

# OneUSG CONNECT TRAINING ENROLLMENT GUIDE

## GETTING STARTED

The OneUSG Connect system manages all human resources activities, benefits, and compensation for all USG employees. Starting in July 2020, employees will be automatically enrolled in their required trainings for OneUSG Connect. This document outlines the courses, roles, and enrollment process.

### » 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 is required to take all required training associated to their **Employee Roles + Manager Roles + Additional Roles**.

Managers and department HR practitioners should help employees understand their various roles and required trainings. More information on these roles and trainings 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](#).

### » Enrollment and Registration

New employees or employees with new system roles will be enrolled directly in their required trainings for OneUSG Connect starting in July 2020. They will receive notifications and reminders via email for each course in which they are enrolled.

Employees can also [self-enroll in optional trainings](#) by clicking on the name of the course from the Course List, then clicking "Enroll" on the individual course page. Please note that clicking "Enroll" on the Course List page will enroll them to the entire OneUSG Connect training program.

### » Seeing the "Not Authorized" Error?

Employees may see an error message if they take a direct link to a course in which they are not enrolled. To gain access, they can enroll in the course via the link and instructions for self-enrollment listed above.

### » 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.

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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.

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](#) (includes required Absence Request Training and more)
- Optional:** [Introduction to Employee Self-Service and Faculty Data Self-Service](#) (includes required Absence Request Training and more – 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 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](#)
- 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:** [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](#)
- 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 User (Non-EDR Only)

- Required:** [Commitment Accounting Inquiry](#)

#### » Summer Pay User

- Required:** [Summer Pay](#)