March 26, 2020

Colleagues,

Please note the following reminders regarding access to OneUSG Connect and Retirement@Work:

**OneUSG Connect Scheduled Downtime**

OneUSG Connect will be unavailable to all University System of Georgia (USG) employees from 6 p.m. Friday, March 27 until 7 a.m. Tuesday, March 31, in order to complete the next phase of Georgia Tech's conversion to the OneUSG Connect system.

During this time, Employee Self-Service and Manager Self-Service will not be available.

- Kaba Time Clocks will remain available for use.
- Web Clocks will be down during this time period. **Web Clock users must record time worked using this form.** Once the employee fills out this form, they must submit it to their manager. 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. March 31).
- TechWorks will still be available for non-HR functions.
- OneUSG Connect Benefits will remain available to employees and can be accessed from the USG Faculty and Staff Portal.
- The Enterprise Data Warehouse (EDW) will remain up during the blackout. Reports and processes which depend on the EDW will be current as of March 26:
  - Data entered into OneUSG Connect on Thursday, March 26 will be updated and available in EDW Friday, March 27.
  - Data entered into OneUSG on Friday, March 27 through Monday, March 30 will be updated and available in EDW once OneUSG is back up on Tuesday, March 31.

**Retirement@Work Available on April 4**

Access to **Retirement@Work** is currently unavailable until April 4. During this downtime, employees are unable to review balances, change contributions, create new supplemental savings accounts or complete an ORP election.

Please note:

- This is a known part of the conversion and does not indicate any problem with the conversion or any of your existing information.
- Retirement@Work will be available again on April 4 and all functionality will be restored at that time.
If you have questions or need additional information, please contact the benefits retirement team.
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Thank you,

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You may also find answers to your 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.”

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