The OneUSG Connect Go Live date is **Sunday, March 25**. You’re going to be using a new system to approve time and submit absence requests. There are a few easy tasks you’ll need to complete and important dates to be aware of before and after Go Live.

### Transition Checklist

#### Before Go Live

- Approve final biweekly timecard in ADP/eTIME by March 16 @ noon for pay period through March 24.

- Watch provided training videos on the GSU OneUSG Connect website (http://hr.gsu.edu/oneusg) to become familiar with Manager and Employee Self Service.

#### After Go Live

- Login to OneUSG Connect for the first time.

- Resubmit any future dated leave/absences (starting in April) in OneUSG Connect.

- Verify that your personal and direct deposit information is accurate. Adjust as needed before submitting your first timesheet in OneUSG Connect. Contact Payroll Office to make changes to direct deposit.

- Add any licenses and certifications to your profile.

- Submit first biweekly timesheet in OneUSG Connect by April 7.

### Important Dates

- **March 16** Final biweekly timesheet approval due in ADP/eTIME. Include projected time worked through Saturday, March 24.

- **March 16 at 5 p.m.**
  - **March 24** ADP is not available. You will not be able to access OneUSG Connect, however, OneUSG Connect - Benefits will be available from the USG Faculty and Staff Portal (oneusgconnect.usg.edu).
  - Adjustments to March forecasted time need to be made through current, Historical Edit Timesheet process.

- **March 16 – 31** Avoid making changes in ADP to personal, Federal/State tax, or direct deposit information. Contact your HR department if you need assistance.

- **March 25** OneUSG Connect Go Live!

- **March 30** Receive final paycheck from ADP.

- **April 7** Submit first biweekly timesheet in OneUSG Connect.

- **April 13** Receive first paycheck from OneUSG Connect. Employees with multiple jobs will now receive one check for all jobs.