One USG Connect Town Hall Agenda

01 ONEUSG CONNECT TIMELINE

02 UPCOMING KEY DATES

03 MAJOR COMPONENTS/WINS OF ONEUSG CONNECT

04 CHANGES WITH ONEUSG CONNECT

05 KEEPING YOU INFORMED, Training / How To Contact Us

06 QUESTIONS and ANSWERS
OneUSG Connect Timeline

OneUSG Connect
This systemwide initiative provides centralized and consistent human resources policies, procedures and support to all employees in the University System of Georgia. OneUSG will Launch on March 25, 2018.

8d 9h 42m 17s
Upcoming Key Dates

March 20
OneUSG Connect
Virtual Town Hall
12:30pm

March 25
OneUSG Connect HCM
GO LIVE

April, 2018
OneUSG Connect
Employee and
Practitioners
Training
Major Components of OneUSG Connect

**ADP**
- EV5
- eTime
- PPG RA
- ePAF
- ADP Portal
- BOSS

**OneUSG**
- OneUSG Connect HCM
- Time and Labor
- Absence Management
- PPG RA
- Manager Self Service
- OneUSG Connect Portal
- OneUSG Connect Benefits
Major Wins With OneUSG Connect

**ADP**
- Separate User ID and Password
- Access via the Portal
- Java Issues
- Batch Processing
- No Workflow

**OneUSG**
- CampusID and Password
- Operates on Different Platforms
  - PC
  - Mac
  - Tablets
  - Apple & Android Devices
- Messaging between Modules
- Workflow Approvals
Employee Self Service

- Degrees & Certificates
- Time and Absence
- Monthly Schedule
- Pay
  - Last Pay Date: 02/28/2018
- Paycheck Modeler
- Taxes
- Direct Deposit
- Compensation History
- Company Directory
- Forms
- Personal Details
- Help
Manager Self Service
Manager Self Service
OneUSG Connect is Position Driven

**ADP**

- Reports To Designated on ePAF
- eTime Supervisor Designated on ePAF

**OneUSG**

- Position Hierarchy Auto Assigns My Team Access
- Position Hierarchy Auto Assigns Time and Labor Supervisor
- Position Hierarchy Auto Assigns Manager Self Service Workflow Access
OneUSG Connect Uses Absence Management

**ADP**

- eTime is System of Record for Leave Balances
- Employee May Request Time Off Using Request Leave Time
- Manager/Employee Can Update Timecard for Current Period
- Historical Time Off Request/Timesheet must be Completed for Previous Time Period
- Leave Balances Projected Through Calendar Year
- Employee/Manger Chose Type of Leave Request

**Oneusg**

- Absence Management is System of Record for Leave Balances
- Employee/Manager MUST Request Time Off Using Time Off Request
- Absences CANNOT BE Updated on Timecard
- Historical Time Off Request MUST Be Processed Through Time Off Request
- Leave Balances are a Point In Time
- Absence Management Uses Cascading Rules to Determine Type of Leave Taken
<table>
<thead>
<tr>
<th>ABSENCE MATRIX</th>
<th>#</th>
<th>Leave Type</th>
<th>Buckets</th>
<th>Drop Down on Timesheet</th>
<th>Cascading</th>
<th>Carryover Limits</th>
<th>Periodic Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGULAR ABSENCES</td>
<td>1</td>
<td>Comptime</td>
<td>COMPTIME</td>
<td>Y - E/A</td>
<td>No Cascade</td>
<td>240</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Floating Holiday</td>
<td>FLOATING HOL</td>
<td>Y - E/A</td>
<td>No Cascade</td>
<td>3 days</td>
<td>24 hrs/yr</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Deferred Holiday</td>
<td>DEFERRED HOL</td>
<td>Y - E/A</td>
<td>No Cascade</td>
<td>40</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Sick</td>
<td>SICK</td>
<td>Y - E/A</td>
<td>4-1-3-5-2</td>
<td>None</td>
<td>8 hrs/Month</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Annual Leave/Vacation</td>
<td>ANNUAL LEAVE/VACATION</td>
<td>Y - E/A</td>
<td>1-3-5-2</td>
<td>360</td>
<td>10,12 or 14 hrs per month based on the years of Service</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Sick - Bereavement</td>
<td>SICK</td>
<td>Y - E/A</td>
<td>4-1-3-5-2</td>
<td>None</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>Jury Duty</td>
<td>N/A</td>
<td>Y - E/A</td>
<td>No Cascade</td>
<td>None</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>Education Support</td>
<td>EDUCATION</td>
<td>Y - E/A</td>
<td>No Cascade</td>
<td>8</td>
<td>8 hrs/Year</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>FMLA Intermittent</td>
<td>FMLA / SICK</td>
<td>Y - E/A</td>
<td>4-1-3-5-2</td>
<td>Rolling</td>
<td>480</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Blood Donation</td>
<td>N/A</td>
<td>Y - E/A</td>
<td>No Cascade</td>
<td>2 hrs per - 8 max</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>Blood Platelets</td>
<td>N/A</td>
<td>Y - E/A</td>
<td>No Cascade</td>
<td>4 hrs per - 16 max</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>Voting</td>
<td>N/A</td>
<td>Y - E/A</td>
<td>No Cascade</td>
<td>2</td>
<td>No</td>
</tr>
</tbody>
</table>
OneUSG Connect Uses Time and Labor

