Student Employee Guide

SOUTH GEORGIA
STATE COLLEGE

WELCOME TO THE TEAM!

Congratulations on your new Student Assistant/Federal Work Study position at South Georgia State College!

We ask that you take the time to complete the on-boarding process by following the step-by step information in this guide.

It is important that you update your direct deposit information once you've gained access to OneUSG. This guide will help you to complete the necessary steps in this process.

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How Do I View My Personal Information?

Navigation

1. Log into OneUSG HCM.
2. If the **Employee Self Service** page is not displayed, click the blue **NavBar** and select **Employee Self Service** from the drop down listing.
3. On the **Employee Self Service** page, click the **Personal Details** tile.
4. On the left side of the page, OneUSG HCM displays links to several types of personal information stored in the system:
   a. Addresses
   b. Contact Details (phone and email)
   c. Marital Status
   d. Name
   e. Ethnic Groups
   f. Emergency Contacts
   g. Additional Information (birthdate, social security number and start date)

Review Personal Information

5. Click the desired link(s) and review the page information.

Update Personal Information

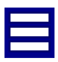
6. Changes to the following personal Information items can be made by the employee in OneUSG HCM:
   a. Home Address
   b. Contact Details (phone and email)
   c. Marital Status
   d. Ethnic Groups
   e. Emergency Contacts

NOTE: Access the Training Documentation Library for instructions on making these changes.

7. "Additional Information" changes (birth date, social security number, start date, etc.) must be made by a member of the Human Resources department. Please contact a campus representative for further instructions and assistance with these changes.

Complete the Task/Sign Out of Application

8. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



9. Click the **Sign Out** option in the listing.

How Do I Change My Address?

Introduction

This job aid describes the steps necessary to change your address in OneUSG Connect.

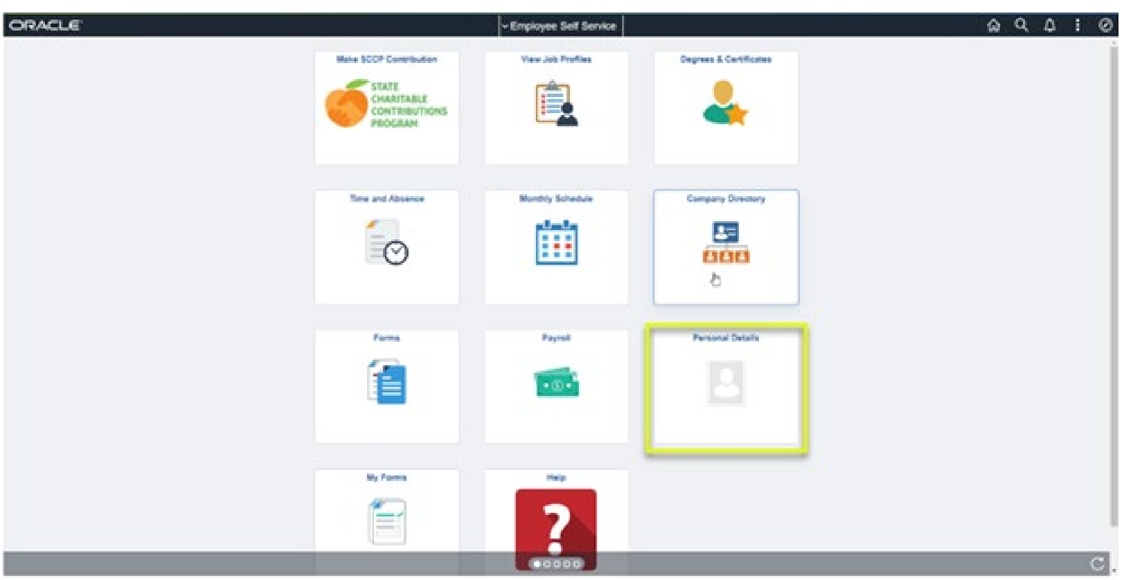
Employees must promptly update their address stored within the OneUSG Connect system. The address entered into the OneUSG Connect system is displayed on employee paychecks, tax forms, and personal information. Failure to update this information in a timely manner can delay the receipt of important information.

