

OneUSG Connect: Manager Self-Service

Starting on March 25, 2018 all employees use the OneUSG Connect system to *request use of paid leave and to access, review and update personal information including direct deposit, paystubs and benefits. Non-exempt employees also use the system to record and submit time worked.*

There are many benefits of using OneUSG Connect:

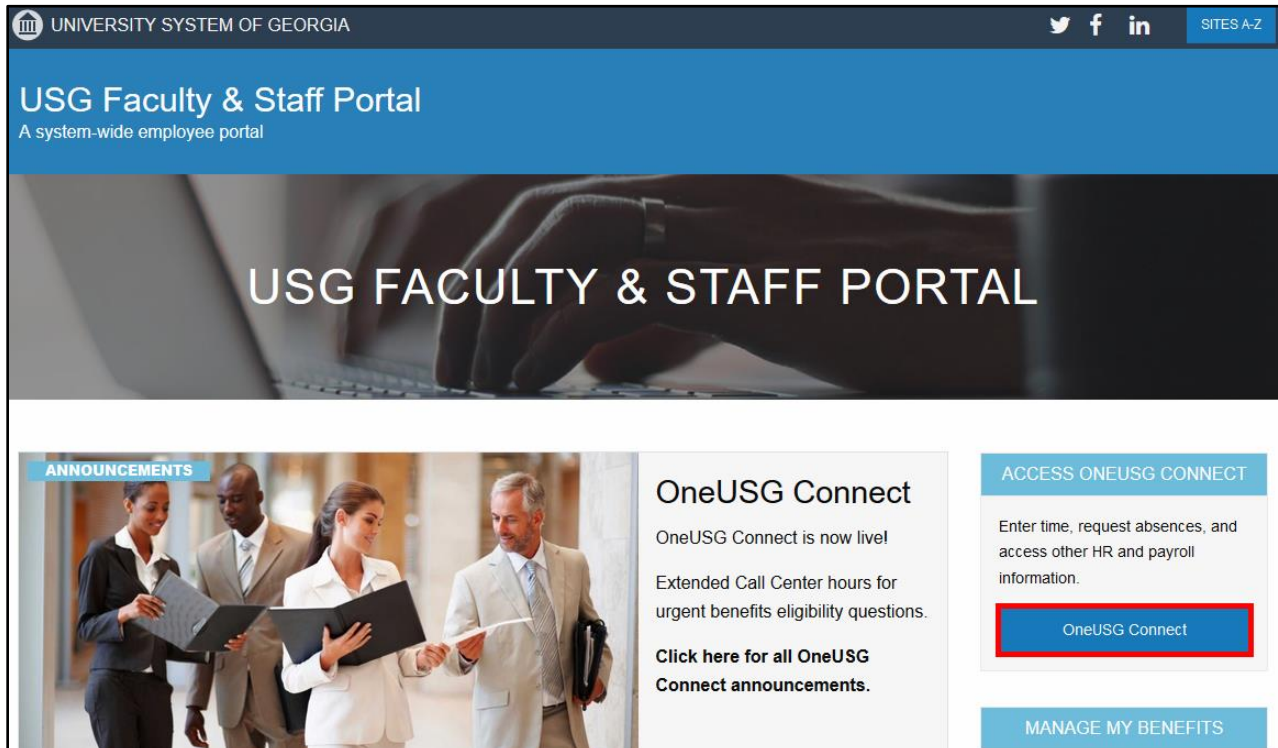
- It is easy to use and will automate current manual HR, benefits, and payroll processes.
- Mobile friendly, which will allow employees to submit and/or approve absences on the go.
- It delivers faster and more efficient responses to handle issues or answer questions, which will be available through the USG Shared Service Center's centralized support.
- Single Sign-On using your KSU NetID and Password.

The Manager Self-Service allows you access to real-time tools including time approval, position reports, and job information. The following will give you a brief overview of the Manager Self-Service home page and how to perform certain actions:

Logging In to OneUSG Connect

When you first log in to OneUSG connect, you can use any browser, except for Microsoft Edge.

1. Navigate to <http://oneusgconnect.usg.edu/>.
2. From the *USG Faculty & Staff Portal*, on the bottom right-hand side, click **OneUSG Connect**.



UNIVERSITY SYSTEM OF GEORGIA

USG Faculty & Staff Portal
A system-wide employee portal

USG FACULTY & STAFF PORTAL

ANNOUNCEMENTS

OneUSG Connect
OneUSG Connect is now live!
Extended Call Center hours for urgent benefits eligibility questions.
Click here for all OneUSG Connect announcements.

ACCESS ONEUSG CONNECT
Enter time, request absences, and access other HR and payroll information.
OneUSG Connect

MANAGE MY BENEFITS

Figure 1 - USG Faculty & Staff Portal

- From the *USG Single Sign-on Authentication* screen, choose your **USG SSO Authentication** (the KSU logo).

Note: You can tell it to **Remember my choice**.

