



Get
STARTED

OneUSG Connect Employee Self Service

What is Employee Self Service?

Employee Self Service is an easy-to-use online tool all employees will use within OneUSG Connect.

All employees can access Employee Self Service from their desktop computer or mobile device securely with their established log-on credentials and password to:

- ✓ Submit timesheets.
- ✓ Request absences.
- ✓ View paychecks.
- ✓ Update direct deposit information.
- ✓ Review and change personal information.
- ✓ View and interact with company directory and org chart.
- ✓ Update tax withholdings.
- ✓ Update education credentials.
- ✓ Accept, manage and decline Delegation Requests from others in your organization who need assistance performing time, labor and absence tasks when they are out of the office.

How does Employee Self Service work?

OneUSG Connect changes are submitted online, instead of on paper, and approvals and information are automatically routed to the appropriate person.

OneUSG Connect uses workflow to move transactions from the employee, to the approving manager and beyond.

How will I access Employee Self Service?

Once OneUSG Connect is implemented for your institution, all employees will access the application with a link provided closer to go-live with secure credentials.

What if I need help?

Contact **OneUSG Connect Support** at 1-877-251-2644 or email sscsupport@ssc.usg.edu for assistance.



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