

OneUSG Connect Go-Live Update

June 12, 2019



Agenda

- OneUSG Connect Go-Live Update
- Duo Multifactor Authentication
- Non-Exempt Employees Clocking In/Out
- Go-Live Weekend Instructions
- Timesheet Process June 21-24, 2019
- Go-Live Guides
- Walk-in Clinics
- Training & Resources

OneUSG Connect Go-Live Update

- Best payroll compare of all cohorts to date.
- Data validation has been completed.
- Approved for go-live June 16, 2019 as scheduled.

Duo Multifactor Authentication Requirement

- Duo MFA is required for access to OneUSG Connect both on and off campus.
- Non-exempt employees will need Duo MFA to access the web clock.
- Managers should ensure employees have registered for Duo by this Friday, June 14, 2019.

Registering for Duo MFA

- [Duo Setup Link](#) *(Do this 1st!)*
- [Duo Verification Link](#) *(To test access)*
 - Select the Augusta University logo on the USG single sign-on authentication page.
 - The username and password will be the same user name and password that you use to login to all other Augusta University programs.
 - Accept the DUO push.
 - Receive an information page with this heading.

Thanks for visiting the IDP demo page!
 - If you have difficulties, call the IT Help Desk (1-4000) immediately.

Non-Exempt Employees Clocking In/Out

- Employees will use either the Kaba timeclock or webclock.
- Supervisors should let direct reports know if they are assigned to use the Kaba timeclock or OneUSG Connect webclock.
- Clocking instructions can be found at <https://www.augusta.edu/oneusg/timeclocks.php>.
- Employees using the web clock should print the [Time and Absence Web Clock Quick Guide](#) for reference.

Go-Live Weekend Instructions

- Employees whose shift **begins on Saturday, June 15th but ends on June 16th** should clock in and out using TimeNet.
- Employees whose shift **begins on or after Sunday, June 16th at 12:00 a.m.** should clock in using either the Kaba timeclock or OneUSG webclock as assigned.
- Kaba timeclocks will be activated June 16th by 12:00 a.m..
- If you need assistance, please contact 706-721-7489.

OneUSG Connect Downtime

June 21-24, 2019

- OneUSG will be offline from June 21 at 6 p.m. to June 24 at 7 a.m. for a final data transfer.
- During this time non-exempt employees assigned to WebClock must record time worked using the timesheet found at https://www.augusta.edu/finance/controller/payroll/documents/payroll_time_recording_sheet.pdf.
- Completed and approved timesheets must be emailed to payroll_office@augusta.edu by 2 p.m., Monday, June 24.

Go-Live Guides

- Go-Live Guides provide step-by-step instructions for go-live tasks.
- Three Go-Live Guides
 - [Faculty](#)
 - [Staff Paid Monthly](#)
 - [Staff Paid Bi-Weekly](#)

Walk-in Clinics

- Faculty and staff can receive assistance with Careers, Employee Self-Service, Manager Self-Service and Time and Absence at Walk-in Clinics.
- Will be held daily from June 17-21, 2019.
 - 10 a.m.-12 p.m. – UH 223, University Hall, Summerville
 - 2 p.m.-4 p.m. – HS 1151, Annex, Health Sciences

Training & Resources

- Resources for various system tasks and transactions
 - [Employee Self-Service](#)
 - [Faculty Self-Service](#)
 - [Manager Self-Service](#)
- [OneUSG Connect Portal](#)
 - Employees will be able to log in once we go-live June 16, 2019.

OneUSG Shared Services

- Unable to log into account
- Payroll questions
- Time & Absence questions

Phone: 1-877-251-2644

Email: oneusgsupport@usg.edu

Thank You!