OneUSG Connect

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

UNIVERSITY SYSTEM OF GEORGIA

KENNESAW STATE UNIVERSITY

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

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OneUSG Connect Benefits

OneUSG Connect Benefits

we provide - you decide
University System of Georgia Benefits

Benefits

Your life. Your health. **Your choices.**

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

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OneUSG Connect Schedule

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

Legend (July 2019 column):
- Research
- Comprehensive
- State Universities
- State Colleges
- Consolidation

OneUSG Rollout @ KSU

- OneUSG Connect Benefits: July 2017 ✅

- Orientation: April to December 2017

- Preparation: January to March 2018

- Go Live: March 25, 2018

- Training: Starts January 2018

Value of OneUSG

Easy to Use

Mobile device enabled

Centralized support

System-wide savings

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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.

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OneUSG Connect Functions

Employee Self Service

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

Manager Self Service

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

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OneUSG Connect Functions

Human Resources

Provides HR practitioners working with job and position data for new hires, transfers, separations and retirements

Absence Management

Manages and processes various types of leave

Time and Labor

Generates time sheets and employee schedules, and creates payable time

OneUSG Connect Functions

Payroll

Creates paychecks for all employees with input from Absence Management and Time and Labor

Commitment Accounting

Assigns funding sources to a position or employee

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OneUSG Connect Functions

Academic Affairs and/or Human Resources to manage faculty-related processes:

- Faculty data records
- Rank and tenure status
- Effort and funding distribution
- Special titles
- Additional posts
- Manage cases
- Post tenure review

Manage Faculty Events

Important Notes

- Centralization of HR and Payroll functions
- Direct deposit for all employees
- Self-service for absence requests and reporting
- Employees should maintain work schedules in the system
- All time sheet approvers (managers, supervisors, and delegates) MUST approve all timesheets each payroll cycle

OneUSG Connect Support

Call for support
1-877-251-2644

New support phone number!

Send an email
sscsupport@ssc.usg.edu

New support email address!

Submit a case
Use ServiceNow to get assistance by submitting and tracking your cases.

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Next steps

- Insure communications
- Identify key employees that can support the rollout
- Set expectations for using new processes

HR will provide training and communication tools throughout the rollout

Questions?