



Subject: OneUSG Connect to Replace ADP

Dear KSU employees:

OneUSG is a system-wide initiative to develop and implement a consistent approach to policies, procedures and technology solutions that benefit the University System of Georgia (USG), in an effort to reduce costs, streamline processes, and have uniform guidelines with centralized support.

The first priority for the OneUSG initiative is to bring all institutions onto one system to manage USG human resources activities, benefits and payroll.

OneUSG Connect will replace ADP **starting on March 25, 2018**. All employees will use the system to *request use of paid leave and to access, review and update personal information including direct deposit, paystubs and benefits. Non-exempt employees will also use the system to record and submit time worked.*

There are many benefits for using OneUSG Connect:

- It's easy to use and will automate current manual HR, benefits, and payroll processes.
- It can be used on mobile devices and will allow employees to submit and/or approve absences on the go.
- It delivers faster and more efficient responses to handle issues or answer questions, which will be available through the USG Shared Service Center's centralized support.

Over the next couple of months, we'll be working with the OneUSG project team in preparation to go live and receive training. As KSU moves through the different phases of OneUSG Connect implementation, you will receive information and resources, such as training materials, technology requirements and go-live dates to make sure your transition is smooth and you are ready on day one.

If you have questions about OneUSG Connect, please contact Human Resources at 470-578-6030 or via email at hr@kennesaw.edu or the USG Shared Services Center toll free at 877-251-2644 or by email at sscsupport@ssc.usg.edu.