OneUSG Connect: Employee Self-Service

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

There are many benefits of using OneUSG Connect:

- It is easy to use and will automate current manual HR, benefits, and payroll processes.
- Mobile friendly, which 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.
- Single Sign-On using your KSU NetID and Password.

The Employee Self-Service allows you to submit *Leave Requests*, view and update your personal information, and submit your timesheets. The following will give you a brief overview of the *Employee Self Service* home page and how to perform certain actions:

Logging In to OneUSG Connect

When you first log in to OneUSG connect, you can use any browser, except for Microsoft Edge.

1. Navigate to **http://oneusgconnect.usg.edu/**.
2. From the *USG Faculty & Staff Portal*, on the bottom right-hand side, click **OneUSG Connect**.

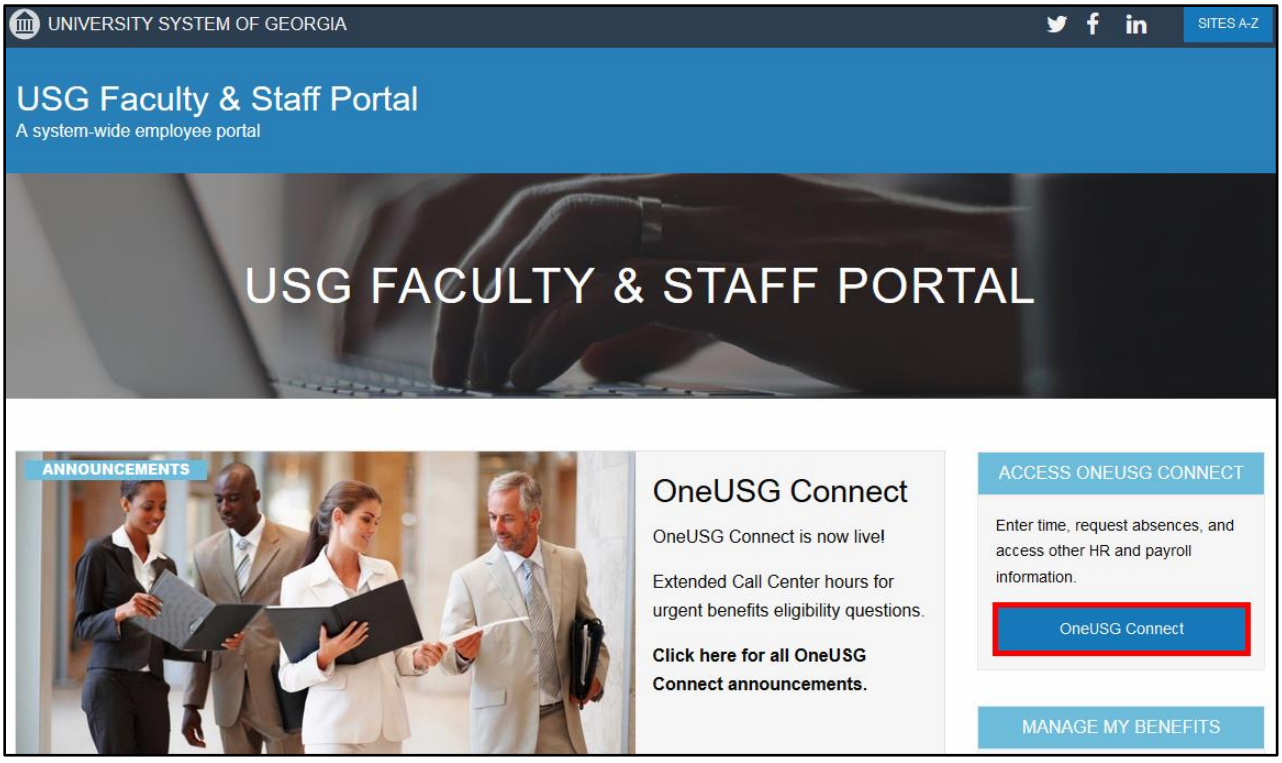

Figure 1 - USG Faculty & Staff Portal

3. From the *USG Single Sign-on Authentication* screen, choose your **USG SSO Authentication** (the KSU logo).

   Note: You can tell it to **Remember my choice**.

