Dear Colleagues,

Due to scheduled downtime, OneUSG Connect will be unavailable to all University System of Georgia (USG) employees from 6 p.m. Friday, July 17, until 7 a.m. Monday, July 20, 2020 in order to complete a series of functional application enhancements.

During this scheduled downtime,

- **Employee Self-Service, Manager Self-Service, and Careers** will not be available.
- **Web Clocks will be down during this time period. Web Clock users must track hours worked during the downtime using this document.** Once the employee fills out this form, they must submit it to their manager or supervisor. Managers will then need to enter those hours directly onto the timesheet on OneUSG Connect once the system is back up (after 7 a.m. on July 20).
- **Kaba Timeclocks may show offline briefly, but the clocks will still record time entered.**
- **OneUSG Connect Benefits** will remain available to employees and can be accessed from the USG Faculty and Staff Portal.

Thank you,

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Atlanta, GA 30332-0435
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Remember, you may find answers to HR questions by visiting the Georgia Tech Service Portal at services.gatech.edu. Select “Human Resources” and type your question in the search bar. Or you can select the word “Knowledge” in the menu bar at the top, and in the drop-down, select “Human Resources Knowledge.”

Visit services.gatech.edu to:

- Access knowledge materials,
- Submit requests, and
- Report incidents directly.