# **OneUSG Connect**

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



UNIVERSITY SYSTEM OF GEORGIA



# 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



## **OneUSG Connect Benefits**

#### **OneUSG Connect Benefits**





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 >>

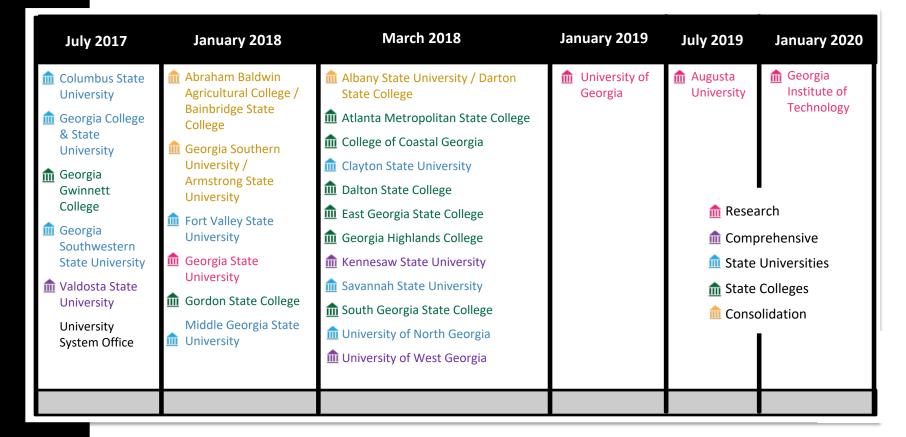
RETIREES CLICK HERE >>

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



# **OneUSG Connect Schedule**



# **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

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Easy to Use

Mobile device enabled

Centralized support

System-wide savings



### 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.





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

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





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

Manages and processes various types of leave

Generates time sheets and employee schedules, and creates payable time





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

Assigns funding sources to a position or employee



Manage Faculty Events 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



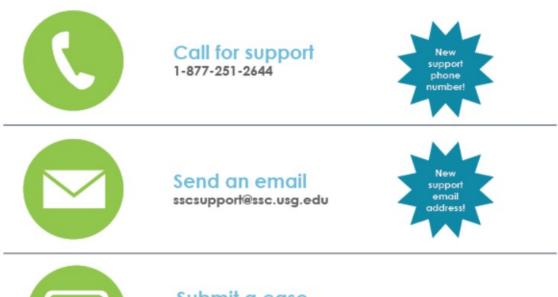
### **Important Notes**

- 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**





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



## 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?