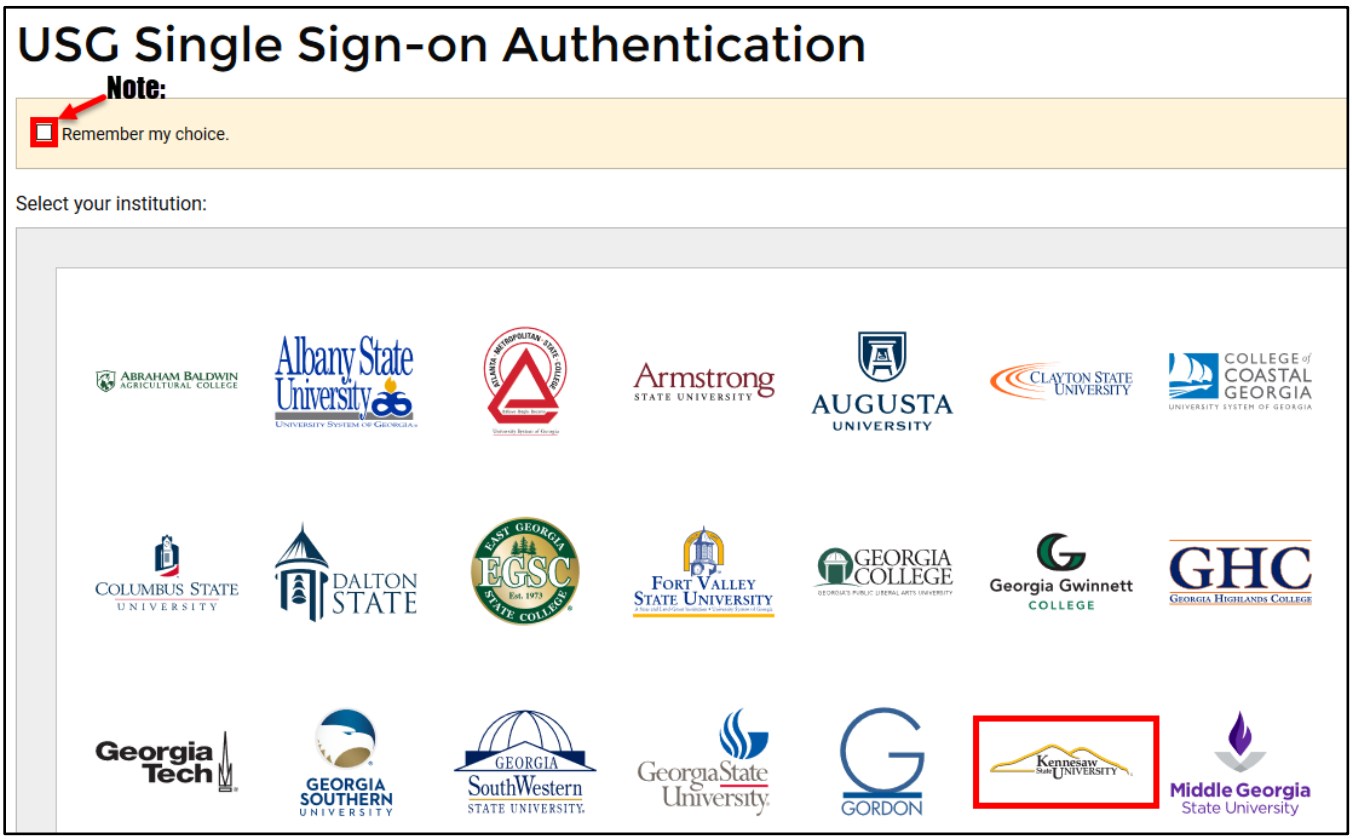

Figure 2 - USG Single Sign-on Authentication

4. Log in using your **KSU NetID** and **Password** (See Figure 3).
5. Click **Login** (See Figure 3).

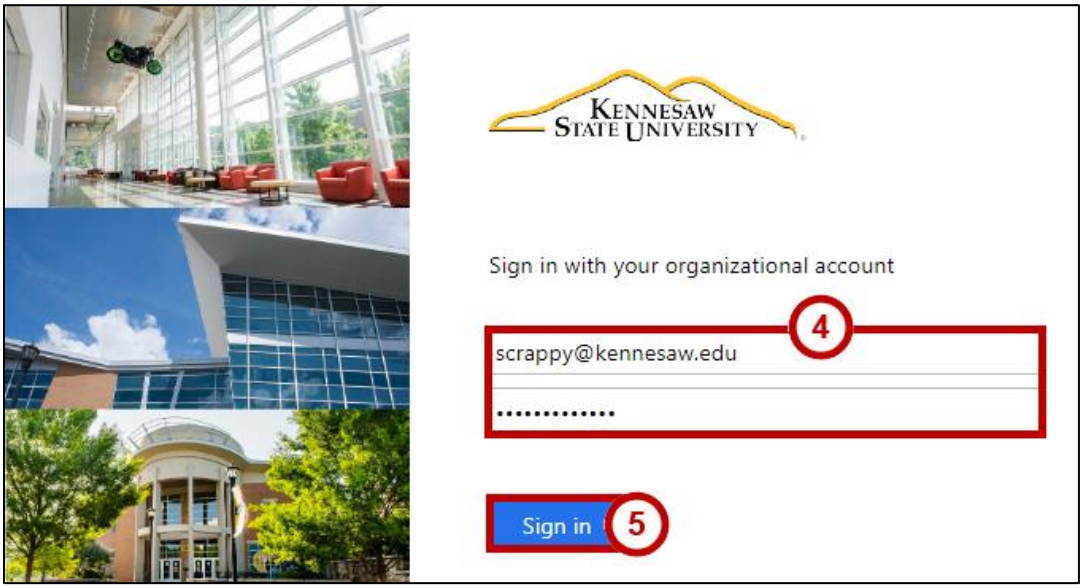

Figure 3 - Logging In to OneUSG Connect

6. You will be taken to the *Employee Self-Service* Home Page.

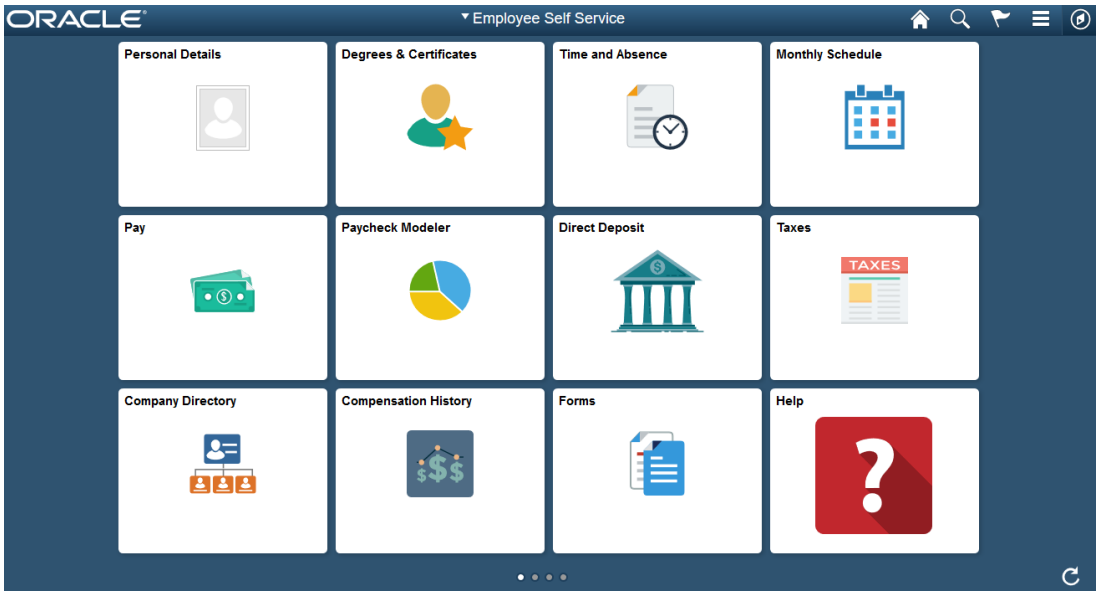

Figure 4 - Employee Self-Service Home Page

Interface

The following will explain the different features you have access to in *Employees Self Service*:

Figure 5 - Employee Self Service Home Page

1. **Navigation Bar**
    a. **Employee Self Service** - You can choose different selections from the drop-down. All employees will have access to Employee Self Service and Benefits from this drop-down (See Figure 5).

Note: If you supervise others, you will also see Manager Self Service in the list. Faculty Members will see Faculty Data Self Service in the listing.

    b. **Home Icon** - Click here to be taken back to your homepage (See Figure 5).
    c. **Search Icon** – Use this to search within the OneUSG Connect system (See Figure 5).
    d. **Notifications Icon** – Will let you know if you have any alerts or actions that you need to address (See Figure 5).
    e. **Actions List Icon** – Click here to access your Preferences, or to Sign Out of the system (See Figure 5).
    f. **Navigation Icon** – Allows you to access common pages, or recent pages (See Figure 5).
2. **Personal Details** – is where you can find your contact and identifying information (See Figure 5).
3. **Degrees & Certificates** – go here to enter your degrees, any licenses or certifications you may have, special language skills, and honors and awards (See Figure 5).
