

Final
Count
Down

For Monthly Employees

The OneUSG Connect Go Live date is **Sunday, March 25**. While you may not need to use the new system right away either for monthly time approvals or requests, there are a few important dates and simple tasks that you'll need to complete before and after Go Live occurs.

Transition Checklist

Before Go Live

- Watch provided training videos on the GSU OneUSG Connect website (<http://hr.gsu.edu/oneusg>) to become familiar with Employee Self Service
- Approve final monthly timecard in ADP/eTIME by March 16. Include any leave taken through March 31.

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 April monthly absences in OneUSG Connect by April 20.

Important Dates

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

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 absences need to be made through current, Historical Edit Report of Absence 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/eTIME.

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

April 30 Receive first paycheck from OneUSG Connect.

