



OneUSG Connect

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TRAINING

GSU Employee Self Service (ESS) –
Top Ten Things to Do and View
HANDOUTS

Instruction Content

Information:	Employee Self Service – THINGS TO DO
Instructor(s):	GSU HRIS Team
Developer(s):	OneUSG ITS Team

Support Materials

Top Ten Job Aids – Things To Do

1. How Do I Request an Absence?
2. How Do I Report My Time Using the Elapsed Timesheet (Hourly Employees)?
3. How Do I Report My Time Using the Webclock (Hourly Employees)?
4. How Do I Report My Time for Multiple Jobs Using the Web Clock
5. How Do I Submit a Partial Day Absence (Leave) Request?
6. How Do I Update My Direct Deposit Information?
7. How Do I Request an Extended Absence?
8. How Do I Use the Paycheck Modeler?
9. How Do I Update My G-4 Information?
10. How Do I Update My W-4 Information?

Additional Information:

- The corresponding videos to these job aids can be found on the GSU OneUSG Connect website: <http://hr.gsu.edu/oneusg/>

How Do I Submit an Absence\Leave Request?

Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Time and Absence** tile.
3. On the **Time** page, click the **Request Absence** link.
4. On the **Request Absence** page, click the **Absence Name** field and select absence reason.
5. Enter or select the **Start Date** of the absence.
6. Enter or select the **End Date** of the absence, if more than one day is being requested.
7. Validate/enter the number of hours for the absence in the **Duration** field.
8. Add **Comments** to detail the absence request. These comments are routed to your manager or designated time approver.
9. To save the request without submitting it, click the **Save for Later** button.
10. When finished entering all information for the absence, click the **Submit** button.
11. The system displays an informational message, asking you to confirm the submittal request. Click the **Yes** button.
12. After completing the submittal process, the leave request is redisplayed in read-only mode. The **Request Status** is set to **Submitted**.



How Do I Report My Time Using the Weekly Elapsed Timesheet? (Hourly Employees)

Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Time and Absence** tile.
3. On the **Time** page, click the **Weekly Timesheet** link.
4. The **Timesheet** opens to the **current week**. To change the **Timesheet** dates you wish to view, use either the **Previous Week** or **Next Week** links. You can also use enter or select a date and then click the **Refresh** icon (green arrows).
5. For the **Elapsed Timesheet**, you need to enter total number of hours worked each day. Each week lists three rows; most of the time you will only need one row.
 - a. Enter the number of **hours** worked each day.
 - b. Click the **Time Reporting Code** dropdown and select the appropriate entry. This is usually "**00REG – Regular.**"
 - c. If you need to enter different time entries for one day, use an additional row. Click the **Add (+)** icon at the end of the row if more rows are needed.
6. If you submitted any absence during the pay period, you can review them by clicking on the **Absence** tab (below the **Submit** button). Record any absences not submitted through the **Request Absence** selection on the **Time** page.
7. Your total reported time will appear on the **Reported Time Status** tab (below the **Submit** button).
8. Click the **Submit** button to submit your timesheet.



9. Click **OK** on the **Confirmation** page.
10. Your timesheet is now available for your manager (or designated time approver) to approve.



How Do I Report My Time Using the Web Clock? (Hourly Employees)

Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Time and Absence** tile.
3. On the **Time** page, click the **Web Clock** link.
4. Record your punch at the following times:
 - a. To punch in at the beginning of your shift, click the **Punch Type** drop down and select **In**.
 - b. To punch out for a meal break, click the **Punch Type** drop down and select **Meal**.
 - c. To punch in when returning from a meal break, click the **Punch Type** drop down and select **In**.
 - d. To punch out at the end of your shift, click the **Punch Type** drop down and select **Out**.
5. Optional: If you wish to enter comments with your punch, click the **Expand** icon for **Time Reporting Elements** and enter your **comments**. Leave the **Time Reporting Code** field blank. This optional step can be done for any punch.
6. Click the **Enter Punch** button.
7. Click **OK** for the confirmation message.



How Do I Report My Time for Multiple Jobs Using the Web Clock? (Hourly Employees)

Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Time and Absence** tile.
3. On the **Time** page, click the **Web Clock** link.
4. Select the job you are punching in for.
 - a. Select the **look up** icon (magnifying glass) for the **Select Job** field.
 - b. Select the **Empl Record** for the job for which you are recording a punch. If you are unsure of the Employee Record for a particular job, check with your supervisor.
5. Record your punch at the following times:
 - a. To punch in at the beginning of your shift, click the **Punch Type** drop down and select **In**.
 - b. To punch out for a meal break, click the **Punch Type** drop down and select **Meal**.
 - c. To punch in when returning from a meal break, click the **Punch Type** drop down and select **In**.
 - d. To punch out at the end of your shift, click the **Punch Type** drop down and select **Out**.
6. Optional: If you wish to enter comments with your punch, click the **Expand** icon for **Time Reporting Elements** and enter your **comments**. Leave the **Time Reporting Code** field blank. This optional step can be done for any punch.
7. Click the **Enter Punch** button.
8. Click **OK** for the confirmation message



How Do I Submit a Partial Day Absence\Leave Request?

Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Time and Absence** tile.
3. On the **Time** page, click the **Request Absence** link.
4. On the **Request Absence** page, click the **Absence Name** field and select absence reason.
5. Enter or select the **Start Date** of the absence.
6. Enter or select the **End Date** of the absence, if more than one day is being requested.
7. Click the **Partial Days** field.
8. Select the day(s) that will only be a partial absence.
 - a. **All Days**
 - b. **End Day Only**
 - c. **Start Day Only**
 - d. **Start and End Days**
 - e. If you are only taking one day of leave, select either **All Days** or **Start Day** only. Either selection will work.
9. In the **Duration** field, enter the hours of leave you are requesting for the day(s) selected through the **Partial Days** drop down.
10. Click **Done**.
11. Verify the **Duration** field has updated.
12. Add **Comments** to detail the absence request. These comments are routed to your manager or designated time approver.
13. To save the request without submitting it, click the **Save for Later** button.



14. When finished entering all information for the absence, click the **Submit** button.
15. The system displays an informational message, asking you to confirm the submittal request. Click the **Yes** button.
16. After completing the submittal process, the leave request is redisplayed in read-only mode. The **Request Status** is set to **Submitted**.



How Do I Request an Extended Absence?

Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Time and Absence** tile.
3. Select **Extended Absence Request**.
4. Enter or use the **Calendar** icon to select the **Start Date** for your Extended Absence.
5. Enter or use the **Calendar** icon to select the **Expected Return Date** for your Extended Absence.
6. Use the **Absence Name** dropdown to select the type of Extended Absence you are requesting.
7. In the **Requestor Comments** field, enter comments regarding this extended absence request that will be submitted via Workflow.
8. To save the request to work on later, click the **Save for Later** button.
9. To submit the Extended Absence Request, click the **Submit** button.
10. Click **Yes** when you receive the confirmation page.
11. The request will be routed via Workflow. You will be notified of any documentation you need to submit.



How Do I Update My Direct Deposit?

Directions

1. All requests for updates to Direct Deposit will be performed by the GSU Payroll Office until further notice.
2. Access Direct Deposit Change Form: Click here: [Direct Deposit Change Form](http://managers.hr.gsu.edu/resources/formspoliciesguidelines/search-forms/entry/1/39/)
<http://managers.hr.gsu.edu/resources/formspoliciesguidelines/search-forms/entry/1/39/>
3. To download, click on the pdf file for the Direct Deposit Change Form
4. Fill in the appropriate form fields as required.
5. Return the completed form to GSU Payroll Office:
 - Fax to (404) 413-3301
OR
 - Bring to One Park Place South, Suite 330
Downtown Atlanta Georgia State University Campus
6. If you have questions or need additional information, please contact the GSU Payroll Office or your HRAC representative for clarification.

Payroll Office Location & Contact

Office Hours

Monday – Friday 8:30am – 5:15pm

Physical Location

One Park Place South, Suite 330
Downtown Atlanta Georgia State University Campus

Mailing Address

Payroll Office
Georgia State University
P.O. Box 3982
Atlanta GA 30302-3982

Phone (404) 413-3302**Fax** (404) 413-3301**Email**

payroll@gsu.edu



How Do I Update My G-4 Information?

Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Taxes** tile.
3. Select **G4 Employee Self Service** in the menu.
4. **I am working in the State of:** Ensure GA is entered as the work location, unless you are a Georgia resident working in another state. Use the **Look Up** icon to select the correct state if this is the case.
5. Select the correct **Marital Status**.
6. If needed, update the number of **Withholding Allowances**.
7. If needed, update the number of **Additional Allowances**.
8. To withhold an additional amount, enter the amount in the **Additional Amount** field.
9. **Special Tax Status:** Select this checkbox if you are claiming exemption from withholding.
10. Click the **Submit** button.
11. Click **OK** on the **Confirmation** page.



How Do I Update My W-4 Information?

Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Taxes** tile.
3. Select **W-4 Tax Information** in the menu.
4. Input a number in the **Enter total number of Allowances you are claiming** field if making an update.
5. In the **Enter Additional Amount, if any, you want withheld from each paycheck** field, enter a monetary amount (optional).
6. Ensure the correct **Tax Status** is selected: **Single** or **Married**.
7. **Check here and select Single status if married but withholding at single rate**: Select this checkbox if you are married, but electing to withhold at the single rate.
8. **Check here if your last name differs from that shown on your social security card**: Select this checkbox if your last name on this page is different from your Social Security card.
9. Ensure the current year is appears in the **Claim Exemption** field. Update the year if needed.
10. **Check this box if you meet both conditions to claim exempt status**: Select this checkbox if you are able to claim exempt status (must meet the two conditions listed).
11. Click the **Submit** button.
12. To verify your identity, you must reenter your password and click **Continue**.
This is the same password that you use to access OneUSG Connect.
13. Click **OK** on the confirmation page.