4. **Time and Absence** – where you will review and submit your time, as well as review and submit your leave requests (See Figure 5).
5. **Monthly Schedule** – shows you when you are scheduled to work, and any upcoming holidays, or scheduled time off (See Figure 5).
6. **Pay** – click here to access your pay stubs (See Figure 5).
7. **Paycheck Modeler** – allows you to calculate a hypothetical check by changing your earnings, deductions, or tax withholding status (See Figure 5).
8. **Direct Deposit** – make updates to your bank account(s) where your paycheck is deposited (See Figure 5).
9. **Taxes** – allows you to view your W-2 form, and update your tax information, if needed (See Figure 5).
10. **Company Directory** – Allows you to search for others in your organization, get their contact information, and Org Chart, if needed (See Figure 5).
11. **Compensation History** - allows you to see how your compensation may have changed in the past (See Figure 5).
12. **Forms** – Future space for KSU forms (See Figure 5).
13. **Help** – opens up a new tab that will take you directly to an area to request help (See Figure 5).

Time & Absence

This tile allows you to review and submit your time, as well as review and submit your leave requests. The way we now report our time and leave is slightly different. All employees must now request leave/absences through Request Absence.

Exempt benefited employees will only need to report time not worked, such as leave, and **WILL NOT** submit a timecard for time worked. *Non-exempt employees* will report their time during a bi-weekly pay period through one of four ways: 1) Time Clock; 2) Web Clock; 3) Punch Timesheet; or 4) Elapsed Timesheet.