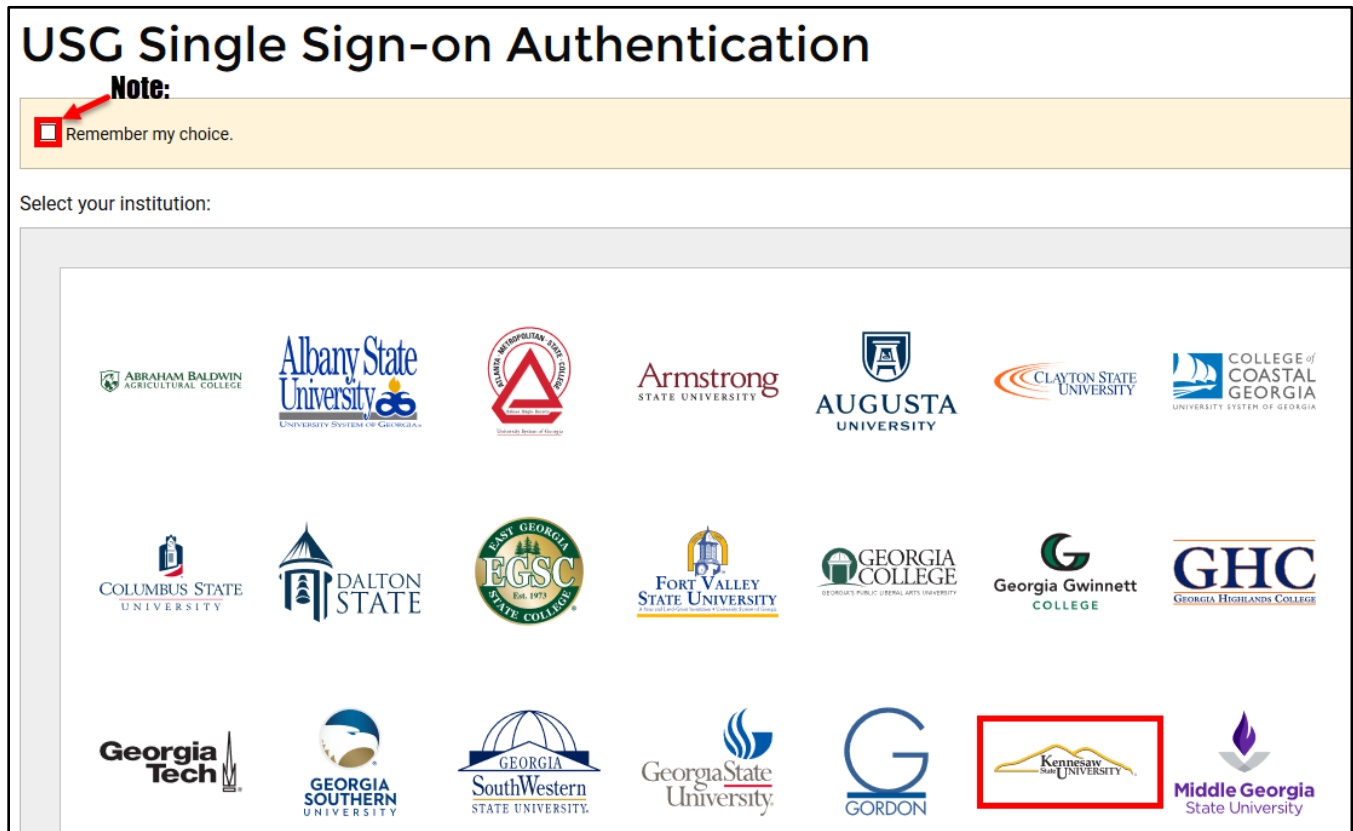


Figure 2 - USG Single Sign-on Authentication

- Log in using your **KSU NetID** and **Password** (See Figure 3).
- Click **Login** (See Figure 3).