**ADP**
- eTime is System of Record for Hours Worked
- Employees Enter Time Using Timeclocks, Timestamp, and Direct Entry to Timecards

**OneUSG**
- Time and Labor is System of Record for Hours Worked
- All Employee will have Schedules
- Lunch Punches will be Required
- Rounding Rules on ALL Punches
  - 6 Minute
- Employees Enter Time Using Timeclocks, Timestamp, and Direct Entry to Timecards
- Timeclocks will be Biometric
New
Biometric Timeclocks
OneUSG Connect Uses Time and Labor

**ADP**
- Manager Approves Timecards

**OneUSG**
- Manager Will Approve Time Worked
- Time Worked and Absences MUST Convert to Payable Time to be Paid
  - Process Runs Every Hour on the Half Hour
## Multiple Jobs

### Timesheet

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Empl Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Assistant</td>
<td>0</td>
</tr>
<tr>
<td>University Scholar</td>
<td>1</td>
</tr>
</tbody>
</table>

**Report Time**

**Self Service**

**Time Reporting**
Multiple Jobs

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Empi Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Leader</td>
<td>1</td>
</tr>
<tr>
<td>Student Assistant</td>
<td>2</td>
</tr>
<tr>
<td>Student Assistant</td>
<td>3</td>
</tr>
<tr>
<td>Self Service</td>
<td></td>
</tr>
<tr>
<td>Time Reporting</td>
<td></td>
</tr>
</tbody>
</table>
### Timesheet

**Select Another Timesheet**

- **Date**: 03/11/2018
- **Total Reported Hours**: 0.00
- **Reported Hours**: 0.00

**From 03/11/2018 to 03/17/2018**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>In</th>
<th>Out</th>
<th>Punch Code</th>
<th>Total Time Reporting Code</th>
<th>Quantity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun</td>
<td>3/11</td>
<td></td>
<td></td>
<td>New</td>
<td>3/11</td>
<td></td>
</tr>
<tr>
<td>Mon</td>
<td>3/12</td>
<td></td>
<td></td>
<td>New</td>
<td>3/12</td>
<td></td>
</tr>
<tr>
<td>Tue</td>
<td>3/13</td>
<td></td>
<td></td>
<td>New</td>
<td>3/13</td>
<td></td>
</tr>
<tr>
<td>Wed</td>
<td>3/14</td>
<td></td>
<td></td>
<td>New</td>
<td>3/14</td>
<td></td>
</tr>
<tr>
<td>Thu</td>
<td>3/15</td>
<td></td>
<td></td>
<td>New</td>
<td>3/15</td>
<td></td>
</tr>
<tr>
<td>Fri</td>
<td>3/16</td>
<td></td>
<td></td>
<td>New</td>
<td>3/16</td>
<td></td>
</tr>
<tr>
<td>Sat</td>
<td>3/17</td>
<td></td>
<td></td>
<td>New</td>
<td>3/17</td>
<td></td>
</tr>
</tbody>
</table>

**Summary**

- **Exceptions**: 7
- **Payable Time**:

**Exceptions**

<table>
<thead>
<tr>
<th>Date</th>
<th>Exception ID</th>
<th>Exception Source</th>
<th>Status</th>
<th>Exception Severity</th>
</tr>
</thead>
</table>

**Actions**

- Return to Select Job
- Self Service
- Time Reporting
OneUSG Connect Payroll Changes

**ADP**
- Pay Period Saturday to Friday
- Direct Deposit Mandatory
- Direct Deposit Accounts Prenoted
- Payroll Deadlines Flexible
- On Demand Payroll Processed on Campus

**OneUSG**
- Pay Period Sunday to Saturday
- Direct Deposit Mandatory
  - Global Cash Pay Card
  - Bank of America Cash Pay Card
  - Work-Study Students Exempt
- Direct Deposit Accounts Will Not Be Prenoted
- Payroll Deadlines Are Not Flexible
- On Demand Payroll Processed by OneUSG Shared Services Center
  - Same Day Direct Deposit
  - Check
  - Off Cycle Payroll
OneUSG Connect

Keeping You Informed

GO LIVE is March 25, 2018

OneUSG Connect will replace ADP as Georgia State University’s new human resources, time and absence, and payroll system.

- GSU OneUSG Website
- Emails
- Posters
- Training
- Videos
- Virtual Townhalls
- College/Department/VP Area Meetings
Training Schedule and Registration

- Training Classes will be conducted via classroom training, videos, and WebEx.

- The latest version of the Training calendar can always be found on the GSU OneUSG Website.

hr.gsu.edu/oneusg
Get Started
For more Information about OneUSG Connect

Employee Self Service
Manager Self Service
Faculty Data Self Service
Training Schedule and Registration
Biometric Timeclock Info
OneUSG Connect FAQs
Help & Contacts
OneUSG Connect Benefits

GSU OneUSG Website
http://hr.gsu.edu/oneusg

Email us
GSUOneUSGConnect@gsu.edu

OneUSG Connect
Contact Us
QUESTIONS??
MARCH MADNESS

#2 CINCINNATI vs. #15 GEORGIA STATE

FRIDAY, MARCH 16 | NASHVILLE, TENN.

Go Panthers!!
Thanks for your Participation