Summary Information:

Address Type	Can Employee Delete or Modify?	Can Employee Mark/Unmark Preferred?	Displays in Company Directory?
Home Address	Yes	Yes	No
Mailing Address	Yes	Yes	No

Instructions

1. Log into **OneUSG Connect**.

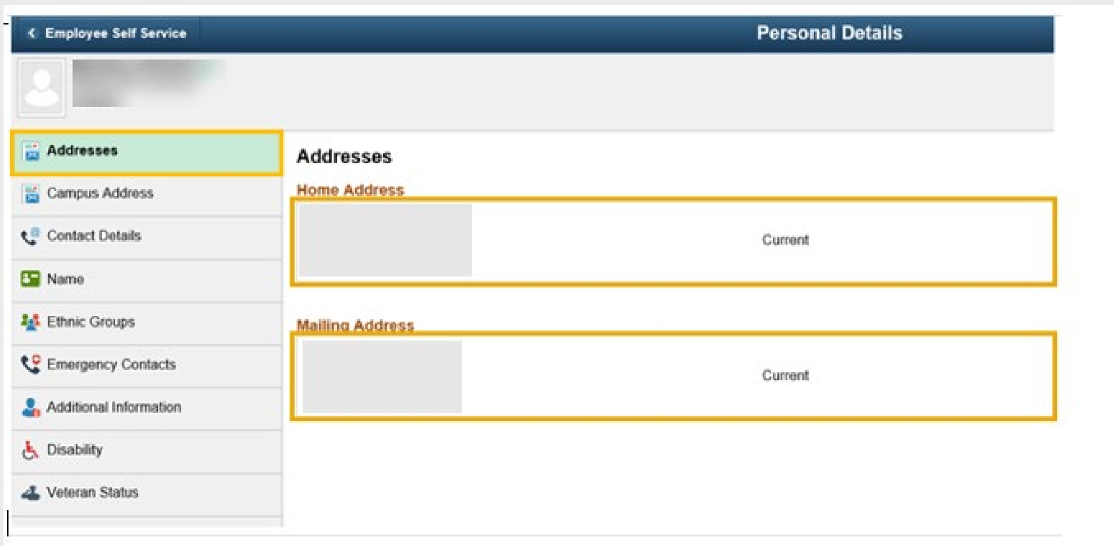


Please note the Employee Self Service tile options displayed above may differ depending on your employee type.

3. Click **Addresses**.

4. To update your home address or mailing address, click on the address listed below the **Home Address** or **Mailing Address** sub title.

   ! Important: OneUSG Connect Benefits/Alight only sends **Home Address** to the insurance carriers; **Mailing Address** is not sent. To send the correct mailing address to the insurance carriers, enter your mailing address into the **Home Address** field.



5. Update the applicable address information.
   a. **Change As Of:** Enter or use the **Calendar** icon to select the date the address change takes effect. This date must be the current date or future date.
   b. **Country:** Enter the country in which you reside in.
   c. **Address 1:** Enter your current street address. Enter Address 2 and Address 3 if needed.
   d. **City:** Enter your current city of residence.
   e. **State:** Enter the abbreviation for your state in the search icon to populate the state field. Please note, if you enter the state directly in the field, you will receive an error.
   f. **Postal:** Enter your 5 digit zip code.
   g. **County:** Enter your county (optional).

6. Click **Save.**

How Do I Add or Update My Direct Deposit Information?

Navigation: Employee Self Service > Payroll > Direct Deposit

Step	Action
1.	From the Employee Self Service homepage in **OneUSG Connect**, click the **Payroll Tile**, then select the **Direct Deposit Tile**.

