For Time Clock Managers

The OneUSG Connect Go Live date is **Sunday, June 18**. Here are some important transition dates and checklists to help you and your employees get ready.

Transition Checklist

Before Go Live

☐ Approve final biweekly timecards in ADP/eTIME for direct reports by June 16.

☐ Have a meeting with your team to address concerns, provide a brief training, and answer any questions.

☐ Share job aids and post signage in a public area.

☐ Watch provided training videos to become familiar with Manger and Employee Self Service.

☐ Read and understand important date actions. Contact your HR department if you need assistance.

After Go Live

☐ Login to OneUSG Connect for the first time.

☐ Confirm direct reports are listed under My Team in Manager Self Service.

☐ 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 timecards in ADP/eTIME by June 22.

☐ Approve first biweekly timesheet in OneUSG Connect. See important dates for details.

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 16 Final **biweekly** timecard approval due in ADP/eTIME by 3pm. Include projected time worked through Saturday, June 17.

June 18 OneUSG Connect Go Live! Begin using new Time Clock.

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 23 Receive final **biweekly** paycheck from ADP/eTIME.

June 23 Approve **biweekly** employee absence requests & time through Saturday, July 1 by 5pm. Enter projected time worked and absences for **biweekly** employees, as needed, in preparation for the unavailable period.

June 24 - 28 OneUSG Connect is unavailable. Time clocks will remain available. You will not have access to OneUSG Connect. You will not be able to enter time or approve absence requests and timesheets.

June 26 OneUSG Connect - Benefits Go Live!

June 29 Final **biweekly** absence & time approval due in OneUSG Connect by 4 p.m. Include projected time worked through Saturday, July 1.

June 30 Receive final **monthly** paycheck from ADP/eTIME.

July 7 Receive first **biweekly** paycheck from OneUSG Connect.

July 24 First **monthly** timesheet approval due in OneUSG Connect by 9am.

July 31 Receive first **monthly** paycheck from OneUSG Connect.

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