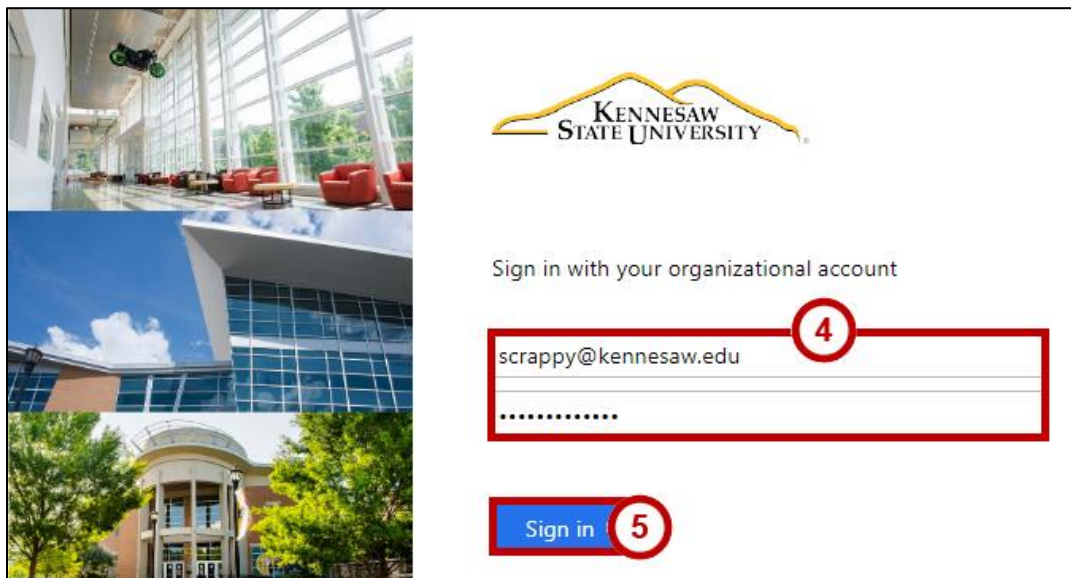


Figure 3 - Logging In to OneUSG Connect

6. You will be taken to the *Employee Self-Service* Home Page.

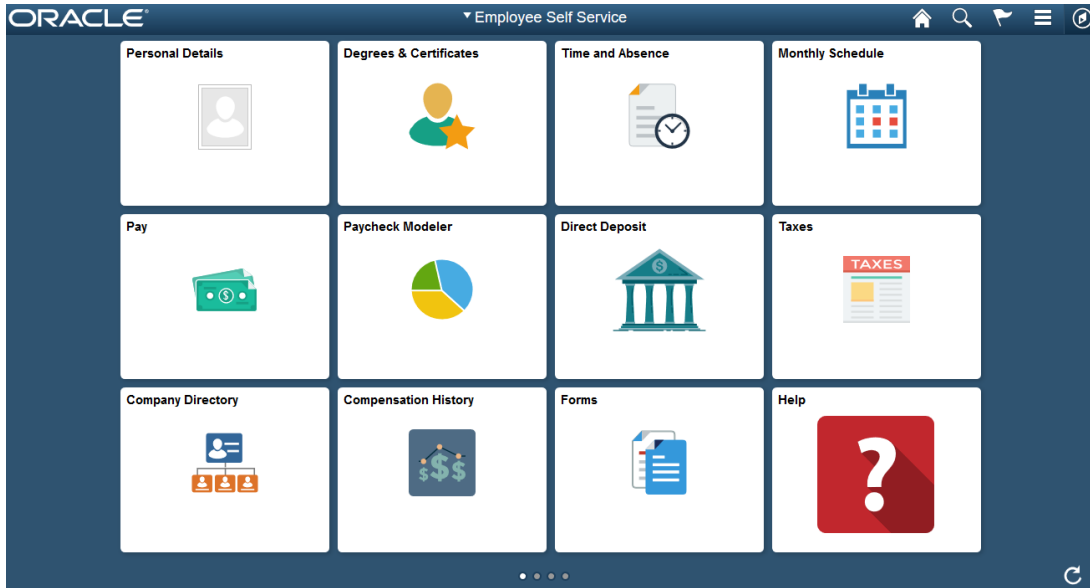


Figure 4 - Employee Self-Service Home Page

7. Click the **drop-down** next to *Employee Self-Service* (See Figure 5).
8. Click **Manager Self Service** (See Figure 5).

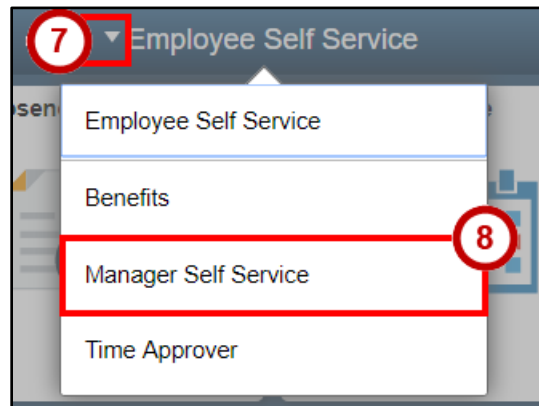


Figure 5 - Click Manager Self Service

9. Once inside *Manager Self Service*, you can view basic information about your direct employees, and perform certain actions for those employees.

Interface

The following will explain the different features you have access to in *Manager Self Service*:

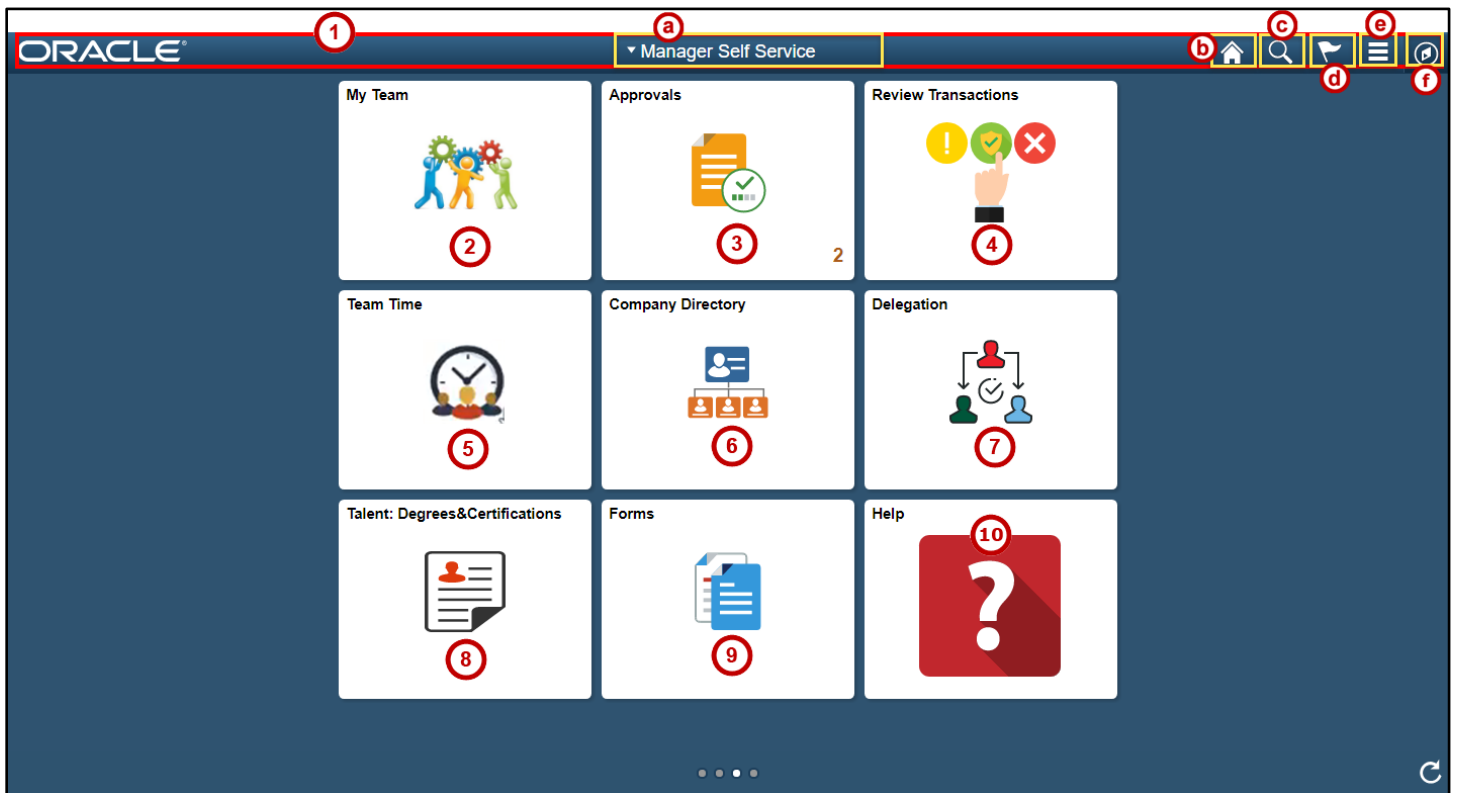


Figure 6 - Manager Self Service Home Page

1. Navigation Bar

- a. **Manager Self Service** - You can choose different selections from the drop-down. All employees will have access to Employee Self Service and Benefits from this drop-down (See Figure 6).

Note: If you supervise others, you will also see Manager Self Service in the list. Faculty Members will see Faculty Data Self Service in the listing.

- b. **Home Icon** - Click here to be taken back to your homepage (See Figure 6).
 - c. **Search Icon** – Use this to search within the OneUSG Connect system (See Figure 6).
 - d. **Notifications Icon** – Will let you know if you have any alerts or actions that you need to address (See Figure 6).
 - e. **Actions List Icon** – Click here to access your Preferences, or to Sign Out of the system (See Figure 6).
 - f. **Navigation Icon** – Allows you to access common pages, or recent pages (See Figure 6).
2. **My Team** - Provides a list of your direct reports (See Figure 6).
 3. **Approvals** – click this tile to access sick and vacation time that needs to be approved (See Figure 6).
 4. **Review Transactions** – Is where supervisors will see items pending their approval (See Figure 6).
 5. **Team Time** – is how you access your teams' time for approval (See Figure 6).
 6. **Company Directory** - Allows you to search for others in your organization, get their contact information, and Org Chart, if needed (See Figure 6).

7. **Delegation** – is how you access the area where you can delegate some of your Self-Service transactions so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees (See Figure 6).
8. **Talent: Degrees & Certifications** – where you can review your employees’ recorded degrees, licenses, certifications, language skills, and honors and awards (See Figure 6).
9. **Forms** – Future space for KSU forms (See Figure 6).
10. **Help** - opens up a new tab that will take you directly to an area to request help (See Figure 6).

My Team

The *My Team* section provides a list of your direct reports. The list summary includes the employees’ job title, department and location, and contact information. If one of your direct reports has direct reports of their own, they will also be listed. The *Compensation* tab will show the employees’ current salary, and other compensation details. The *Leave Balances* tab will provide a summary of each employees’ leave balances.

| Name / Title | Directs / Total | Department / Location | Email / Phone | Today's Status |
|-----------------------------|-----------------|--|---------------|----------------|
| IT Systems Support Prof III | | ISY-University Info Tech Serv Kennesaw State University | | |

Figure 7 - My Team

Team Time

As a Manager, you are required to approve your Non-Exempt employees’ time each pay period. As soon as a Non-Exempt employee approves their time by either submitting a *Time Clock*, *Web Clock*, *Punch Timesheet*, or *Elapsed Timesheet*, the timesheet is then ready for your approval. Once you approve your employees’ time, it is then available to be processed into payable time.

Note: There is no requirement to approve Exempt Employees timesheets, since they only record time not worked such as sick time, or vacation, which are approved through Absence Approvals.

Note: Department Chairs will have to approve ACA timecards for Part-time faculty.