Step	Action
2.	**Important Notes:**

a. **Remaining Balance:**

- All employees must have at least one (1) **Remaining Balance** deposit type, this is where all "Remaining Balance" of your paycheck will go if you have a specified amount of $50 going to savings for example. If you only have one account, it must be designated "**Remaining Balance**."
- The Remaining Balance account will be the only account sent to PeopleSoft Financials for Travel & Expense reimbursements.
- If the Remaining Balance account has a **Payment Method** of "Check", no banking information will be sent to PeopleSoft Financials for Travel & Expense reimbursements.

b. **Deposit Order: During direct deposit processing, distributions are made to accounts in order of priority.**

- Funds are deposited into the account with the **lowest** deposit order first.
- The **Remaining Balance** account should always have the **last** priority because all remaining funds will be deposited into this account.

Example: you have three accounts you wish to set up for direct deposit:

Direct Deposit

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
200	To College Kid	Direct Deposit	[illegible]	[illegible]	Checking	$250.00
300	For Savings	Direct Deposit	[illegible]	[illegible]	Savings	$250.00
Last	Regular Checking	Direct Deposit	[illegible]	[illegible]	Savings	Remaining Balance

There is a limit of 10 direct deposit accounts for OneUSG Connect.

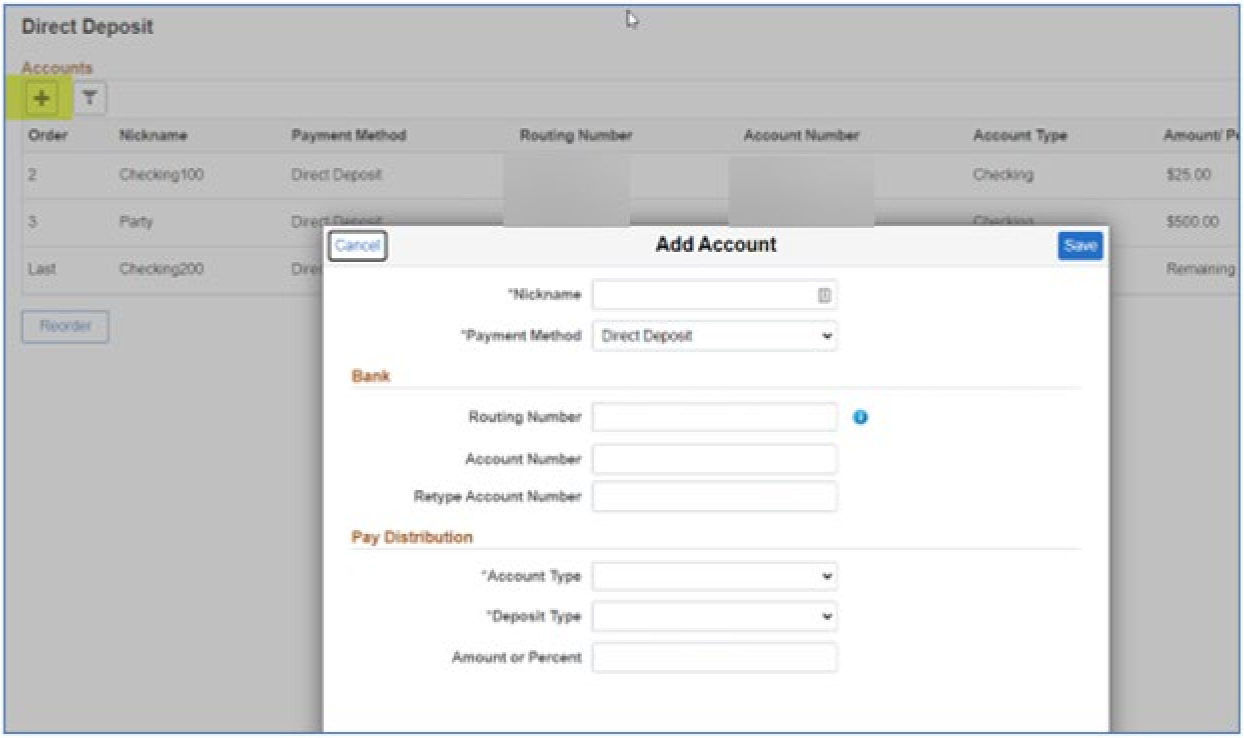
Step	Action
3.	Following are instructions to **Add**, **Change** and **Delete** a **Direct Deposit Account.**

4.

