



Colleagues,

As you are aware, the new HR payroll and benefits systems will go live this month: June 18 for OneUSG Connect and June 26 for OneUSG Connect - Benefits. Please be sure to pay close attention to the OneUSG Connect messages and do not delay in following the instructions provided.

- For questions about the new HR payroll and benefits processes, contact Human Resources at 229-333-5709.
- For assistance after go live, contact the USG Shared Services Center (SSC) at 877-251-2644 or sscsupport@ssc.usg.edu.

I, along with the VSU OneUSG Connect project team, want to ensure you have a smooth transition to the new HR benefits and payroll system and have included a brief list of the major changes.

Sincerely,

Dr. Richard A. Carvajal
President

Changes Coming with OneUSG Implementation:

- Change in pay cycle to Sunday through Saturday.
- No off cycle checks produced by VSU – only SSC will issue.
- Time Approval
 - All employees, including monthly and faculty, are required to submit time for approval each corresponding pay period.
- Absence Management moves online.
 - Paper leave forms no longer allowed. All leave requested electronically.
 - All employees, including monthly, will request and edit leave in the new system.
 - Supervisors will approve leave requests within the system. Approval indicates that the supervisor has verified leave is correct.
- Hiring start dates must coincide with the Payroll Calendar.
 - Biweekly paid employees' effective hire dates will be the first Monday of a biweekly pay period.
 - Monthly paid employees' effective hire dates will be the first 2 Mondays of the month.
- Hiring offer letters will come only from Human Resources.
- New hires are NOT permitted to work before their hiring start date as outlined above.
 - Supervisors are responsible for completing all hiring procedures prior to the employee's first workday.
 - Supervisors allowing employees to work before the hiring start date will be subject to disciplinary action.
- New hires are responsible for completing HR requirements by hiring deadlines or payment will be delayed to the next payroll cycle.
- All requests for assistance with OneUSG will be handled by ServiceNow, a specially staffed unit of the USG Shared Services Center (SSC) which can be reached through a help button within the system, toll free at 877-251-2644, or via email at sscsupport@ssc.usg.edu.