

3/12/2020

Good afternoon,

As you may know, Georgia Tech will go live on the OneUSG Connect platform starting March 23, 2020. OneUSG Connect will bring all University System of Georgia (USG) institutions onto one technology platform to manage payroll, recruitment and hiring, and benefits. In addition, with the exception of GTRI, we will now be on one time keeping system. Use this [How to Determine Future Time Reporting and Absence Requesting Method in OneUSG Connect](#) guide for a breakdown of which time reporting changes impacts you/your team.

Below you will find important information on how this transition to OneUSG Connect impacts you as a monthly employee.

TimeOut Users

Effective April 1, 2020, all TimeOut users will use Absence Management via Employee Self-Service (ESS) to report leave.

1. **Employees should submit leave request in real time.** It is no longer acceptable to wait until the next pay period to enter leave requests. In addition, monthly employees will no longer receive 'Certification Emails'.
2. **TimeOut users** – All leave through 3/31/2020 needs to be requested/approved by 5:00 pm on 3/25/2020.
 - a. TimeOut users will need to forecast leave taken for 3/26 – 3/31/2020.
 - b. TimeOut users will be given read-only access on 3/26/2020.
 - c. You will not receive an email from TimeOut on 04/01/2020 to 'certify' your March time taken.
 - d. Your manager has the ability to make a request in Manager Self-Service if changes to this 3/26 – 3/31/2020 forecasted leave are needed.
3. **Any requested/approved leave for go-live dates beyond 4/1/2020 will need to be requested and approved again in OneUSG Connect.**
4. **Leave balances will have a zero balance at go-live.** At go-live, benefited employees will have a '0.0' leave balance even if they are converting over with a sick, vacation balance. If you are interested in reviewing your converted balance at go-live, follow the [Converted Leave Balance guide](#) on the [Campus Readiness](#) webpage. Note: The Converted Leave Balance guide is only applicable during 4/1-4/23/2020.
5. **Cascading logic** is new to Georgia Tech. Cascading is an attempt to prevent employees from going uncompensated if they do not have enough time in one bucket of leave. Learn more about cascading logic using [this guide](#).

6. **Leave accrual schedule** – [Here you will find the leave accrual schedule for monthly employees](#)

7. **A full day request in Absence Management is based on an employee's schedule.** Managers can update employee's schedule if the schedule is incorrect via Manager Self-Service (MSS). **You will have access to request leave in Absence Management through the 'Time and Absence' tile within OneUSG Connect via TechWorks on April 1, 2020.**

If you have not already, please complete the [Employee Self-Service \(ESS\) Absence Request](#) training.

Mangers of Monthly Employees

Please complete the mandatory [Manager Self-Service: Time & Absence](#) training needed to learn transactions related to Time & Absence.

To learn more about OneUSG Connect, visit transformation.gatech.edu or email erp.readiness@gatech.edu. We appreciate your partnership as we move forward with the implementation of OneUSG Connect.

Thank you,

OneUSG Connect Team