

Final
Count
Down

For Managers

The OneUSG Connect Go Live date is **Sunday, March 25th**. Here are some important transition dates and checklists to help you and your employees get ready.

Transition Checklist

Before Go Live

- Approve final biweekly timecard in ADP/eTIME for direct reports by March 16 @ noon for the pay period through March 24. **Failure to include projected time through March 24th, will delay the employee's pay until April 6th.**
- Approve March absences in ADP/eTIME for direct reports by March 16 @ noon for the pay period through March 31.
- Have a meeting with your team to address concerns, provide a brief training, and answer any questions.
- Share job aids and post signage in a public area.
- 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.
- Confirm direct reports are listed under My Team in Manager Self Service.
- 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.
- Approve first **biweekly** timesheet in OneUSG Connect for nonexempt direct reports by April 7.
- Approve April **monthly** absences in OneUSG Connect for exempt direct reports by April 20.

Important Dates

- March 16** Final **biweekly** timecard approval due in ADP/eTIME. Include projected time worked through Saturday, March 24
- March 16** Final **monthly** timecard approval due in ADP/eTIME. Include any leave taken through March 31.
- March 16 at 5 p.m. - March 24** ADP is not available. ADP Timeclocks will be replaced with Kaba Timeclocks. OneUSG Connect - Benefits will be available from the USG Faculty and Staff Portal (oneusgconnect.usg.edu). Any adjustments to March timecards need to be made through current, Historical Edit Report of Absence or Historical Edit Timesheet processes.
- 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! Begin using new time clocks.**
- March 30** Receive final **biweekly** paycheck from ADP/eTIME.
- March 30** Receive final **monthly** paycheck from ADP/eTIME.
- April 7** First **biweekly** absence approval due in OneUSG Connect.
- April 13** Receive first **biweekly** paycheck from OneUSG Connect.
- April 20** First **monthly** absences approval due for April in OneUSG Connect. Does not require timesheet approval.
- April 30** Receive first **monthly** paycheck from OneUSG Connect