

## AUGUSTA UNIVERSITY



**GO LIVE:** 6/16/19



OneUSG Connect

Beginning June 16, 2019, Augusta University employees should clock in and out using this time clock.

## Clocking In/Out

- 1. Scan badge at terminal.
- 2. Select appropriate action icon (Clock In, Meal Break, In, Clock Out).
- 3. View confirmation.

## Action Icons







(Return from Meal Break)







Clock Out

Quit Action





If you need assistance with this time clock, please contact USG Shared Services at 877-251-2644 or oneusgsupport@usg.edu. For more information on OneUSG Connect, please visit augusta.edu/oneusg.