March 3, 2020

Dear Georgia Tech Employee,

Under the University System of Georgia (USG), all institutions are engaging in OneUSG Connect - a collective initiative designed to adopt leading business practices, align our systems with USG, and utilize a new comprehensive human resources administration system called OneUSG Connect. Georgia Tech joins the platform on March 23.

One element of this transformation is moving employee data from our current system to the OneUSG Connect platform.

We will begin transferring employee data **Friday, March 13 at 3 p.m.**

**How This Affects You**

After 3 p.m. on March 13, certain employee data in TechWorks will become **read-only** and unavailable for updates until the launch of the new Employee Self-Service (ESS) platform in OneUSG Connect on March 23.

After 3 p.m. on March 13, you will no longer be able to update the following in TechWorks:

- **Direct Deposit**
- **Federal or State Tax Withholdings**
- **Voluntary Deductions**
  - These include Buzz Card balances, 529 plans, meal plans, and transit passes
- **Retirement Changes**
  - Enrolling in or changing contributions to supplemental plans like 457s or 403bs
- **Benefit Changes**
  - Submitting life changes (i.e., divorce or childbirth)
  - Changes to your HSA contributions
- **Mailing Address**

If you have an urgent need to make an update during this brief period between March 13 and March 23, the following options are available. Please follow the instructions provided.

**Benefit Updates**

If you need to enroll in benefits, make changes due to a life event such as birth, or marriage, or have questions related to your healthcare or other benefits plans, please contact the OneUSG Connect - Benefits Call Center at 844-587-4236. Representatives are available to assist you Monday through Friday, from 8 a.m. to 5 p.m.

**Direct Deposit**

If you have an emergency need to update direct deposit information, you will need to visit Georgia Tech Human Resources located at 500 Tech Parkway, Monday through Friday between the hours of 8:30 a.m. and 4:30 p.m. Please be prepared to show a valid photo ID.

**What You Need to Do**

Faculty, Staff, Student, Tech Temps, and Retired but Working (RBW) employees are strongly encouraged to participate in the following three activities designed to get you ready for OneUSG Connect.
Attend Training
Training for employees is available in various formats. To learn more and register, visit: transformation.gatech.edu/oneusg-connect-training

There you will find the following options:
Which Training Should I Take?
Training Schedule
Course Catalog
Training Locations and Parking Information

Save Your Data
Print copies of your information to use as a reference to ensure your data is correct after OneUSG Connect launches.

We suggest you print the following items.

<table>
<thead>
<tr>
<th>All Employees</th>
<th>Benefit Eligible Employees</th>
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</thead>
<tbody>
<tr>
<td>• Personal Information Summary</td>
<td></td>
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<tr>
<td>Home Address, Contact Details</td>
<td></td>
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<tr>
<td>• Direct Deposit Information</td>
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<td>• Voluntary Deductions</td>
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<td>• Paystubs</td>
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<td>• W-2</td>
<td>• Leave Balances</td>
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<td>Record and Print</td>
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<td></td>
<td>• Future Leave Requests</td>
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<td>Submit and Save</td>
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Submit Updates Immediately
Employees should be diligent to make any necessary changes before March 13. Any changes you have not submitted by 3 p.m. on March 13 must wait until the launch of OneUSG Connect on March 23.

**When to Submit Changes in OneUSG Connect**

You can make changes beginning March 23 when Georgia Tech is live on the OneUSG Connect platform. Payroll related changes, like direct deposit and tax withholdings, will be effective for pay period end dates after March 31. After the launch, you will see a new tile in TechWorks. It will take you to OneUSG Connect where you can submit updates. Screenshots are below.
For more information about OneUSG Connect, visit [transformation.gatech.edu](http://transformation.gatech.edu).

For questions regarding ESS, email Zach Rogers, Director of Payroll Operations, Georgia Tech Human Resources at [zachary.rogers@ohr.gatech.edu](mailto:zachary.rogers@ohr.gatech.edu).

**Georgia Tech Human Resources**  
**Georgia** Institute of **Techno**logy  
500 Tech Parkway, NW  
Atlanta, GA 30332-0435  
Phone: 404.894.4847 | [www.hr.gatech.edu](http://www.hr.gatech.edu)