#  Need Assistance?

Contact OneUSG Connect Support for help:

## sscsupport@ssc.usg.edu 877-251-2644

View job aids and videos on how to use OneUSG Connect at **usg.edu/oneusg\_support**

# Verify and Update Personal

 **Information**

From **Employee Self Service**, click

**1**

## Personal Details.

**Protect Your Personal Information!**

Always sign out of OneUSG Connect and close your browser when you’re done.

**Verify or Update Direct Deposit Information**

From **Employee Self Service,** click

**1**

## Direct Deposit.

Verify your direct deposit account(s) is correct.

**2**

Verify Address, Contact Details, Emergency Contacts, and Additional Information.

**2**

**Submit** changes or contact your HR department if your information is incorrect.

**3**

#  Sign Up for Electronic W-2

Even if you signed up for electronic W-2 in ADP, you must consent in OneUSG Connect by Dec. 31 of the tax year to receive your W-2 electronically. You do not repeat consent each year.

From **Employee Self Service**, click

**1**

## Taxes.

**2** Click **W-2/W-2c Consent**.

Click **Edit** to make any necessary changes. \*\*\*

Click **Add Account** to add a new direct deposit account.

**3**

**4**

Anytime you change your direct deposit information, you will receive a confirmation email. There is a limit of **5** direct deposit accounts. You may edit and/or add direct deposit accounts once per day.

\*\*\* Editing direct deposit accounts is currently only available for institutions with additional sign-in security.

# Pay

After each pay period closes, you can retrieve your paystub in OneUSG Connect:

From **Employee Self Service**, click **Pay.**

**1**

## Click the box for “Check here to indicate your consent to receive electronic w-2 and w-2c forms.”

**Exempt Employee Quick Guide to OneUSG Connect**

**3**

**4** Click **Submit**.

Click on the row to open a PDF file of

your paystub.

**2**

Only paystubs produced by OneUSG Connect will be listed in the Pay tile.

#  Submit Absences

**Exempt Employee Quick Guide to OneUSG Connect**

Absences are any time you take off from work. This can include vacation, sick leave, educational support leave, voting leave, jury duty, FMLA, and other types of leave.

From **Employee Self Service**, click

**1**

## Time and Absence.

**2** Click **Absence Request**.

**3**

Choose absence type from drop down.

**4**

Enter absence **Start Date** and **End Date**.

**5**

If taking leave for only part of a day, click the **Partial Days** row. Indicate what day(s) are partial and enter hours.

1. Enter any necessary comments.
2. Click **Submit**.

#  More About Absences

Submitted absence requests are routed to your time approver; both you and the approver will receive an

email notification when timesheets are

submitted and approved.

All absence requests should be submitted prior to timesheet submissions.

You can request absences for future timesheets if you know you will be out.

 Absence Balances will show “0.00” until first pay period is processed.

#  End-of-the-Month Actions

As an exempt, benefitted employee, you do not submit a monthly timesheet. You are required to ensure that all leave/absences that you have taken for the month are recorded in OneUSG Connect.

From **Employee Self Service**, click

**1**

## Time and Absence.

To verify all leave/absences for the month have been recorded, click **Absence Request History**.

**2**

If necessary, update the **From** and

**3**

**Through** date ranges; click **Refresh**.

Verify any absences you had are listed.

**4**

* 1. If all absences are listed, there are no additional actions you need to take.
	2. If an absence is missing, click the **back button** in the upper left corner of the application (not the browser) to return to the **Time page.**

Click **Request Absence**. Follow steps on the left.