**Hourly Employee Quick Guide to OneUSG Connect**

#  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 the box for “Check here to indicate your consent to receive electronic w-2 and w-2c forms.” Click **Edit** to make any necessary changes. \*\*\*

**43**

**33**

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.**

Click on the row to open a PDF file of your paystub.

**2**

**1**

Click **Submit**.

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

#  Submit Absences

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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.

#  Submit Your Elapsed Timesheet

Non-exempt employees, part-time faculty, graduate assistants and coaches are required to record and submit all hours worked through a timesheet in OneUSG Connect.

Using the Elapsed Timesheet, enter total number of hours worked each day.

From **Employee Self Service**, click

**1**

## Time and Absence.

**2** Click **Weekly Timesheet.**

**3**

The current timesheet period should open. Paid holidays and any absences requested should already be reflected in the timesheet.

If a blank row is not showing, click the **Add (+)** icon at the beginning of the row. Otherwise, skip this step.

**5**

**4**

Click the **Time Reporting Code** dropdown and select the appropriate entry. This is usually “**00REG – Regular.**”

If you need to enter different types of time entries for one day, add an additional row. You cannot add any leave or absences directly to the timesheet.

**6** Click **Submit**.

**7**

**Confirm** you entered all absence requests for the month. If you haven’t, cancel and enter your absence requests. If you have, click **OK**.