The Nuts and Bolts of OneUSG Connect

How we do business at Georgia Tech is changing.

This spring, Georgia Tech will be moving to a new system, OneUSG Connect, to manage human resources activities. This effort is more than a new web interface. It will introduce changes to many of our current processes, policies, and roles and affect every department at every level: faculty, staff, student employees, Tech Temps, affiliates, and contracted workers.

If you fall into any one of those categories, keep reading.

Every school in the University System of Georgia (USG) is part of the OneUSG Connect initiative. The ultimate goal is to bring more consistency across institutions, share knowledge and resources, and enhance our ability to operate effectively and efficiently.

As a result, many of your daily activities as an employee will change.

How It Will Affect You

Georgia Tech employees will use OneUSG Connect to:
- Report time and request leave*
- View paychecks
- View or update tax information
- Manage direct deposit accounts
- Manage voluntary deductions
- View benefits
- View leave balances*
- Review compensation history
- Manage personal information (e.g., name, address, phone)
- Search and apply for employment opportunities
- View a directory that spans all USG institutions (search for people, view contact information and org chart)

*GTRI has unique reporting requirements that will not be supported by OneUSG Connect at this time. GTRI employees will continue to use their existing time collection system, eTime, to record hours worked, submit leave requests, and view leave balances.

Effect on Student Employees

Student employees, except for those working in GTRI, will record time worked by punching in and out via time clock. They will use OneUSG Connect's web clock unless employed by a department using physical time clocks.

Students working for GTRI will continue to use eTime to record time worked.

In addition to the timekeeping changes, a more consistent and transparent process will be put in place to manage the student employment experience. This will culminate in the recruiting, hiring, and onboarding for certain student positions being managed through OneUSG Connect by 2021.

A New Resource

For Managers and Supervisors:

Employees with one or more direct reports will also have access to the Manager Self-Service (MSS) portal. MSS provides managers with a consistent and transparent mechanism for requesting specific actions for members of their team (e.g., pay changes, job changes, terminations).

Once the manager submits a request, it will be routed for review and approval. With the adoption of this functionality, a number of forms and processes, including the WebPSF, will no longer be required.

For Faculty:

With Faculty Data Self-Service (FDSS), faculty will be able to view their rank, tenure status, and next review date.

Training Begins in March

All employees are expected to complete training in order to understand how to navigate and use the new system. In addition, managers are required to complete the general overview of MSS and take additional training based on the types of actions they will be taking in the system.

Training begins in March and will be offered in a variety of formats such as classroom training, webinars, tutorials, and job aids.

Videos and other resources related to OneUSG Connect will be available later this month. For more information, visit transformation.gatech.edu/hcm-resources.

Visit transformation.gatech.edu to access resources, sign up for training, and learn more about OneUSG Connect.

Questions? Comments? Suggestions? Contact erp.readiness@gatech.edu.