Final Count Down

OneUSG Connect
Checklist and Important Dates

For Biweekly Employees

The OneUSG Connect Go Live date is **Sunday, June 18**. You're going to be using a new system to approve time and submit absence requests. There's a few really easy tasks you'll need to complete and important dates to be aware of before and after Go Live.

Transition Checklist

Before Go Live

☐ Approve final biweekly timecard in ADP/ eTIME by June 16.

☐ Watch provided training videos to become familiar with Employee Self Service.

After Go Live

☐ Login to OneUSG Connect for the first time.

☐ Resubmit any future dated leave in OneUSG Connect.

☐ Verify that your personal and direct deposit information is accurate. Make adjustments as needed before submitting your first timesheet in OneUSG Connect.

☐ Add any licenses and certifications to your profile.

☐ Confirm your W-2 delivery preferences. Go green and receive your W-2 electronically!

☐ Submit first biweekly timesheet in OneUSG Connect. See important dates for details.

Important Dates

June 9 - 18 Avoid making changes in ADP to personal, Federal/State tax, or direct deposit information. Contact your HR department for immediate assistance.

June %* Final biweekly timecard approval due in ADP/eTIME by ' DA . Include projected time worked c b Saturday, June 17.

June 18 OneUSG Connect Go Live!

June 22 - 26 Benefits in ADP is unavailable. Life status changes can be made when the new OneUSG Connect - Benefits system goes live on June 26.

June 23 Receive final paycheck from ADP.

June 23 Enter projected time worked and request absences through Saturday, July 1 in OneUSG Connect timesheet by 5pm.

June 24 - 28 OneUSG Connect unavailable. You will not be able to access OneUSG Connect until June 29. Enter projected time and request absences by June 23.

June 26 OneUSG Connect - Benefits Go Live!

June 29 Supervisor approval for first biweekly timesheet in OneUSG Connect by 4 p.m. Include projected time worked through Saturday, July 1.

July 7 Receive first paycheck from OneUSG Connect. Employees with multiple jobs will now receive one check for all jobs.

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