Important: Part-time Faculty **must** to submit ACA hours on a "timesheet".

Note: How you submit your time has already been determined by your department, so you should speak with your manager if you are unsure how you are submitting your time.

Once your time has been recorded, you will then submit it for approval to your supervisor. The following will show you examples of each way to submit time for *Non-Exempt Employees*:

Time Clock

You may be required to report your time using a Kaba Timeclock:

Figure 6 - Time Clock

Web Clock

You may have to punch in an out through a web clock within OneUSG Connect:

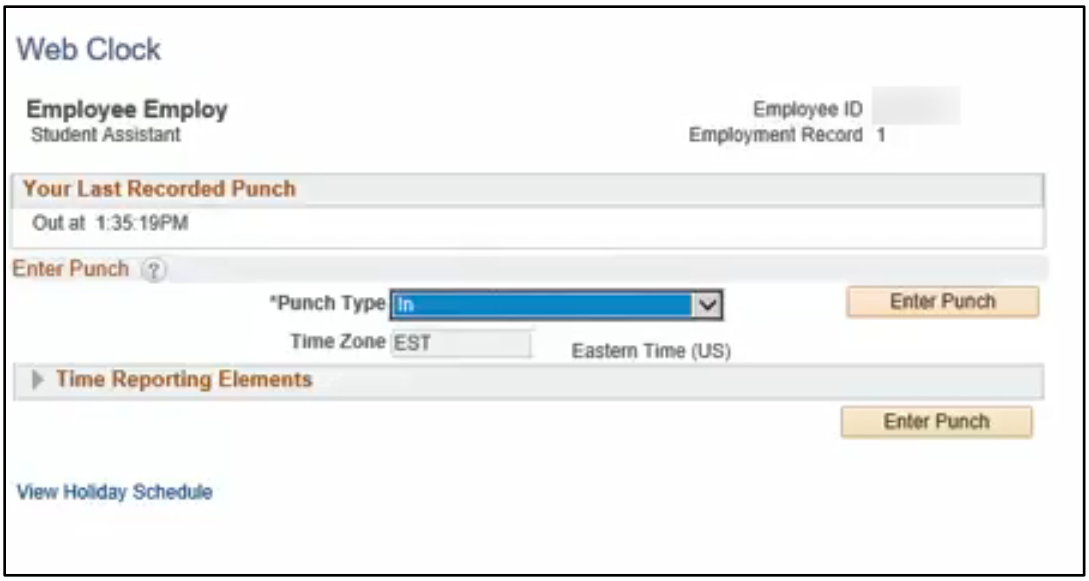

Figure 7 - Web Clock

Punch Timesheet

Another option is recording your in and out time through a Punch Timesheet:

