

From: Campus Broadcast
To:
Subject: Did You Know This About Time and Absence in OneUSG Connect?
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Georgia State University

Dear Georgia State employees:

Georgia State University is a couple months away from switching to OneUSG Connect from ADP. The new application brings some new and exciting changes relating to the way you will submit time worked, request absences and view balances.

Did you know?

- OneUSG Connect allows you to easily submit future and past absence requests and routes them to your supervisor for approval. Absence requests are reflected on time card schedules.
- OneUSG Connect can process absences taken after a pay period closes so manual paper entry is no longer necessary. You will still need to enter absence requests in a timely fashion.
- You can view your monthly schedule, planned absences and holidays.
- Your manager can view your entire teams' schedule, coverage, assigned shifts, total work hours and any planned absences.
- If you have multiple jobs, you can easily record and submit time worked in Employee Self Service by switching between the multiple jobs using a dropdown menu.
- You can easily view your vacation and sick balances. Absence balances are updated at the close of each pay period.

Learn more about the new time and leave features by viewing the Employee Self Service training videos on our website at <http://hr.gsu.edu/oneusg/>.

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