To approve your Teams time:

1. Click on the **Team Time** tile.

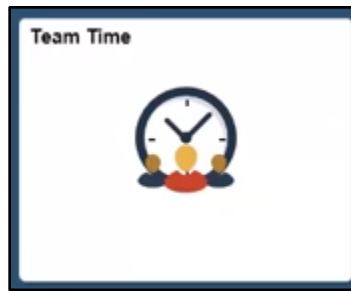


Figure 8 - Click the Team Time Tile

2. Click **Report Time**.

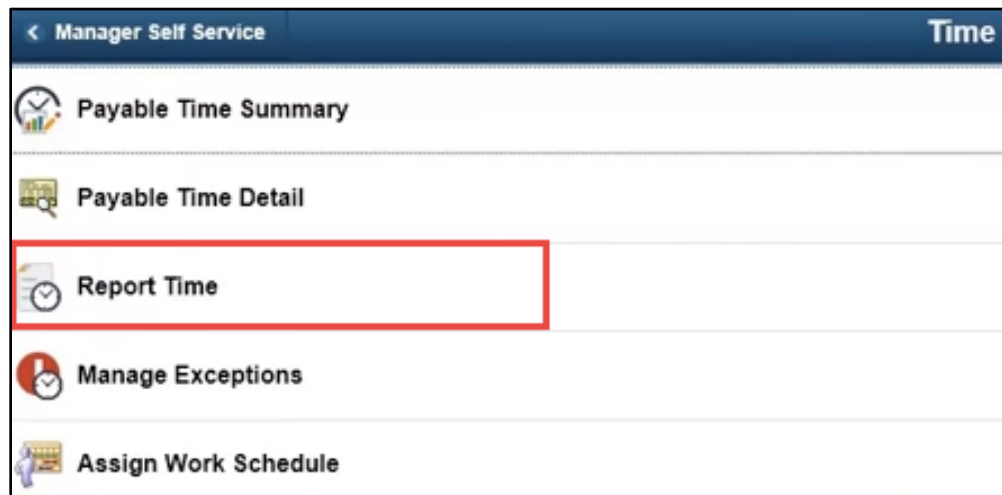


Figure 9 - Click Report Time

3. On the *Timesheet summary* page, click the **Get Employees** button to retrieve all of your employees.

Report Time
Timesheet Summary

Employee Selection

Employee Selection Criteria

| Selection Criterion | Selection Criterion Value |
|---------------------|---------------------------|
| Time Reporter Group | <input type="text"/> |
| Employee ID | <input type="text"/> |
| Empl Record | <input type="text"/> |
| Last Name | <input type="text"/> |
| First Name | <input type="text"/> |
| Company | <input type="text"/> |

Get Employees (highlighted in red)

Clear Criteria

Save Criteria

Change View

*View By: Show Schedule Information

Date: 11/29/2017

Previous Week Next Week

Employees For Meredith Gray, Totals From 11/26/2017 - 12/02/2017 Personalize | Find | 1 of 1

Time Summary Demographics

| Last Name | First Name | Employee ID | Empl Record | Job Title | Reported Hours | Hours to be Approved | Scheduled Hours | Exception | Reported Absence | Hours Approved or Submitted | Denied Hours |
|-----------|------------|-------------|-------------|-----------|----------------|----------------------|-----------------|-----------|------------------|-----------------------------|--------------|
| Last Name | | | 0 | | 0.000000 | 0.000000 | 0.000000 | | | 0.000000 | 0.000000 |

Figure 10 - Click Get Employees

4. Here, you will see a list of all of your employees.

Note: You will only need to approve timesheets for your Non-Exempt or hourly employees.

Employees For Meredith Gray, Totals From 11/26/2017 - 12/02/2017 Personalize | Find | 1-15 of 15

Time Summary Demographics

| Last Name | First Name | Employee ID | Empl Record | Job Title | Reported Hours | Hours to be Approved | Scheduled Hours | Exception | Reported Absence | Hours Approved or Submitted | Denied Hours |
|-----------|------------|-------------|-------------|--------------------------------|----------------|----------------------|-----------------|-----------|------------------|-----------------------------|--------------|
| Avery | Jackson | 0240485 | 0 | Intermediate Dir Div/Dept AD | 0.00 | 0.00 | 40.00 | | | 0.00 | 0.00 |
| Bailey | Miranda | 0158303 | 0 | Director SubDiv/Unit AD | 0.00 | 0.00 | 40.00 | | | 0.00 | 0.00 |
| Edwards | Stephanie | 1000104 | 0 | Communications Parapro/Pro | 0.00 | 0.00 | 40.00 | | | 0.00 | 0.00 |
| Employ | Employee | 0330932 | 0 | Communications Parapro/Pro | 0.00 | 0.00 | 40.00 | | | 0.00 | 0.00 |
| Hunt | Owen | 0159304 | 0 | Office/Clerical Lead | 16.00 | 16.00 | 40.00 | | | 0.00 | 0.00 |
| Karev | Alex | 0033175 | 0 | Assoc/Asst Dir Coll/Sch AC | 0.00 | 0.00 | 40.00 | | | 0.00 | 0.00 |
| Kepner | April | 0255777 | 0 | Sr Finance/Budget Professional | 0.00 | 0.00 | 40.00 | | | 0.00 | 0.00 |
| Shepherd | Derek | 0158743 | 0 | Office/Clerical Lead | 16.00 | 16.00 | 40.00 | | | 0.00 | 0.00 |
| Sloan | Mark | 0288710 | 2 | Office/Clerical Assistant | 16.00 | 16.00 | 40.00 | | | 0.00 | 0.00 |
| Stevens | Izzie | 0330346 | 0 | Communications Parapro/Pro Sen | 16.00 | 16.00 | 40.00 | | | 0.00 | 0.00 |
| Torres | Callie | 0158751 | 0 | Office/Clerical Lead | 16.00 | 16.00 | 40.00 | | | 0.00 | 0.00 |
| Warren | Ben | 1000043 | 0 | Intermediate Off/Clerical Lead | 16.00 | 16.00 | 40.00 | | | 0.00 | 0.00 |