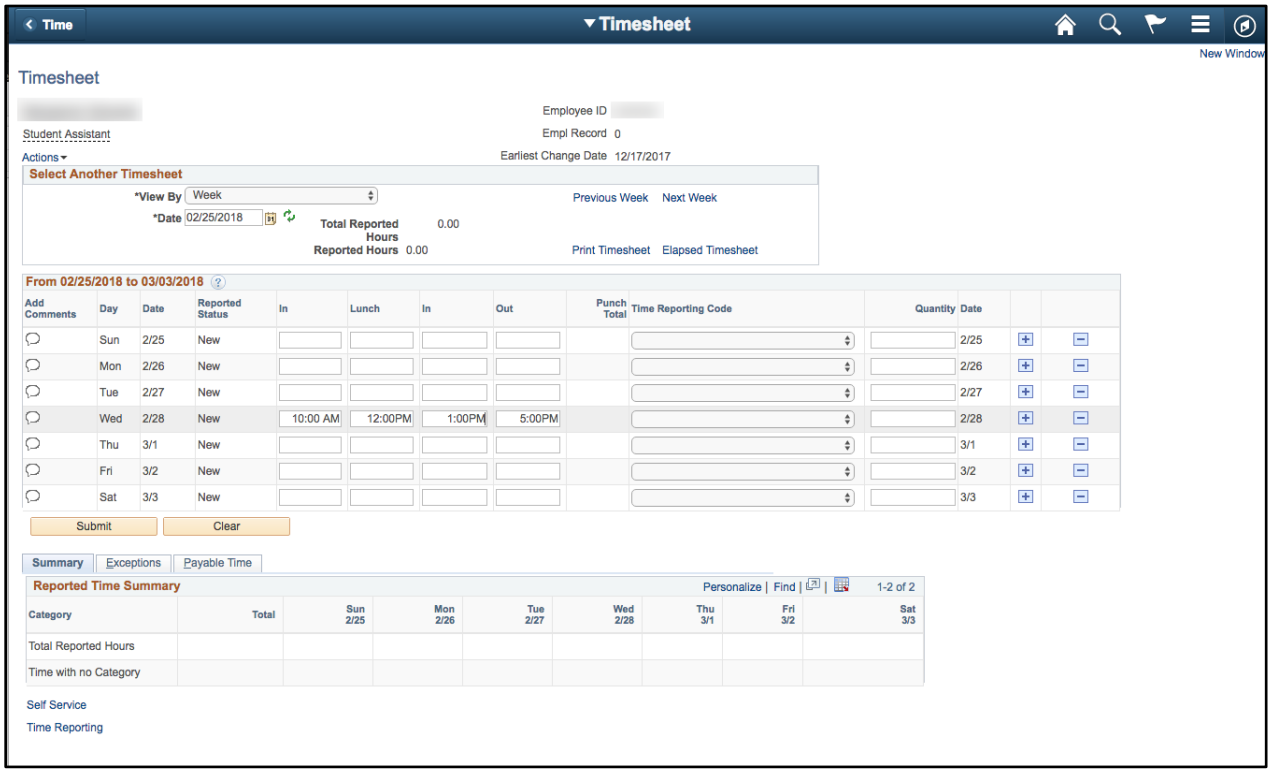

Figure 8 - Punch Timesheet

Elapsed Timesheet

You may be required to report the total number of hours worked in an Elapsed Timesheet:

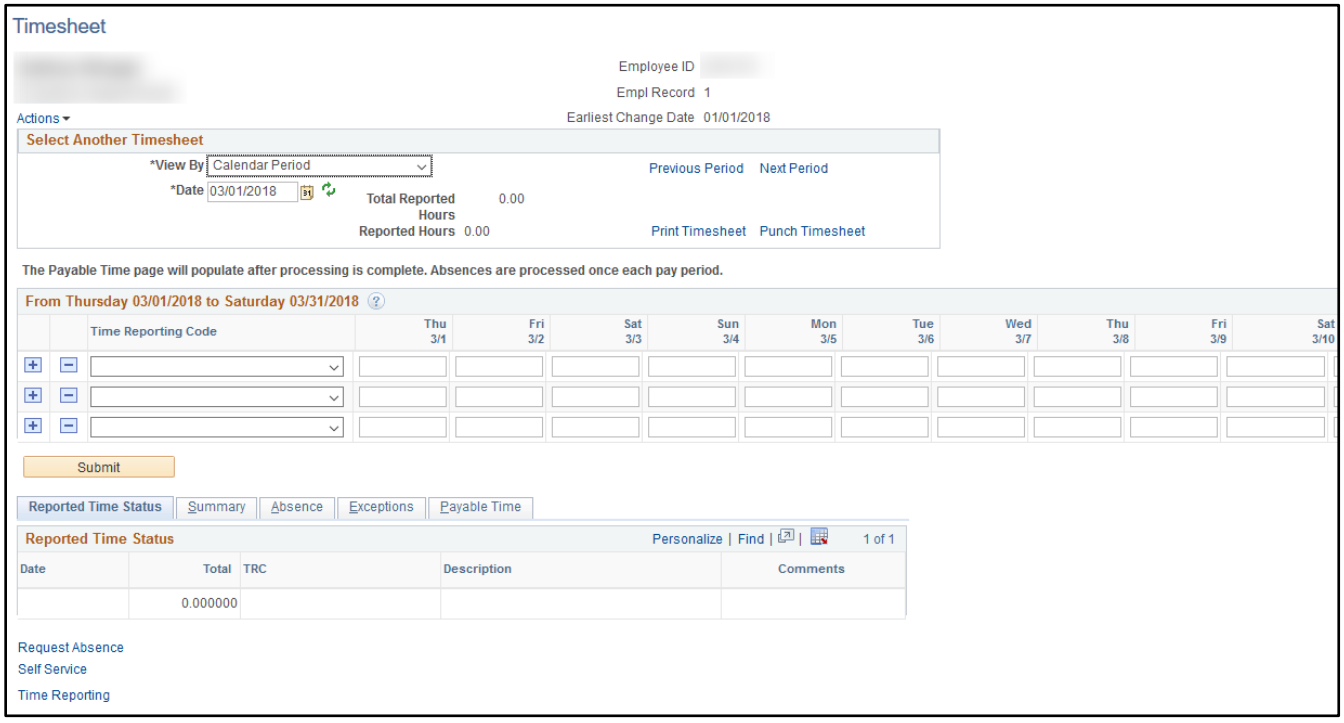

Figure 9 - Elapsed Timesheet

Request Absence

The *Request Absence* option can be used to request future leave, such as vacation, and leave that you took in the past, such as sick time. This section will show you how to Request an Absence. To do this:

Note: There is no longer a need to submit an Employee Leave Adjustment form to record leave taken that was not recorded in the system before approvals took place at the end of the pay period. You can just submit your leave through OneUSG Connect before the period closes. Please make sure that you submit the request as early as possible.

