

OneUSG Connect Release 6.22 Checklist and Important Dates

Final
Count
Down

For All Employees

The OneUSG Connect Go Live date on Release 6.22 is **Sunday, April 11th**. Here are some important transition dates and checklists to help you get ready.

Transition Checklist

Before Go Live

- If **biweekly**, enter hours on final biweekly timecard in OneUSG Classic View by April 9th @ noon for the first week (April 4 – 10) of the April pay period (April 4 – April 17). **Failure to enter projected time through April 10th, will delay the employee's pay for April 23rd.**
- Enter any absence requests in OneUSG Classic View by April 9th @ noon.
- Check with your manager to address concerns, provide a brief training, and answer any questions.
- Review job aids and watch provided training videos on the [GSU OneUSG Connect website](https://hr.gsu.edu/service-centers/oneusg/oneusg-connect-website) to become familiar with Employee Self Service.
(<https://hr.gsu.edu/service-centers/oneusg/oneusg-release-6-22/>)

After Go Live

- Login to OneUSG Connect.
<https://oneusgconnect.usg.edu/>
- If **biweekly**, review your timesheets to ensure that your reported time is properly posted.
- All employees, review absence requests to ensure that they are in an approved status.
- If **biweekly**, submit first timesheet in OneUSG Connect Fluid View for nonexempt direct reports by April 19.
- If **monthly**, submit April absences in OneUSG Connect Fluid View by April 20.

Important Dates

- April 9** Final **biweekly** timecard approval and absence approvals due in OneUSG Classic View. Include projected time worked through Saturday, April 10th.
- April 9** Final **biweekly** absence approval due in OneUSG Classic View. Include any absence requests submitted through December 31st.
- April 9** Final **monthly** absence approval due in OneUSG Classic View. Include any absence requests submitted through December 31st.
- April 9 at 5 p.m. - April 11 at 7 a.m.** OneUSG Connect ESS, and MSS will not be available.

KABA Time Clocks will be available for use but may display "Offline".

OneUSG Connect Benefits will be available for use from the USG Faculty and Staff Portal (oneusgconnect.usg.edu).

W-2s will be unavailable to view, download, or print so please plan accordingly.
- April 11 – 7 a.m. OneUSG Connect Go Live! Begin using new Fluid Release 6.22 Functionality.**