Figure 11 - Employee List

5. To approve an employees' time submitted, click their **last name**.

| | | | | | | | | | | |
|----------------|--------|---------|----------------------------------|-------|-------|-------|--|--|------|------|
| Shepherd | Derek | 0158743 | 0 Office/Clerical Lead | 16.00 | 16.00 | 40.00 | | | 0.00 | 0.00 |
| Sloan | Mark | 0288710 | 2 Office/Clerical Assistant | 16.00 | 16.00 | 40.00 | | | 0.00 | 0.00 |
| Stevens | Izzie | 0330346 | 0 Communications Parapro/Pro Sen | 16.00 | 16.00 | 40.00 | | | 0.00 | 0.00 |
| Torres | Callie | 0158751 | 0 Office/Clerical Lead | 16.00 | 16.00 | 40.00 | | | 0.00 | 0.00 |

Figure 12 - Click Last Name

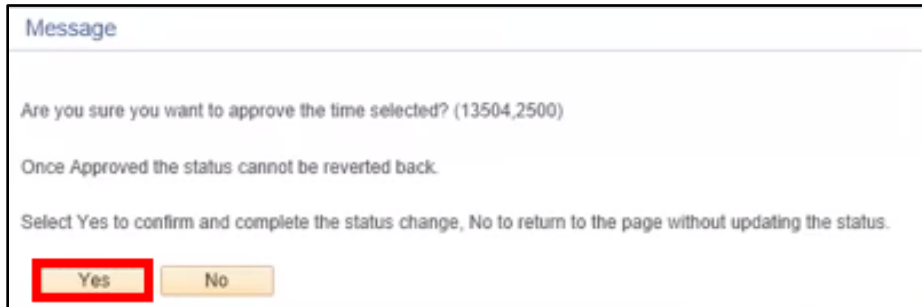
6. From the *Reported Time Status* tab, click the **check boxes** next to the times you wish to approve, or you can click **Select All** (See Figure 13).

7. Click **Approve** (See Figure 13).

Figure 13 - Reported Time Status

Note: As a supervisor, you are not only approving the timecard, but you should also be verifying the accuracy of the time being submitted by your employee.

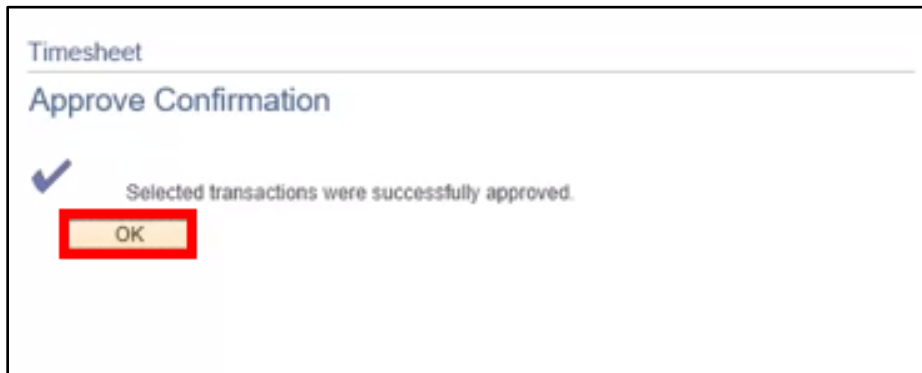
8. Click **Yes** to confirm.



A confirmation message dialog box with the following text: "Message", "Are you sure you want to approve the time selected? (13504,2500)", "Once Approved the status cannot be reverted back.", and "Select Yes to confirm and complete the status change, No to return to the page without updating the status." At the bottom, there are two buttons: "Yes" (highlighted with a red box) and "No".

Figure 14 - Click Yes

9. A confirmation will appear. Click **OK**.



A confirmation dialog box titled "Timesheet Approve Confirmation". It features a blue checkmark icon and the text "Selected transactions were successfully approved." Below this, there is an "OK" button highlighted with a red box.

Figure 15 - Click OK

10. If you are finished approving time you can navigate back to the home page, or if you wish, you can click **Next Employee** to move on to the next persons time that you need to approve.



A screenshot of a timesheet summary page. The page header includes "Communications Parapro/Pro Sen" and "Empl Record 0". Below the header, there are "Actions" and "Earliest Change Date 12/03/2017". The main content area shows "Select Another Timesheet" with a "View By" dropdown set to "Calendar Period" and a "Date" field set to "11/19/2017". To the right, there are links for "Previous Period", "Next Period", and "Next Employee" (highlighted with a red box). Below these links, there are "Print Timesheet" and "Punch Timesheet" options. The summary statistics show "Total Reported Hours 40.00" and "Reported Hours 40.00". A footer note states: "The Payable Time page will populate after processing is complete. Absences are processed once each pay period."

