

- All employees are required to use direct deposit to receive their paychecks.
- Exceptions to the direct deposit requirement include 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 now accessed in the new system and provide more detailed information.
- W4 and G4 tax information can be changed by the employee in OneUSG Connect.

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New Direct Deposit Options

- Previous direct deposit accounts have been migrated to OneUSG Connect.
- You may add up to 6 direct deposit accounts.
 - Select either percentages (%) or dollar amounts.
 - 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 deposits.

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Direct Deposit Changes

Important: Although you can make changes to your direct deposit information in OneUSG Connect, you may press “submit” only once per day.

For example, if you add or delete accounts, or change deposit amounts and then press “submit,” you cannot make further changes until the following day.

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– Viewing Your Pay Stub
Monthly 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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Absences

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Leave Requests

- Leave requests starting January 1, 2019 must be done in OneUSG Connect.
- FYI, when initially entering 1/1/19 leave requests, the system may state that you are ineligible, and the request will be uncompensated. Don't panic!
 - For monthly employees, **balances from 2018 will be converted in mid-January** so that when the January payroll processes, the requests will be compensated as long as you have sufficient leave balance showing at employee.uga.edu.

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Monthly Leave Balances

- In January 2019, monthly-paid, benefit-eligible employees will likely see leave balances in OneUSG Connect; HOWEVER, the balance will not be accurate until the end of January, when monthly leave balances have been reconciled.
 - When reviewing your balance in OneUSG Connect, consider whether you have donated sick leave to be a part of the Shared Leave Program, already taken leave in January, or have any lost annual leave adjustment for hours over 360.
- **Remember:** Going forward, the system allows monthly benefitted employees to request uncompensated leave.

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Monthly Leave Balances

- If you're a monthly employee, your leave balance will be available for use the first of the next month.

Note: You cannot have a negative leave balance.

- The 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.
- **Example:** An employee requests 40 hours of sick leave but only has 32 sick leave hours available. The system will automatically deduct the remaining 8 hours from annual leave.
 - Best practice is to select sick leave, then let the system do the cascading for you, rather than submitting sick leave and annual leave separately.
- When cascading rules are applied, the leave balances will be deducted accordingly. However, the 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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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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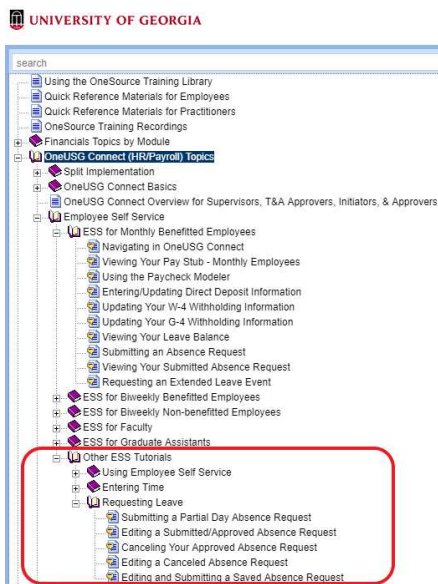
Leave Approvals

- Supervisors (or Time & Absence Approvers as their backups) are the only level of approval needed for absence requests.
- Approvers must take action on leave requests for monthly employees to deduct their balances.
- **Unapproved 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



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 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.

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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, our Working Title will be our 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/

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Resource for All Changes

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

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". The text in this section reads: "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 and the University System of Georgia OneUSG Connect logo. 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 graphic.

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What To Do Now

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The new system going forward

1. Log in and review your direct deposit information and personal information. Make corrections, if necessary.
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. Review the [Training Library](#) tutorials and attend additional training (if available)

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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



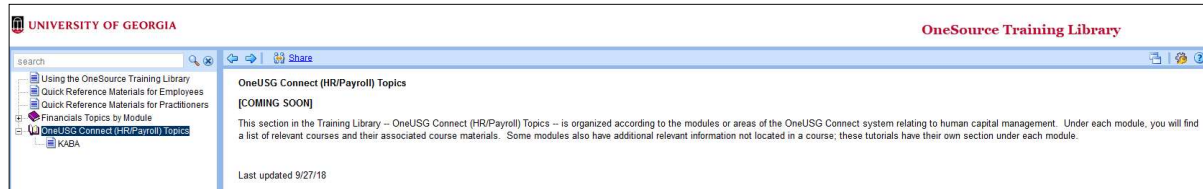
Training Library

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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!
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 and Evaluation:

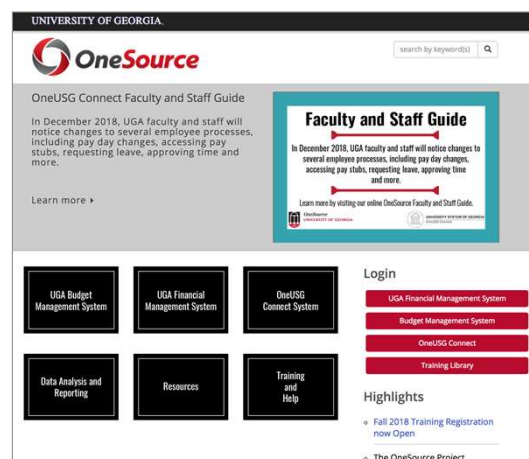
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