

3/12/2020

Good afternoon,

As you may know, Georgia Tech will go live on the OneUSG Connect platform starting March 22, 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 have one system of record for processing time.

Please 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.

Kaba Time Clock

- For departments using time clocks, biweekly employees for those units will record hours worked using the Kaba time clock
- The 'How to Utilize a Kaba time clock' training is required. You can register [here](#).

Biweekly Student Employees

- All student employees paid biweekly hours worked must record a timestamp punch in and out of these hours worked.
- For departments not using the Kaba time clock, these student employees must use the Web Clock to report time. **Paper timesheets are no longer an option.**
- The 'How Do I Report My Time Using the Web Clock' training is required. You can register [here](#).

Biweekly Employees (Non-Kaba Time Clock)

- Full time staff and tech temps (non-student employees) will use the online timesheet via Employee Self-Service (ESS)
- The 'How Do I Record Time using the Online Timesheet' training is required. You can register [here](#).

Biweekly Leave Eligible Employees

- The 'Absence Request in Employee Self-Service' training is required. You can register [here](#).
- ****Please Note****: any biweekly employees' leave requests for hours on or after March 22, 2020 will need to be re-entered into OneUSG by employee.

Managers of Biweekly 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