

# 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

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

# 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

# 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.



# 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

# 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

# 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

# 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



**Send an email**  
[sscsupport@ssc.usg.edu](mailto:sscsupport@ssc.usg.edu)



**Submit a case**

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?

