

# ONEUSG CONNECT TRAINING ENROLLMENT GUIDE

## GETTING STARTED

Training for OneUSG Connect is available for all new employees and employees with new roles and responsibilities in OneUSG Connect. Read on to learn how to enroll today!

For more information on how to use the training platform visit [LearnNow Employee Training Platform FAQ](#).

### » Training Requirements for OneUSG Connect

Training for OneUSG is required any time an employee is hired or has a new role added in the system.

One person may have multiple system roles and are required to take all required training associated to their **Employee Roles + Manager Roles + Additional Roles**.

Managers and department HR Business Partners should help employees understand their various roles so they can enroll in the applicable required trainings. More information can be found on the next page.

### » Training Offerings

Trainings can be taken by reviewing a pre-recorded webinar, taking a self-paced web-based training, or attending a live webinar (as available). Additional live sessions will be available this fall and announced on the [Training Schedule](#).

Links to all offerings and associated assessments can be found in the [Course Catalog](#) on the Transformation website.

Additional job aids, knowledge articles, and FAQs can be found in [ServiceNow](#).

### » Self-Enrollment and Registration

Soon, employees will be automatically enrolled in their required trainings. For now, they can self-enroll in training using the following link: [LearnNow Employee Training Platform](#).

Employees should **only self-enroll in individual courses** by clicking on the name of the course from the Course List, then clicking "Enroll" on the individual course page. Clicking "Enroll" on the Course List page will enroll you to the entire OneUSG Connect training program, including courses that you are not required to take.

### » Compliance and Deadline Expectations

All required trainings must be completed by the employee within 60 days of their hire or the addition of a new role. A passing grade of 80% or higher on the associated course assessment is required to satisfy compliance for each course. Some roles are subject to removal if compliance expectations are not met within 60 days.

### » Need Assistance?

Email [ERP Training](#).

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## REQUIREMENTS BY ROLE

Employees' access and training requirements depending on pay frequency, leave eligibility, manager or supervisor duties, and additional responsibilities such as initiating or approving HR transactions.

For more information on how to use the training platform visit [LearnNow Employee Training Platform FAQ](#).

Employees are required to take training for all **EMPLOYEE ROLES** + **MANAGER ROLES** + **ADDITIONAL ROLES** that apply to them.

### Training for Employee Roles

#### » Monthly Employee Eligible for Leave

- Required: [Absence Requests in Employee Self-Service\\*](#)
- Optional: [Introduction to Employee Self-Service and Faculty Data Self-Service](#) (Intended for Faculty members)

#### » Biweekly Employee entering time on a Kaba Clock

- Required: [Kaba Clock Time Entry\\*](#)

#### » Biweekly Employee entering time on the Web Clock

- Required: [Enter Time with Web Clock in Employee Self-Service\\*](#)

#### » Biweekly Employee entering time on the Online Timesheet

- Required: [Enter Time with Online Timesheet in Employee Self-Service\\*](#)

#### » GTRI Employee

- Optional: [Introduction to Employee Self-Service](#) (Note: Time Entry and Absence Request Sections will not apply)

\*Does not apply for GTRI Employees

### Training for Manager & Supervisor Roles

#### » Manager of Direct Reports

- Required: [Introduction to Manager Self-Service for Managers](#)
- Optional: [Manager Self-Service: Time & Absence\\*](#)
- Optional: [Manager Self-Service: Position Management, HR, and Compensations Transactions](#)
- Optional: [Manager Self-Service: Recruiting & Hiring](#)

#### » Time & Absence Approver (Non-Manager Supervisor who Approves Time)

- Required: [Approving Time and Absence Transactions](#)

\*Does not apply for GTRI Employees

### Training for Additional Roles

#### » Provisioned Initiator

- Required: [Provisioned Initiators: Introduction to Manager Self-Service](#)
- Required: [Manager Self-Service: Position Management, HR, and Compensations Transactions](#)
- Required: [Manager Self-Service: Recruiting & Hiring](#)
- Required: [Direct Hire Training](#)
- Optional: [Workforce Administration \(WFA\)](#)
- Optional: [Pay Changes](#)
- Optional: [Student Transaction Training](#) (Coming Fall 2020)

#### » Level 1 / Level 2 Approver

- Required: [Introduction to Manager Self-Service for Managers](#)
- Required: [Manager Self-Service: Position Management, HR, and Compensations Transactions](#)
- Required: [Manager Self-Service: Recruiting & Hiring](#)
- Required: [Direct Hire Training](#)
- Required: [Approver Training](#)

#### » Express Direct Retro (EDR) User

- Required: [Manager Self-Service: Commitment Accounting](#)

#### » Commitment Accounting Inquiry

- Required: [Commitment Accounting Inquiry](#)

#### » Summer Pay User

- Required: [Summer Pay](#)