



OneUSG Connect Employee Self Service

New Features and Actions

Every employee in the University System of Georgia will use Employee Self Service in OneUSG Connect to perform time and absence submissions as well as view and update personal and tax information. As OneUSG Connect goes live across the USG, new features and actions will be added to enhance performance and add options.

Starting March 25, 2018, in OneUSG Connect, you will be able to:

- ✓ Enter, submit or revise your time worked and absences.
- ✓ View and update personal information, home and mailing address, phone numbers, marital status, email address, and emergency contacts.
- ✓ Request a name change.
- ✓ View paychecks and compensation history.
- ✓ Use the Paycheck Modeler to simulate your paycheck.
- ✓ Set up, view or update voluntary deductions, such as charitable contributions.
- ✓ Update and review direct deposit information and accounts.
- ✓ View, add, update or remove personal bank accounts.
- ✓ View and update tax information, such as W-4 and G-4 forms.
- ✓ View your W-2 forms or request a W-2 reissue.
- ✓ Set up preferences to receive your W-2 electronically.
- ✓ Accept, manage and decline Delegation Requests from others in your organization who need assistance performing time, labor and absence tasks when they are out of the office.
- ✓ See historical transactions that you processed, including transactions, denied, submitted, or pending for your review such as name changes and approved profile submissions.

Right now in OneUSG Connect - Benefits, you are able to:

- ✓ Review current benefits coverage
- ✓ Make benefit changes due to a life event (such as the birth of a child or a marriage)
- ✓ Find doctors, hospitals or other healthcare providers in your plan's network.
- ✓ Keep track of healthcare expenses (including deductibles, coinsurance and copayments).
- ✓ Contact insurance carriers and other benefit resources.



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OneUSG Connect Manager Self Service

New Features and Actions

Managers in the University System of Georgia will use Manager Self Service in OneUSG Connect to perform time and absence approvals as well as view team and position information. As OneUSG Connect goes live across the USG, new features and automated actions will be added to enhance performance and add more options.

Starting on **March 25, 2018**, in OneUSG Connect you will also be able to:

- ✓ Approve reported time and absence requests from employees.
- ✓ View your team's education, competencies, license, certifications and other job-related information.
- ✓ View your team's compensation history, including employee bonuses.
- ✓ View your team's historical profile.

New Automated Actions

- ✓ Delegate another person to manage your time, labor and absence tasks when you are out of the office.
- ✓ Request an employee reporting or location change.
- ✓ Submit requests to transfer, promote, demote, retire or separate an employee.
- ✓ Submit requests for an ad hoc salary change, such as a reclassification or equity adjustment.
- ✓ Submit requests to add new positions or make changes to an existing position.

- ✓ Submit additional pay requests for employees, such as housing allowances or one-time additional pay events.
- ✓ Submit requests for and view position funding changes.

New Features

- ✓ See historical transactions that you processed, including transactions approved, denied, submitted or pending for your review.
- ✓ Review your employees' job profiles, including languages, honors and awards, degree and education information, and licenses and certifications.