How Do I Use the Paycheck Modeler?

Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Paycheck Modeler** tile.
3. Review the terms and conditions. Select the **Yes, I have reviewed and agree to the terms and conditions** checkbox.
4. Click the **Let's Get Started** button.
 - a. NOTE: The Paycheck Modeler is available after at least once pay cycle has been run for you.
5. To see your current paycheck in the modeler:
 - a. On **Earnings – Step 2 of 6**, click **Next**.
 - b. On **Deductions – Step 3 of 6**, click **Next**.
 - c. On **Taxes – Step 4 of 6**, click **Next**.
 - d. On **Calculate – Step 5 of 6**, click **Next**.
 - e. On the **Results** page, your current paycheck is displayed.
6. To adjust **Earnings** for your modeled paycheck, click the **Earnings** link at the top of the page.
 - a. To edit an amount, click its **Edit** icon (pencil).
 - b. To clear an amount, click the **Clear Amount** icon (green arrow).
 - c. Click **Next** to go to **Deductions** or go to **Step 9**.
7. To adjust **Deductions** for your modeled paycheck, click the **Deductions** link at the top of the page.
 - a. To edit an amount, click its **Edit** icon (pencil).
 - b. To clear an amount, click the **Clear Amount** icon (green arrow).
 - c. Click **Next** to go to **Taxes** or go to **Step 9**.
8. To adjust **Taxes** for your modeled paycheck, click the **Taxes** link at the top of the page.



- a. To edit your withholding information, click the **Edit** icon for either **Federal** or **State**.
 - b. Click **Next** to calculate your modeled example paycheck.
9. To calculate your modeled paycheck, click the **Calculate** link at the top of the page.
 - a. Click the **Calculate My Modeled Check** button (if you didn't make any changes, this button will be disabled).
 - b. Click **Next**.
10. Review the results of your modeled paycheck.
 - a. To make further adjustments, click the appropriate link at the top of the page.
 - b. If you are finished using the Paycheck Modeler, click the **Exit** button.
 - c. Click **OK** to continue.
11. NOTE: The Paycheck Modeler only provides a hypothetical check. There is no guarantee that you will receive the modeled results based on actual changes.



Instruction Content

Information:	Employee Self Service – THINGS TO VIEW
Instructor(s):	GSU HRIS Team
Developer(s):	OneUSG ITS Team

Support Materials

Top Ten Job Aids – Things To View

1. How Do I View My Personal Information?
2. How Do I View My Paystub?
3. How Do I View My Payable Time?
4. How Do I View My Weekly Reported Time?
5. How Do I View My Submitted Absence Requests?
6. How Do I View My Compensation History?
7. How Do I View My Compensatory Time Balances?
8. How Do I View My Extended Absence History?
9. How Do I View My Absence/Leave Balances?
10. How Do I View My Timesheet Exceptions?

Additional Information:

- The corresponding videos to these job aids can be found on the GSU OneUSG Connect website: <http://hr.gsu.edu/oneusg/>

How Do I View My Personal Information?

Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Personal Details** tile.
3. On the left side of the page, OneUSG Connect displays links to several types of personal information stored in the system:
 - a. Addresses
 - b. Contact Details (phone and email)
 - c. Marital Status
 - d. Name
 - e. Ethnic Groups
 - f. Emergency Contacts
 - g. Additional Information (birthdate, social security number and start date)
4. Click the appropriate link to review the page information. See additional job aids for instructions on updating Personal Details information.
 - a. Please note that "Additional Information" items must be updated by a member of Human Resources.



How Do I View My Paystub?

Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Pay** tile.
3. Locate your paystub for the pay period you are reviewing.
 - a. Click the **Filter** icon in the upper left corner to filter by a date range, and then click **Done**.
 - b. Click the **Sort** icon in the upper right corner to change the sort order.
 - c. Click the paystub you wish to view.
4. Review your paystub.
 - a. Your paystub opens in a new tab/window as a PDF. If you get an error, you need to disable your pop-up blocker within your browser.
 - b. Use the PDF menu (hover mouse towards bottom of the page) to print or save the paystub file.
5. Return to OneUSG Connect by selecting its tab/window.
 - a. Close the tab/window with your paystub.



How Do I View My Payable Time?

Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Time and Absence** tile.
3. On the **Time** page, click the **Payable Time Summary** link to see a summary of your payable time.
 - a. Your **Payable Time** is listed by **Time Reporting Code**, including the total for the week.
 - b. Use the **Previous Week** or **Next Week** links to navigate to different weeks. You can also enter or use the **Calendar** icon to select a different **Start Date** to view; click the **Refresh** icon.
4. To see **Payable Time Detail**, click the **Detail** page link. You can also select **Payable Time Detail** from the **Time** page.
 - a. In the **Overview** tab, the **Detail** page lists each **Date**, its **Status**, **Time Reporting Code**, **Quantity** and **Estimated Gross**.
 - b. Click the **Expand** icon for **Payable Status Filter** to filter for only particular types of status, such as **Approved** or **Needs Approval**.
Click the **Refresh** icon next to the **End Date** field.
5. NOTE: **Payable Time** is your **Reported Time** that has been processed. This is the time you report on your timesheet, or record via the Web Clock or Kaba Time Clock. For hourly employees, rounding rules are applied when **Reported Time** is processed into **Payable Time**.



How Do I View My Weekly Reported Time?

Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Time and Absence** tile.
3. On the **Time** page, click **WeeklyTimesheet**.
4. The **Timesheet** opens to the **current week**. To change the **Timesheet** dates you wish to view, use either the **Previous Week** or **Next Week** links. You can also use enter or select a date and then click the **Refresh** icon (green arrows).
5. Any time you have reported is listed on your **Timesheet**. Click the **Summary** tab to see a summary of the types of reported time you have for the time period you are viewing.
6. NOTE: Remember that **Reported Time** is the actual time you record in the timesheet or that is recorded from Web Clock or Kaba Time Clock punches. Reported Time is converted into **Payable Time**, where rounding rules may take place to adjust the time for which you are paid.



How Do I View My Submitted Absence Requests?

Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Time and Absence** tile.
3. On the **Time** page, click the **Absence Request History** link.
4. By default, the **Absence Request History** page displays the last few months.
 - a. Update the dates by entering or using the **Calendar** icon to select new **From** and **Through** dates. Then click **Refresh**.
 - b. To retrieve your entire **Absence Request History** in OneUSG Connect, clear the **From** and **Through** date fields and click **Refresh**.
5. The **Absence Request History** page lists the absences you have submitted and their statuses.
6. To see the detail of a particular absence, click the link in the **Absence Name** column.
 - a. Review the information.
 - b. Click the **Return to Absence Request History** link.



How Do I View My Compensation History?

Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Compensation History** tile.
3. Your compensation history is listed.
 - a. NOTE: Changes in compensation history are reflected here if they were processed within OneUSG Connect.
4. Click the **Date of Change** link to review the details related to the change.
 - a. Click **Return** to close the box.
5. Select the **Compensation History Chart** icon in the upper right corner of the page to see a graphical representation of changes.
 - a. Click **Return** to close the box.



How Do I View My Comp Time Balance?

Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Time and Absence** tile.
3. On the **Time** page, click **Absence Balances**.
4. On the **Balances** page, all of your various Absence Balances are listed. You will only see balance absence types that apply to you.
5. Locate your Compensatory Time Balance, which is labeled **Comptime Balance** on this page.
6. Note that the hours are current as of the date reflected. The balance does not reflect absence hours earned or taken, which have not yet been processed.



How Do I View My Absence Balances?

Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Time and Absence** tile.
3. On the **Time** page, click the **Absence Balances** link.
4. All of your absence balances are listed on this page. Note the "**As Of Date**." Absence balances do not reflect absences that have not been processed.
5. **NOTE:** Your absence balances will be "0" until after the first pay period closes for institutions just implementing OneUSG Connect.



How Do I View My Extended Absence History?

Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Time and Absence** tile.
3. Select **Extended Absence History** from the menu listing.
4. The default date range for **Extended Absence History** is the last three months. To enter a specific date range, enter or use the **Calendar** icon to select the **From** and **Through** Dates.
5. Click the **Refresh** button.
6. To retrieve a complete history of extended absences, clear the values from the **From** and **Through** fields and click the **Refresh** button.
7. To see the details of an extended absence, click the **Absence Name** link.
 - a. Click the **Return to Extended Absence Request** history link to return to the previous page.



How Do I View My Timesheet Exceptions?

Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service** page, click the **Time and Absence** tile.
3. On the **Time** page, click **Exceptions**.
4. The **Exceptions** page opens and lists any exceptions that currently exist.
 - a. If needed, you can click the **Expand** icon for **Filtering Options** to filter the list of exceptions.
5. The **Overview** tab shows any exceptions, a description of the exception and the date it applies to.
6. Click the **Details** tab to see additional information about the Exception.
7. You can work with your Manager or designated Time Approver to clear any exceptions through Manager Self Service.



