



## Memorandum

**To:** President's Cabinet  
**From:** Lee Fruitticher, VP for Finance *LF*  
**Date:** May 24, 2019  
**Re:** **OneUSG Connect Payroll Communication**

---

On June 16, 2019, Augusta University is scheduled to go live on the OneUSG Connect shared services Human Capital Management (HCM) system to manage our human resources activities, benefits and payroll. While we will be going live on June 16<sup>th</sup>, we will also be closing out use of our current system in June with final payrolls.

Because of the coordination required to close out one system and begin with a new system, Payroll will need to make several adjustments to its normal procedures in June. We have listed key dates and associated activities in an effort to assist you in managing tasks impacted by the OneUSG Connect implementation. The information below may require action on your part, so please review carefully.

### Key Dates:

- Bi-Weekly (Non-Exempt) Payroll Processing
  - The June 21<sup>st</sup> check will be processed in our current environment for the pay period June 2 – June 15.
    - **All compensatory time accrued by nonexempt employees not used by June 14<sup>th</sup>** will be converted to a payment of overtime in the bi-weekly paycheck dated June 21, 2019.
    - Any compensatory time earned starting with the pay period beginning on June 2, 2019 and entered through TimeNet will be converted to the new OneUSG Connect system.
  - The Friday, July 5<sup>th</sup> paycheck will be processed in OneUSG Connect for the pay period June 16 – June 29.
    - **Starting June 16<sup>th</sup>, TimeNet will no longer be used for bi-weekly employees.** Time reporting will be performed in the OneUSG Connect system.

---

### Finance Division

- Monthly (Exempt) Payroll Processing
  - The June 30<sup>th</sup> monthly payroll will be processed in our current environment covering the pay period June 1 – June 30. Payroll processing will start on June 17<sup>th</sup>, which is a day earlier than normal.
  - **Additional Pay requests dated for June will be processed if received and approved by June 3<sup>rd</sup>.**
  - Any additional pay items that extend beyond June 30, 2019 will not transition over to OneUSG and will need to be entered after go-live, therefore **Payroll will return any additional pay ePARs that are submitted with an end date beyond June 30, 2019.**
  - **June 14<sup>th</sup> at 5 p.m. is the deadline for all exempt employees to make entries in TimeNet for leave to be taken through June 30, 2019.** Any required corrections will occur in OneUSG Connect after implementation.
  - The first paycheck from the OneUSG Connect System will be issued on Wednesday, July 31<sup>st</sup>.
    - Starting on June 16<sup>th</sup>, any leave requests for July 1 or after will be submitted in OneUSG Connect.
  
- For both Monthly Paid (Exempt) and Bi-weekly Paid (Nonexempt) Employees
  - June 5<sup>th</sup> is the deadline for all employees to make any changes to **direct deposit or tax withholdings**. These changes must be submitted by 5pm on June 5<sup>th</sup> to be converted into OneUSG Connect.

If you have any questions regarding the above, please contact Eddie Yates at 706-721-9409 or [cyates@augusta.edu](mailto:cyates@augusta.edu) or Corrina Warner at 706-721-2161 or [cwarner1@augusta.edu](mailto:cwarner1@augusta.edu). Thank you for your adherence to the deadlines noted above as we move closer to the OneUSG Connect Human Capital Management system implementation on June 16, 2019. For additional information and valuable resources, please visit the [OneUSG website](#).