



Get
PREPARED

OneUSG Connect Employee Self Service Features and Actions

Every employee in the University System of Georgia will use Employee Self Service in OneUSG Connect to perform time and absence submissions as well as view and update personal and tax information. As OneUSG Connect goes live across the USG, new features and actions will be added to enhance performance and add options.

Starting on June 18, 2017, in OneUSG Connect you can:

- ✓ Enter, submit or revise your time worked and absences.
- ✓ View and update personal information, home and mailing address, phone numbers, marital status, email address, and emergency contacts.
- ✓ Request a name change.
- ✓ View paychecks and compensation history.
- ✓ Use the Paycheck Modeler to simulate your paycheck.
- ✓ Set up, view or update voluntary deductions, such as charitable contributions.
- ✓ Update and review direct deposit information and accounts.
- ✓ View, add, update or remove personal bank accounts.
- ✓ View and update tax information, such as W-4 and G-4 forms.
- ✓ View your W-2 forms or request a W-2 reissue. (W-2s from the last three years be accessed from ADP)
- ✓ Set up preferences to receive your W-2 electronically.

Starting on Jan. 1, 2018, in OneUSG Connect you will also be able to:

New Actions

- ✓ Accept, manage and decline Delegation Requests from others in your organization who need assistance performing time, labor and absence tasks when they are out of the office.

New Features

- ✓ See historical transactions that you processed, including transactions approved, denied, submitted or pending for your review such as name changes and profile submissions. You will also see any delegated transactions you have submitted, approved, denied, if you have served as a delegate for a Manager.



Get
PREPARED

OneUSG Connect Manager Self Service Features and Actions

Managers in the University System of Georgia will use Manager Self Service in OneUSG Connect to perform time and absence approvals as well as view team and position information. As OneUSG Connect goes live across the USG, new features and automated actions will be added to enhance performance and add more options.

Starting on June 18, 2017, in OneUSG Connect you can:

- ✓ Approve reported time and absence requests from employees.
- ✓ View your team's education, competencies, license, certifications and other job-related information.
- ✓ View your team's compensation history, including employee bonuses.
- ✓ View your team's historical profile.

Starting on Jan. 1, 2018, in OneUSG Connect you will also be able to:

NOTE: The actions listed below can be completed before Jan. 1 with a manual and paper process. After Jan. 1, the actions will become online and automated in Manager Self Service.

New Automated Actions

- ✓ Delegate another person to manage your time, labor and absence tasks when out of the office.
- ✓ Request an employee reporting change.
- ✓ Transfer, promote, demote, retire or separate an employee.
- ✓ Request an ad hoc salary change, such as a reclassification or equity adjustment.
- ✓ Add new positions or make changes to an existing position.

- ✓ Submit additional pay requests for employees, such as housing allowances or one-time additional pay events.
- ✓ Request and view position funding changes.

New Features

- ✓ See historical transactions that you processed, including transactions approved, denied, submitted or pending for your review.
- ✓ Review your employees' job profiles, including languages, honors and awards, degree and education information, and licenses and certifications.