1. From *the Employee Self Service Home Page*, click the tile for **Time and Absence**.

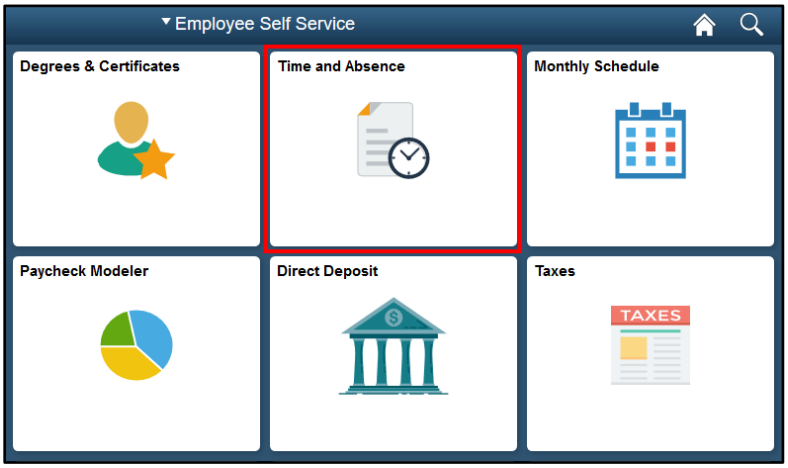

Figure 10 - Click Time and Absence

2. From the list of options, select **Request Absence**.

Figure 11 - Select Request Absence

Note: Keep in mind that your list of options may be different than what you see here, as these options are for an Exempt employee.

3. Click the **drop-down** next to *Absence Type*. In this example, we will select **Sick**.

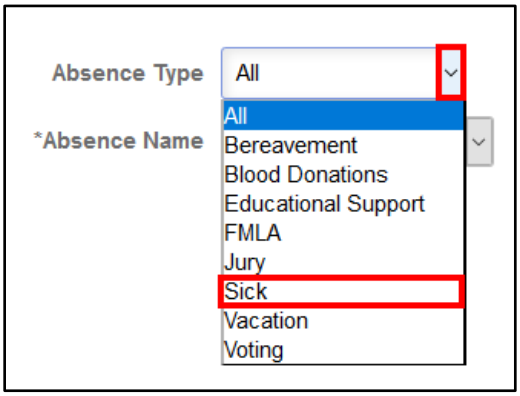

Figure 12 - Select Absence Type

4. Select the **drop-down** next to *Absence Name*. In this example, we will select **Sick Leave**.

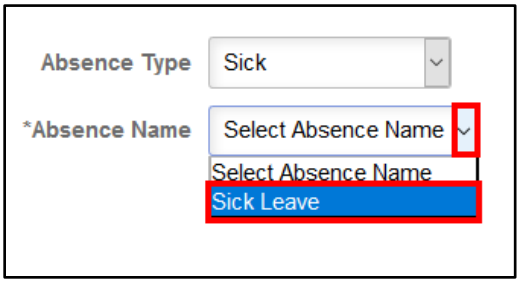

Figure 13 - Select Absence Name

5. Fill out the appropriate **information** (start & end dates, duration, etc.) (See Figure 14).
6. Click **Submit** (See Figure 14).

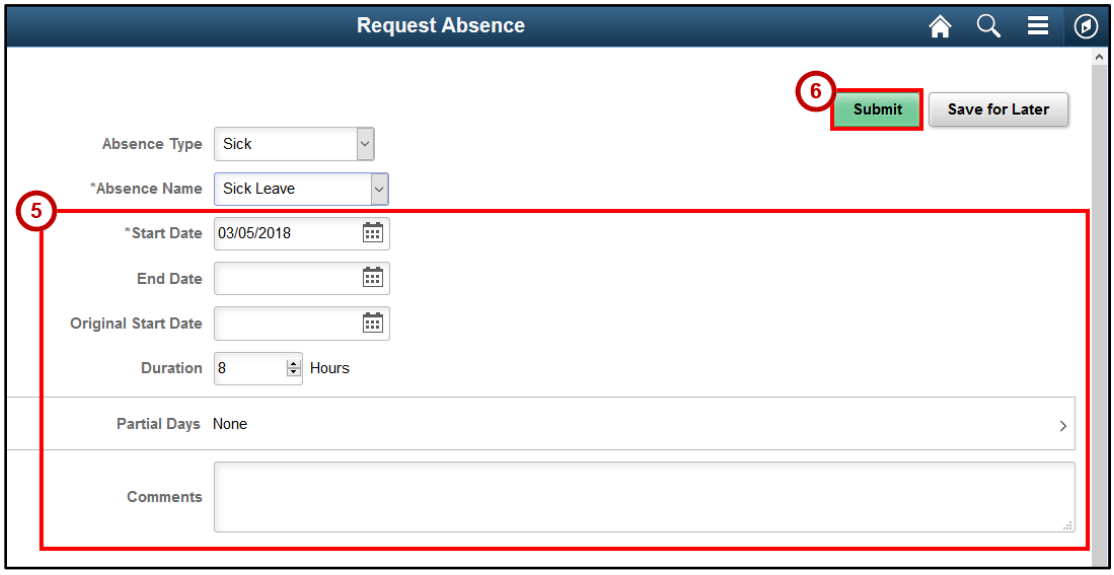

Figure 14 - Enter Request Absence Information & Submit

7. Your request will now be submitted for approval to your supervisor.
   Note: You will need to click on Partial Days if the request does not include consistent hours for each day. (Ex: vacation request for Wednesday-Friday, but will work Wednesday morning and leave at lunch.)

