

Final
Count
Down

For Biweekly Employees

The OneUSG Connect Go Live date is **Sunday, March 25**. You're going to be using a new system to approve time and submit absence requests. There are a few easy tasks you'll need to complete and important dates to be aware of before and after Go Live.

Transition Checklist

Before Go Live

- Approve final biweekly timecard in ADP/eTIME by March 16 @ noon for pay period through March 24.
- Watch provided training videos on the [GSU OneUSG Connect website](http://hr.gsu.edu/oneusg) (<http://hr.gsu.edu/oneusg>) to become familiar with Manager and Employee Self Service

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 first biweekly timesheet in OneUSG Connect by April 7.

Important Dates

March 16 Final **biweekly** timesheet approval due in ADP/eTIME. Include projected time worked through Saturday, March 24.

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 forecasted time need to be made through current, Historical Edit Timesheet 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.

April 7 Submit first **biweekly** timesheet in OneUSG Connect

April 13 Receive first paycheck from OneUSG Connect. Employees with multiple jobs will now receive one check for all jobs.

