

From: Campus Broadcast
To:
Subject: Did You Know This About Personal Information and Access in OneUSG Connect?
Date: Monday, February 5, 2018

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Georgia State University

Georgia State University is two months away from switching to OneUSG Connect from ADP. The system provides new or easier to use ways to update personal information, access the application and view information.

Did you know?

- Employee and Manager Self Service can be accessed through your smart phone and/or tablet's browser. Access the mobile-friendly application from anywhere.
- You will log into OneUSG Connect using your local network credentials. These may be the same credentials you use to access your email or wireless Internet in the office.
- You can securely access and update your personal information such as phone number, address and emergency contacts. Certain updates are routed through your Human Resources office to determine if additional requirements or documents are necessary (for example, name change).
- You can use the Company Directory to search by name, job title and location, among other things. Results can then be filtered by institution or organization, department, job title or location.
- When you search for an individual in the Company Directory, you can access an organization chart to display the reporting structure for that individual.

Learn how to update your personal information by watching the Employee Self Service training videos on our website at <http://hr.gsu.edu/oneusg/>.

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