Note: You will need to click on Partial Days if the request does not include consistent hours for each day. (Ex: Vacation request for Wednesday-Friday, but you will work Wednesday morning and leave at lunch.

Monthly Schedule

It is very important that when you first log in to OneUSG Connect, that you go and check out your *Monthly Schedule* to make sure it is correct. To access your *Monthly Schedule*:

1. Click on the **Monthly Schedule** Tile from the *Employee Self Service* home page.

Figure 15 - Click the Monthly Schedule Tile

2. You can now view your monthly schedule, which will also show you any planned vacation or holidays that you have off work.

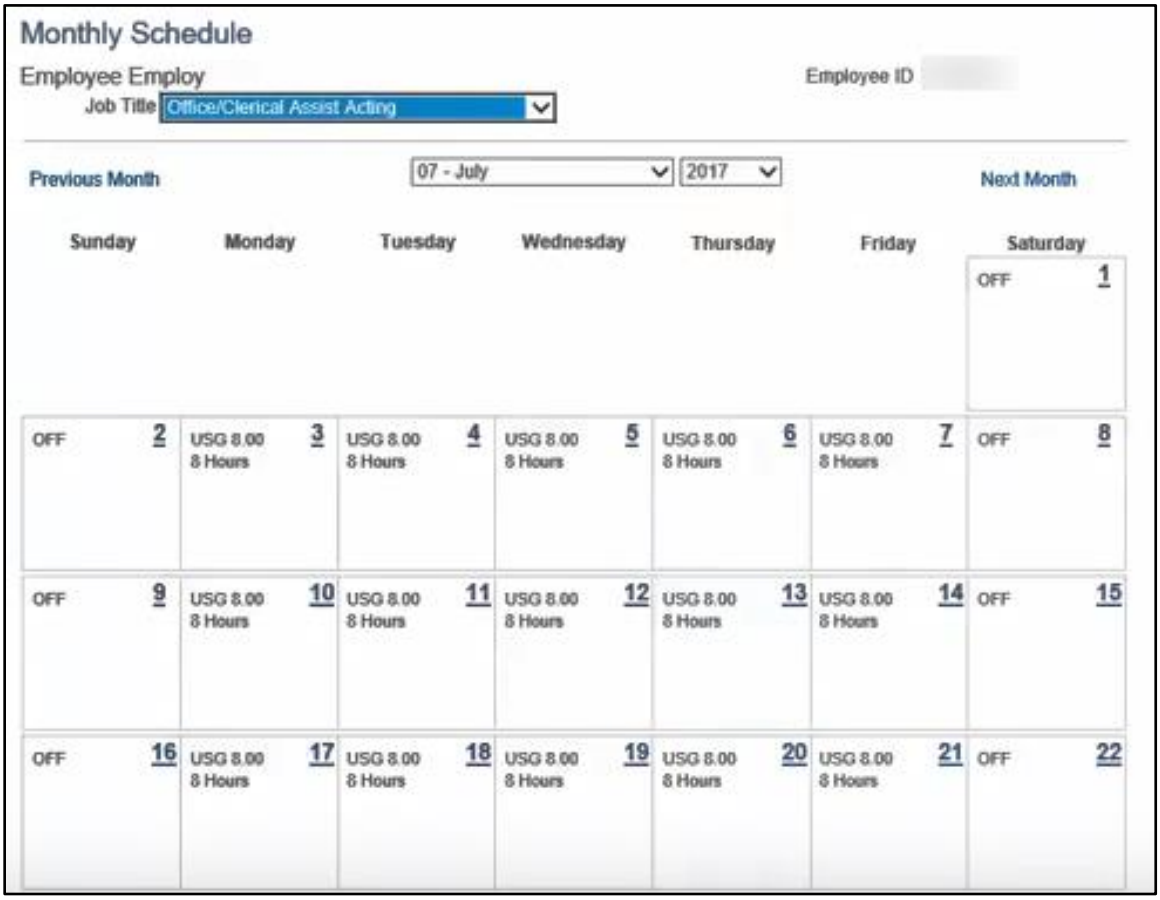

Figure 16 - Monthly Schedule

Note: Any requests to change your schedule should be emailed to your supervisor who has the ability to update your approved schedule changes.

Note: Monthly schedule will be populated 8-5 automatically, if it is incorrect, the supervisor needs to be notified, so they can make the change.

Note: There is no limit on how far in advance you can request time off.

