

Time and Absence Web Clock Quick Guide

DO THIS BY JUNE 14TH

- 1) Set up your DUO (if you have not already): <https://www.augusta.edu/its/duo>
- 2) Verify your DUO Setup: <https://idp-demo-dev.bor.usg.edu/>
 - a. Select the Augusta University logo on the USG single sign-on authentication page
 - b. The username and password will be the same user name and password that you use to login to all other Augusta University programs.
 - c. Accept the DUO push.
 - d. Receive an information page with this heading.

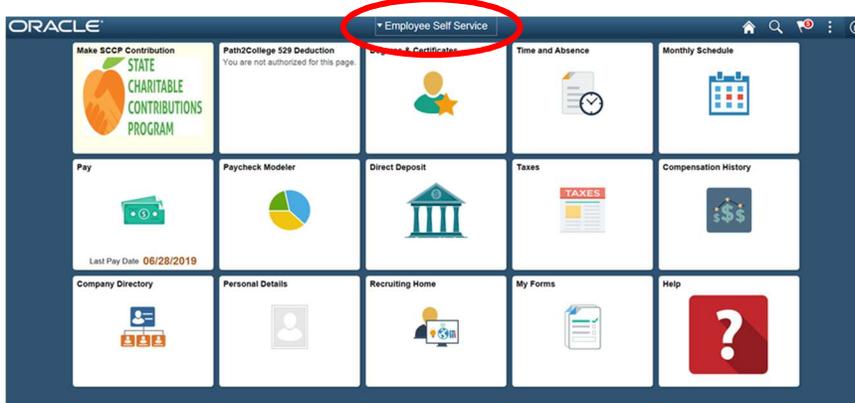
Thanks for visiting the IDP demo page!

- e. If you have difficulties, call the IT Help Desk (1-4000) immediately.

TO CLOCK, DO THIS STARTING JUNE 16TH

- 1) Log into OneUSG Connect: <https://hcm-sso.onehcm.usg.edu>
 - f. Select the Augusta University logo on the USG single sign-on authentication page
 - g. The username and password will be the same user name and password that you use to login to all other Augusta University programs.
 - h. Accept the DUO push.

3) Select Employee Self Service (located in the center above your tiles)



4) Click on the Time and Absence Tile

