The OneUSG Connect Go Live date is **Sunday, March 25th**. Here are some important transition dates and checklists to help you and your employees get ready.

### Transition Checklist

**Before Go Live**

- Approve final biweekly timecard in ADP/eTIME for direct reports by March 16 @ noon for the pay period through March 24. Failure to include projected time worked through March 24th will delay the employee's pay until April 6th.

- Approve March absences in ADP/eTIME for direct reports by March 16 @ noon for the pay period through March 31.

- Have a meeting with your team to address concerns, provide a brief training, and answer any questions.

- Share job aids and post signage in a public area.

- Watch provided training videos on the GSU OneUSG Connect website ([http://hr.gsu.edu/oneusg](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.

- Confirm direct reports are listed under My Team in Manager Self Service.

- 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.

- Approve first biweekly timesheet in OneUSG Connect for non-exempt direct reports by April 7.

- Approve April monthly absences in OneUSG Connect for exempt direct reports by April 20.

### Important Dates

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

- **March 16**: Final monthly timecard approval due in ADP/eTIME. Include any leave taken through March 31.

- **March 16 at 5 p.m. - March 24**: ADP is not available. ADP Time clocks will be replaced with Kaba Time clocks. OneUSG Connect – Benefits will be available from the USG Faculty and Staff Portal ([oneusgconnect.usg.edu](http://oneusgconnect.usg.edu)). Any adjustments to March timecards need to be made through current, Historical Edit Report of Absence or Historical Edit Timesheet processes.

- **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! Begin using new time clocks.

- **March 30**: Receive final biweekly paycheck from ADP/eTIME.

- **March 30**: Receive final monthly paycheck from ADP/eTIME.

- **April 7**: First biweekly absence approval due in OneUSG Connect.

- **April 13**: Receive first biweekly paycheck from OneUSG Connect.

- **April 20**: First monthly absence approval due for April in OneUSG Connect. Does not require timesheet approval.

- **April 30**: Receive first monthly paycheck from OneUSG Connect.