OneUSG Connect

The new HR and payroll system for KSU and the University System of Georgia
OneUSG

- System-wide initiative
- Consistent approach to policies, procedures, and technology
- Cost reduction, streamlined processes, and technology solutions
- Centralized support
OneUSG Connect

• All institutions supported by a single technology solution

• HR functions integrated into a single system
  – Payroll services, talent management, human resources management, time and attendance, and benefits administration
OneUSG Connect Benefits

Under the University System of Georgia (USG), all state institutions are engaging in OneUSG—a collective initiative designed to streamline policies, procedures, and technology solutions.

EMPLOYEES CLICK HERE >>

RETIREES CLICK HERE >>

Your benefits are not changing, your enrollment experience is just being enhanced! We will regularly be providing new information. Please check back for updates.

http://hr.kennesaw.edu/oneusg/connect-benefits.php or
Shared Services Center 1-855-214-2644
# OneUSG Connect Schedule

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<td>University of Georgia</td>
<td>Augusta University</td>
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- **Research**
- **Comprehensive**
- **State Universities**
- **State Colleges**
- **Consolidation**
OneUSG Rollout @ KSU

- OneUSG Connect Benefits: July 2017
- University Planning: January to March 2018
- KSU Launch: March 25, 2018
- Communication and Campus Training: February 2018 – Ongoing
Value of OneUSG

- Easy to Use
- Mobile device enabled
- Centralized support Shared Services
- No Java requirements
- Single Sign-on with KSU NetID and Password
Who will use OneUSG Connect?

**Employees**
All employees will use OneUSG Connect Employee Self Service to record and submit time.

**Managers**
Individuals who supervise others will use OneUSG Connect Manager Self Service to manage their employees.

**Practitioners**
Individuals who use OneUSG Connect to perform job functions, such as payroll processing and human resources.
OneUSG Connect Functions

**ESS:** Leave requests, viewing and updating personal information, and submitting time sheets

**MSS:** Real-time tools including time approval, position reports and job information
Employee Self Service (ESS)

What this means for you:

• View leave balances
• Request time off (Vacation, Sick, Education Leave)
Employee Self Service (ESS)

What this means for you:

• Change/Update Address
• Update Emergency Contact
• Staff can add degrees and certifications
Employee Self Service (ESS)

What this means for you:

• Direct Deposit Updates
• View and Update Tax Information
• View Paycheck History
• Paycheck Modeling
• Note: Pay week changes – Sunday to Saturday
Manager Self Service (MSS)

What this means for you:

• View and change employee schedules
  – Ex: Mon – Fri 8:00 am – 5:00 pm
  – Ex: Mon – Thurs 8:00 am – 7:00 pm

• All employees will have a schedule!
Manager Self Service (MSS)

What this means for you:

• Approve time off (Vacation, Sick, Education Leave)
• Mobile Approvals
How Do I Approve Time?

Connect Web Clock, punch timesheet, or elapsed timesheet, it is ready for your approval.
Manager Self Service (MSS)

What this means for you:

• Organizational data – the importance of ensuring HR data is current.
• Instant data updates for MSS to see new employees
• Work with business managers when funding model changes
HR and Payroll Functions

In effort to standardize systems and processes the University System is centralizing more payroll functions

• Direct deposit for all employees
• Off-cycle checks
• Retro pay limitations
• Status changes align with pay period begin dates
Time Clocks

- 30+ Locations across campus - **20 New locations**!
- KSU ID Card - Tap technology
Time Clock Locations – Kennesaw Campus

- Social Science
- UVS 4000 - main lobby
- ARC (Austin Residence Complex), Town Hall Office
- TP 1400 Admissions
- Student Center
- Commons - Kitchen Hallway
- Commons - Kitchen Hallway 2
- Student Center - Chick Fil A
- Burruss - Stacks
- Social Science - Starbucks
- Residential - Skillet

- Sports and Rec Park - 1
- Sports and Rec Park - 2
- Chastain Point 103B - Grounds
- Chastain Point 109 - Central Rcv.
- Chastain Point Rm. 102 D
- Chastain Point Rm. 107
- Chastain Point Rm. 102 K
- Convocation - Concession Hall
- Chastain Point Rm. 106 B
- Chastain Point Rm. 108 C
- Testing - ESS
Time Clock Locations – Marietta Campus

- Building R10 (Housing Office)
- Stingers
- Spork Building
- J Building Stacks
- Student Center - Catering/Chick-Fil A
- F1 Building - FAC Administration
- F4 Building - Facilities and Grounds
- F7 Building (Grounds)
- F8 Building (Bldg Serv)
Time Clocks

• Rounding rule - rounds to the nearest 6 minutes

  Example:
  – Clock in at 8:04….. it registers as 8:06
  – Clock in at 8:03….. It registers as 8:00

  – Clock out at 3:58 … it registers as 4:00
  – Clock out at 3:56 … it registers as 3:54

• Clocking out for lunch
Web Clocks

- PC / Mac users
- Current Web Clock users will continue to use Web Clocks
Future Enhancements

- Direct deposit
- MSS
- Careers
Important Notes

• Blackout on all Employment Actions (including Hiring) from 3/17 – 4/2
• Browsers – Do not use Edge
• Employees will now have KSU IDs, email and access to enterprise systems within 24 hours of data entered into system
• Pay week changes – Sunday to Saturday (previously Saturday to Friday)
What Is Next?

- Visit [http://hr.kennesaw.edu/oneusg/](http://hr.kennesaw.edu/oneusg/) for updates, information, and training

- Share any questions or concerns with your department Change Champion, or [HR@Kennesaw.edu](mailto:HR@Kennesaw.edu)
Questions?