



OneUSG Connect Checklist and Important Dates

For Monthly Employees

The OneUSG Connect Go Live date is **Sunday, June 18**. While you may not need to use the new system right away either for monthly time approvals or requests, there are a few important dates and simple tasks that you'll need to complete before and after Go Live occurs

Transition Checklist

Before Go Live

- Watch provided training videos to become familiar with Employee Self Service.

After Go Live

- Login to OneUSG Connect for the first time.
- Resubmit any future dated leave (starting in July) in OneUSG Connect.
- Verify that your personal and direct deposit information is accurate. Make adjustments as needed before submitting your first timesheet in OneUSG Connect.
- Add any licenses and certifications to your profile.
- Confirm your W-2 delivery preferences. Go green and receive your W-2 electronically!
- Approve final monthly timecard in ADP/eTIME by June 20.
- Submit first monthly timesheet in OneUSG Connect by July 24.

Important Dates

- June 9 - 18** Avoid making changes in ADP to personal, Federal/State tax, or direct deposit information. Contact your HR department for immediate assistance.
- June 18** OneUSG Connect Go Live!
- June 20** May & June monthly timecard approval due in ADP/eTIME by 9am. Include any leave taken in June.
- June 22 - 26** Benefits in ADP is unavailable. Make any life status changes when the new OneUSG Connect - Benefits system goes live on June 26.
- June 24 - 28** OneUSG Connect is unavailable. You will not be able to access OneUSG Connect. Any adjustments to your June time need to be made through current, manual adjustment processes.
- June 26** OneUSG Connect - Benefits Go Live!
- June 30** Receive final paycheck from ADP/eTIME.
- July 24** First monthly timesheet submission due in OneUSG Connect by 9am.
- July 31** Receive first paycheck from OneUSG Connect. Employees with multiple jobs will now receive one check for all jobs.

