

OneUSG Connect

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



**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



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

July 2017	January 2018	March 2018	January 2019	July 2019	January 2020
 Columbus State University  Georgia College & State University  Georgia Gwinnett College  Georgia Southwestern State University  Valdosta State University University System Office	 Abraham Baldwin Agricultural College / Bainbridge State College  Georgia Southern University / Armstrong State University  Fort Valley State University  Gordon State College  Middle Georgia State University	 Albany State University / Darton State College  Atlanta Metropolitan State College  College of Coastal Georgia  Clayton State University  Dalton State College  East Georgia State College  Georgia Highlands College  Kennesaw State University  Savannah State University  South Georgia State College  University of North Georgia  University of West Georgia  Georgia State University	 University of Georgia	 Augusta University  Research  Comprehensive  State Universities  State Colleges  Consolidation	 Georgia Institute of Technology

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

Employee
Self Service

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

Manager
Self Service

MSS: Real-time tools including time approval, position reports and job information

Introduction to Employee Self Service (ESS)

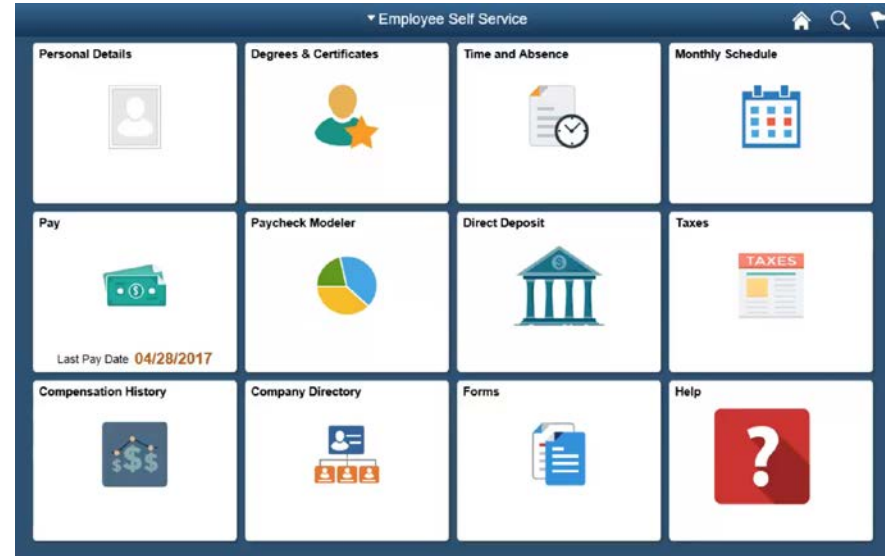


Employee Self Service (ESS)



What this means for you:

- View leave balances
- Request time off (Vacation, Sick, Education Leave)



Employee Self Service (ESS)



Employee
Self Service

What this means for you:

- Change/Update Address
- Update Emergency Contact
- Staff can add degrees and certifications

Employee Self Service (ESS)



Employee
Self Service

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)




Manager
Self Service

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)



Manager
Self Service

What this means for you:

- Approve time off (Vacation, Sick, Education Leave)
- Mobile Approvals

How Do I Approve Time?

The screenshot displays the Oracle Manager Self Service interface. At the top, the title "How Do I Approve Time?" is visible on the left, and "Manager Self Service" is in the top right. The main area is a grid of nine tiles:

- My Team:** Icon of three people with gears.
- Talent: Degrees&Certifications:** Icon of a document with a person silhouette.
- Company Directory:** Icon of a person silhouette with a plus sign and two smaller person silhouettes below.
- Approvals:** Icon of a document with a checkmark and a clock. A small red "1" is in the bottom right corner.
- Forms:** Icon of a document with a checkmark.
- Team Time:** Icon of a clock with three people silhouettes.
- Delegation:** Icon of a person silhouette with arrows pointing to two other person silhouettes.
- Review Transactions:** Icon of a hand pointing to three circles: a yellow one with an exclamation mark, a green one with a checkmark, and a red one with an X.
- Help:** Icon of a red square with a white question mark.

A text box at the bottom of the grid reads: "Connect Web Clock, punch timesheet, or elapsed timesheet, it is ready for your approval." The video player controls at the bottom show a play button, a volume icon, and a progress bar at 0:26 / 2:55. The YouTube logo is also visible in the bottom right corner.

Manager Self Service (MSS)



Manager
Self Service

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

Student Assistant Emp Record: 0
Earliest Change Date: 02/11/2018

Select Another Timesheet

View By: Calendar Period
Date: 02/25/2018
Total Reported Hours: 0.00
Reported Hours: 0.00
Previous Period: Next Period
Print Timesheet Elapsed Timesheet

From 02/25/2018 to 03/10/2018

Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Date		
	Sun	2/25	New								2/25	[+]	[=]
	Mon	2/26	New								2/26	[+]	[=]
	Tue	2/27	New								2/27	[+]	[=]
	Wed	2/28	New								2/28	[+]	[=]
	Thu	3/1	New								3/1	[+]	[=]
	Fri	3/2	New								3/2	[+]	[=]
	Sat	3/3	New								3/3	[+]	[=]
	Sun	3/4	New								3/4	[+]	[=]
	Mon	3/5	New								3/5	[+]	[=]
	Tue	3/6	New								3/6	[+]	[=]
	Wed	3/7	New								3/7	[+]	[=]
	Thu	3/8	New								3/8	[+]	[=]
	Fri	3/9	New								3/9	[+]	[=]
	Sat	3/10	New								3/10	[+]	[=]

Submit Clear Apply Schedule

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/> for updates, information, and training
- Share any questions or concerns with your department Change Champion, or HR@Kennesaw.edu

Questions?

