Release 6.30 Go Live

- OneUSG Connect will be unavailable to all University System of Georgia employees from 11:15 p.m., Friday, March 11, 2022, to 7:00 a.m., Tuesday, March 15, 2022 for Release 6.30.
- During this time, Employee Self-Service, Manager Self-Service, and Careers will not be available.
- Web Clocks will be down during this time period. Web Clock users must track hours worked during the downtime using this document. Once the employee fills out this form, they must submit it to their manager or supervisor. Managers will then need to enter those hours directly onto the timesheet on OneUSG Connect once the system is back up (after 7:00 a.m. on March 15).
- Kaba Time Clocks will be available for use but may display "Offline".
- OneUSG Connect Benefits will remain available to employees and can be accessed from USG Faculty and Staff Portal.
- **Note that W-2s and pay statements will be unavailable for viewing and printing during this time so please plan accordingly.**
Who Will This Impact?

This annual upgrade will introduce a new color scheme, font, and tile experience in OneUSG Connect.

• **Key Changes for Employees:**
  • Employee Self-Service (ESS) Landing Page tiles
  • Payroll Page Landing Page and Dashboard Page tiles
  • Time and Absence Landing Page tiles

• **Key Changes for Managers:**
  • Manager Self-Service (MSS) Landing Page tiles
  • Recruiting Self-Service Landing Page tiles
  • Change Positing Funding transaction attachment functionality
Employees: Updated Landing Page

Current

- Employee Self Service
  - Make 401K Contribution
  - Personal Details
  - Degrees & Certificates
  - GT Security Request Form
  - Company Directory
  - GT Training Guides
  - Forms
  - Time and Absence

- Payroll
- Recruiting Self Service
- My Forms
- Help

Release 6.30

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  - Make 401K Contribution
  - Personal Details
  - Degrees & Certificates
  - GT Security Request Form
  - Company Directory
  - GT Training Guides
  - Forms
  - Time and Absence

- Payroll
- Recruiting Self Service
- My Forms
- Help
Employees: Updated Payroll Dashboard

Current

Release 6.30
Employees: Updated Time and Absence Dashboard

Current

- Request Absence
- View Absence Requests
- Exceptions: 0
- Cancel Absences
- Absence Balances
- Extended Absence Request

Release 6.30

- Request Absence
- View Absence Requests
- Exceptions: 0
- Cancel Absences
- Absence Balances
- Extended Absence Request
Employees: Updated Recruiting Self-Service Landing Page

**Current**

- Recruiting Activities
- Confirm Referral
- Routing Response
- Search Job Openings
- Interview Evaluations
- Approvals
- Apply For Jobs

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- Recruiting Activities
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The page shows a comparison between the current and the updated Release 6.30 versions of the Recruiting Self-Service landing page.
Managers: Updated Landing Page
Managers: Change Positing Funding transaction attachment functionality
## Encumbrance Process Updates

<table>
<thead>
<tr>
<th>Pay Group</th>
<th>Pay Group Title</th>
<th>Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>03C</td>
<td>Temporary Staff Biweekly</td>
<td>Pay group now encumbered</td>
</tr>
<tr>
<td>03L</td>
<td>Temporary Salaried Monthly</td>
<td>Pay group now encumbered</td>
</tr>
<tr>
<td>03F</td>
<td>Academic Year Faculty</td>
<td>Supplemental pay now encumbered</td>
</tr>
</tbody>
</table>
Where Can I Learn More?

Training
Complete on-demand training in LearnNow.

connecTECH Newsletter
Sign-up for the connecTECH Newsletter for OneUSG Connect related updates and information.

Email Us
erp.readiness@gatech.edu