Figure 16 - Click Next Employee

Approvals

Managers are able to view and approve absence requests that their employees submit. The following will show you how to approve absence requests submitted by an employee:

1. From the *Manager Self Service* page, click on the **Approvals** tile.

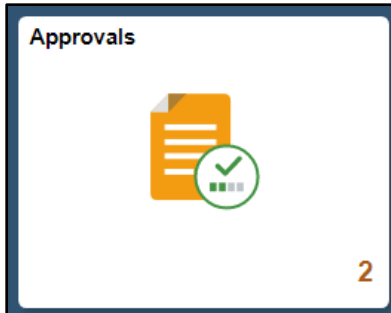


Figure 17 - Click the Approvals Tile

2. You will then be taken to the *Pending Approvals* Page. Click the **arrow** to review the submitted leave request.



Figure 18 - Click on the Arrow

3. Click **Approve** to Approve the requested sick leave.

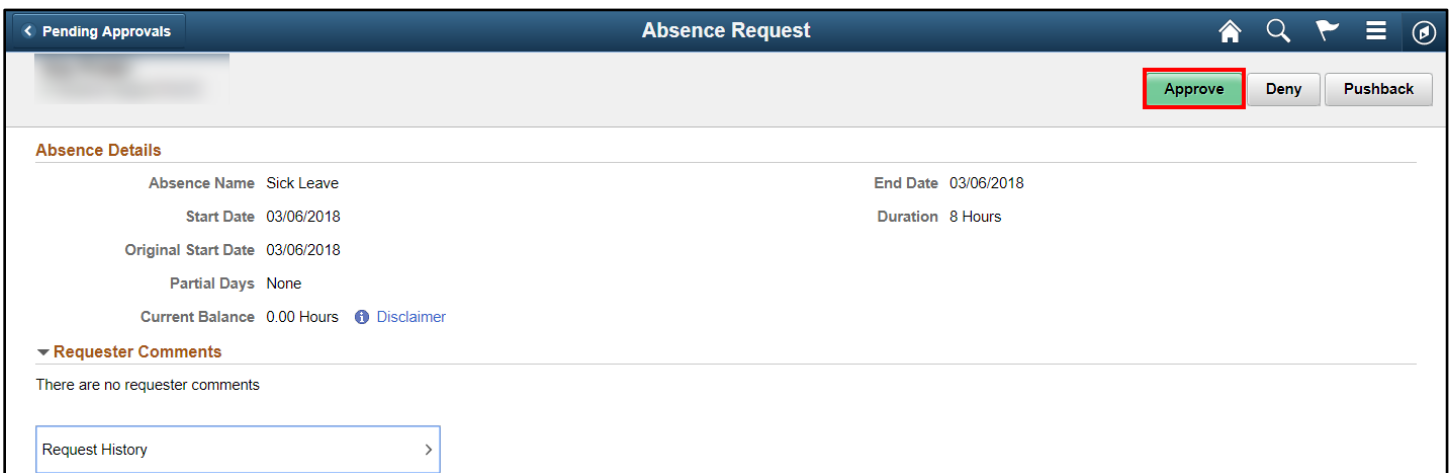


Figure 19 - Click Approve

4. Once you have approved all of the requested leave, you will see the following screen.



Figure 20 - Pending Approvals

Delegation

You can use the *Delegation* tile to access the ability to delegate some of your Self-Service transactions so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. You also will be able to view any responsibilities now delegated to you by others.

