



# OneUSG Connect Checklist and Important Dates

## For Biweekly Employees

The OneUSG Connect Go Live date is **Sunday, March 25**. 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 March 14.
- Watch provided training videos to become familiar with Employee Self Service. <https://sites.highlands.edu/human-resources/one-usg/>

#### After Go Live

- Login to OneUSG Connect for the first time.
- Resubmit any future dated leave/absences in OneUSG Connect, starting in April
- Verify that your personal and direct deposit information is accurate.
- Add any licenses and certifications to your profile.
- Submit first biweekly timesheet in OneUSG Connect by April 4.
- Elect to receive your 2018 W-2 electronically in OneUSG Connect.

### Important Dates

- March 14** Final biweekly timecard approval due in ADP/eTIME. Include projected time worked through Saturday, March 24.  
  
The workweek for all biweekly employees is changing from Saturday - Friday to Sunday - Saturday.
- March 17** Employees will no longer be able to make direct deposit or tax withholding updates in ADP. Make any necessary changes by 5 p.m. March 16.
- March 25** OneUSG Connect Go Live!
- March 30** Receive final biweekly paycheck from ADP.
- April 4** Submit first biweekly timesheet in OneUSG Connect. Include projected time worked through Saturday, April 7.
- April 13** Receive first paycheck from OneUSG Connect. Employees with multiple jobs will now receive one check for all jobs.