Help

When you click on the Help Tile from the *Employee Self Service Home* page, you will be taken here, where you can submit a ticket:

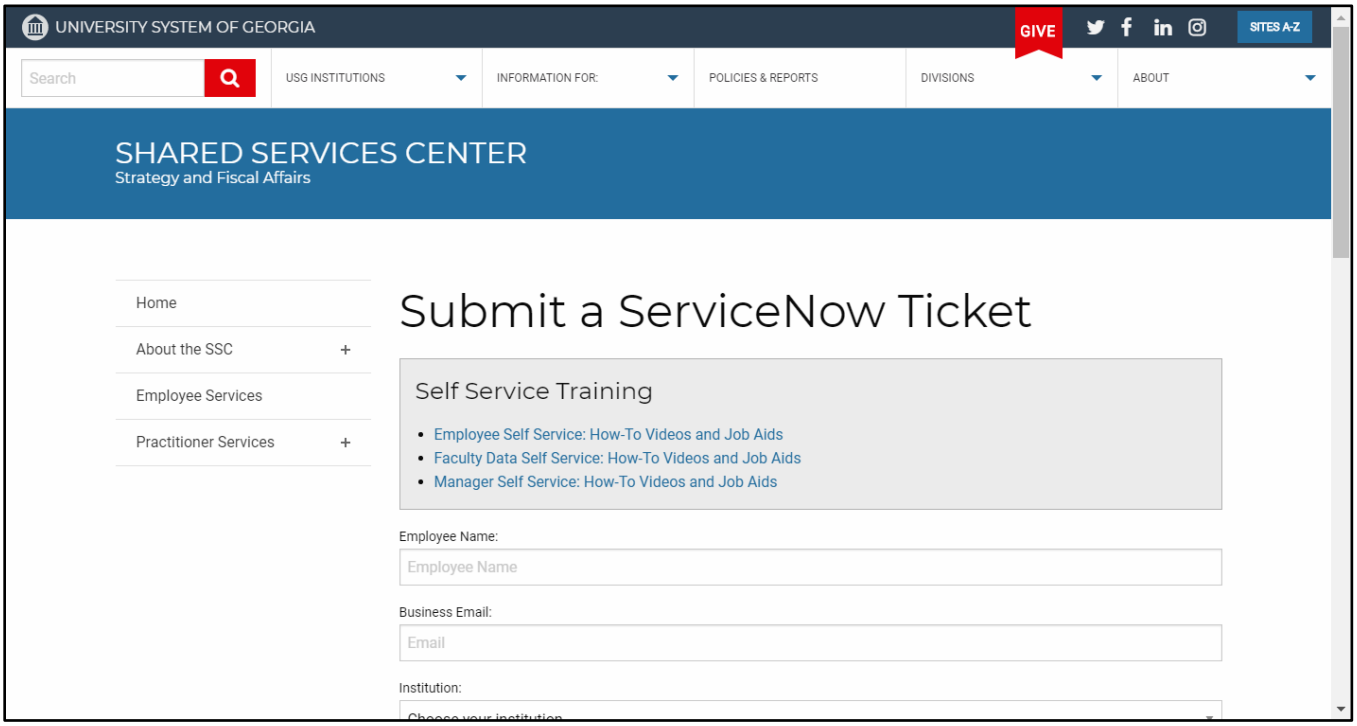

Figure 17 - Submit a Service Ticket

Note: Tickets are being handled via Shared Services and not a KSU employee. You should first utilize your KSU resources.

Logging Out

Note: DO NOT just close the browser. Errors can occur that could possibly lock you out of future sessions. To log out:

1. Click on the **menu icon** (See Figure 18).
2. Click **Sign Out** (See Figure 18).

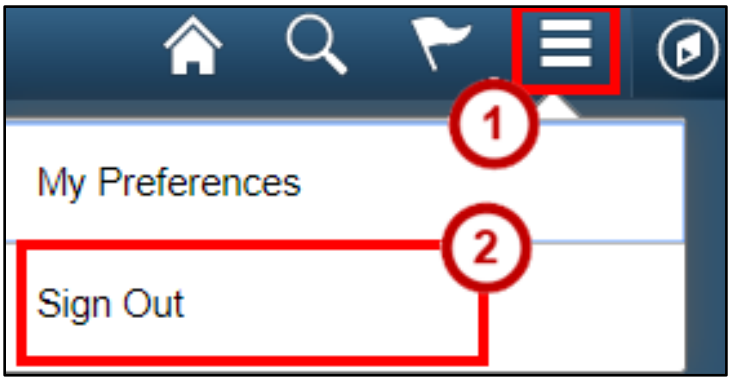

Figure 18 - Logging Out

Tips & Best Practices

There are a few things that you need to keep in mind when using OneUSG Connect. The following are some best practices:

- **DO NOT** click the Back button on your Browser (Chrome). Please use the navigation at the top.

- Always make sure to check your schedule in the system.
- Make sure that you Click on the menu, and actually Sign out. **DO NOT** just close the browser.
- Can use any Internet Browser, except Microsoft Edge.

KSU Human Resources
•Phone: 470-578-6030
•Email: hr@kennesaw.edu •Website: http://hr.kennesaw.edu/

Copyright © 2018 – University Information Technology Services - Kennesaw State University