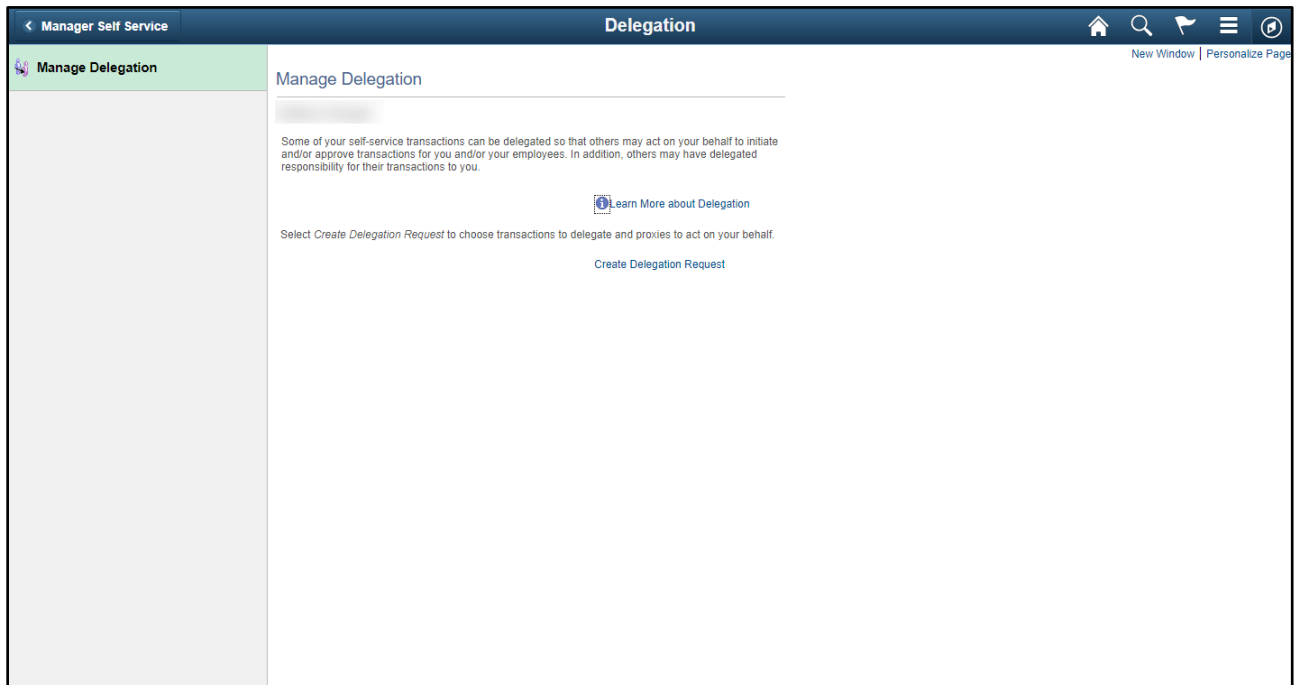
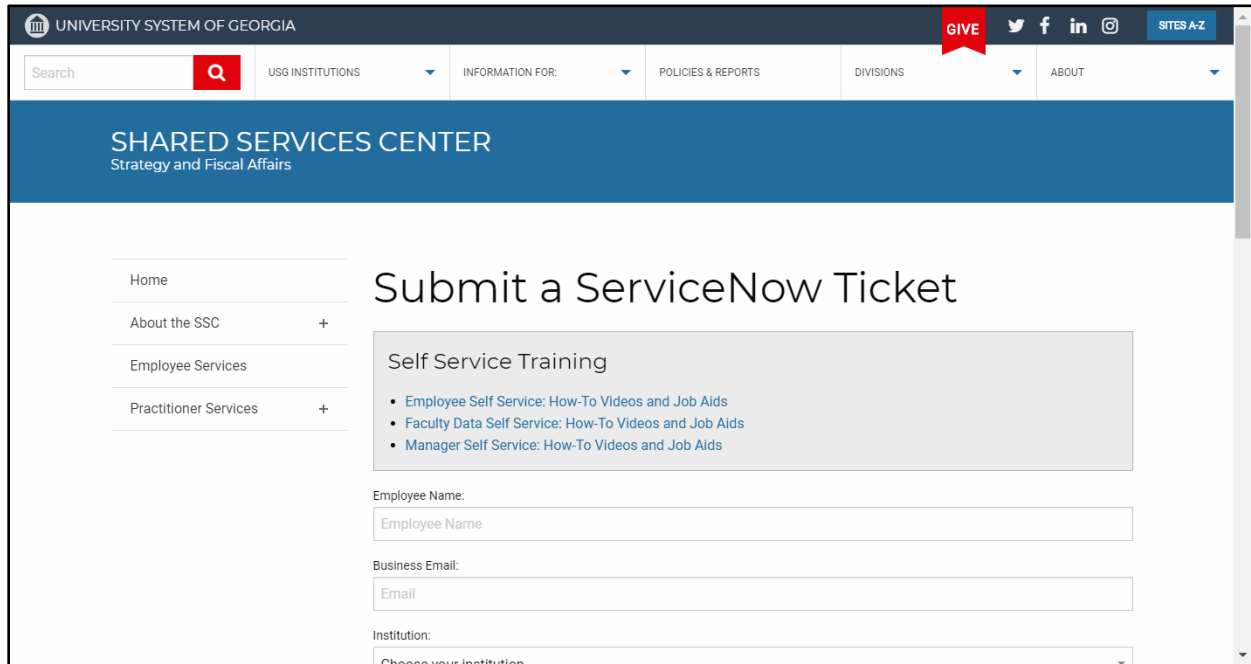


Figure 21 - Delegation

Help

When you click on the *Help* Tile from the *Employee Self Service* Home page, you will be taken here, where you can submit a ticket:



The screenshot shows the University System of Georgia Shared Services Center website. The header includes the university logo and name, a search bar, and navigation links for USG INSTITUTIONS, INFORMATION FOR, POLICIES & REPORTS, DIVISIONS, and ABOUT. A red 'GIVE' button is also visible. The main content area is titled 'Submit a ServiceNow Ticket' and features a 'Self Service Training' section with links to 'Employee Self Service: How-To Videos and Job Aids', 'Faculty Data Self Service: How-To Videos and Job Aids', and 'Manager Self Service: How-To Videos and Job Aids'. Below this is a form with fields for 'Employee Name', 'Business Email', and 'Institution'.

Figure 22 - Submitting a Ticket

Logging Out

Note: DO NOT just close the browser. Errors can occur that could possibly lock you out of future sessions. To log out:

1. Click on the **menu icon**.
2. Click **Sign Out**.

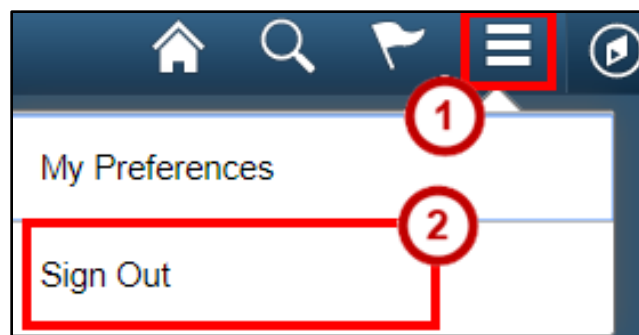


Figure 23 - Logging Ou

Tips & Best Practices

There are a few things that you need to keep in mind when using OneUSG Connect. The following are some best practices:

- Do NOT click the Back button on your Browser (Chrome). Please use the navigation at the top.



- Always make sure to check your schedule in the system.
- Use Time Approver if you need to delegate a proxy.
- Always review and approve your non-exempt employees' time sheets even if they do not take off any sick days or vacation.
- Make sure that you click on the menu, and actually Sign out. **DO NOT** just close the browser.
- Can use any Internet Browser, except Microsoft Edge.