

## **OneUSG Connect - Payroll**

### **What is Payroll?**

Payroll is the OneUSG Connect module that calculates gross to net earnings and deductions and related taxes. Integrated with PeopleSoft HR, Time and Labor, and other applications. This facilitates accurate, timely management and reporting of payroll expenses.

### **Key functions and features**

- Retroactive payroll processing
- Paycheck Modeler
- Off-cycle calendar processing
- Additional pay spreadsheet upload
- Automated adjustment
- Spreadsheet upload

### **Customizations for institutions**

- HR Lock On/Off
- Non-resident alien payroll processing
- Update "OK to pay"
- Calculate savings and retirement
- Custom presheet audit report
- Customized paycheck/advice PDF

### **What processes are changing?**

- All research institutions, will now submit their payroll to the SSC for processing
- Off-cycle payment processing will be centralized to a Shared Services environment, instead of at each individual institution
- Centralization will take place as institutions transition to OneUSG Connect. Scheduled off-cycle payrolls will be processed biweekly, opposite of on-cycle payroll processes.
- Payments will be made in accordance with USG policy via direct deposit unless exempted. Printed checks will be mailed to employees' mailing address
- All biweekly employees' work week will change to Sunday - Saturday

### **What processes are not changing?**

When we go-live on OneUSG Connect, you will continue with your current pay schedule:

- Exempt employees on a monthly pay schedule
- Non-exempt employees on a bi-weekly pay schedule
- All current ADP schools will continue to submit their payroll to the SSC for payroll processing