Add a Direct Deposit Account

• On the **Direct Deposit Accounts** page, click the plus sign **[+]** to add a new direct deposit account.

- The **Add Account** window will open for you to add the bank account information.



- Add the following direct deposit account information.

    - **Nickname.**
    - **Routing Number (Please verify with your bank.)**
    - **Account Number (Please verify with your bank.)**
    - **Account Type – Must be correct or bank will return funds (Checking or Savings)**.
    - **Deposit Type** - select whether the deposit is based on a set "Amount" ($50.00) or a "Percent" (10%) of your net pay and enter the corresponding value. If using only one account, select "**Remaining Balance**" All employees must have 1 and only one "**Remaining Balance**" account.

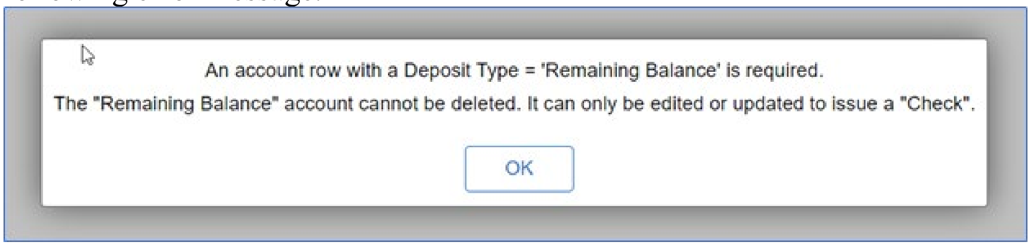
- Click **Save** when the new account information has been added.
- The new account will automatically display in your **Accounts** list and will be assigned an order number.

- When three or more accounts exist, the priority of the account numbers can be reordered by selecting the reorder option on the page.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5.</td><td>

<u>Change Your Direct Deposit Account(s)</u>

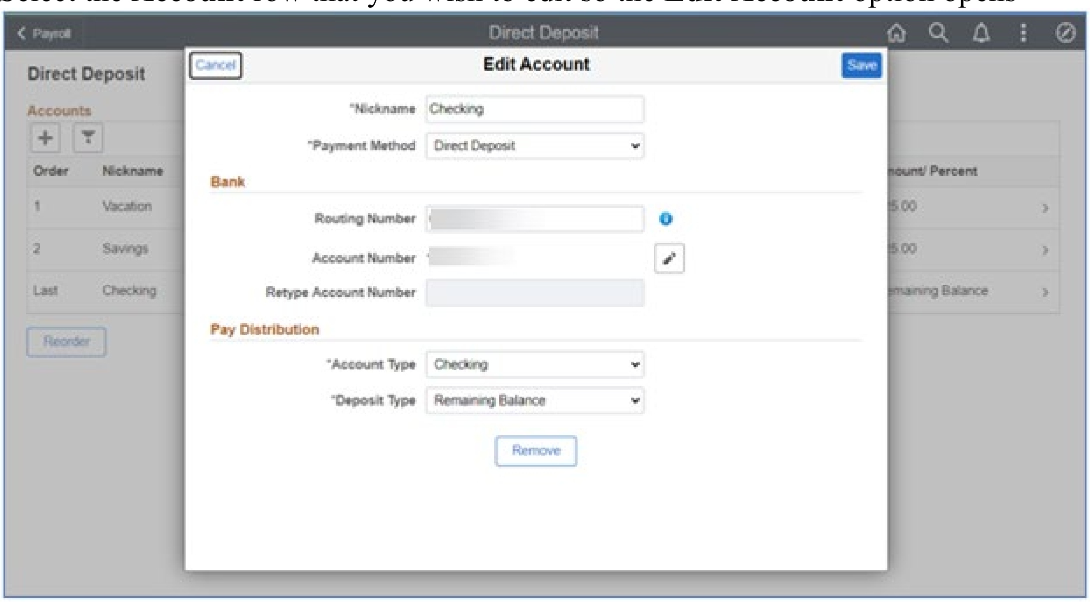
<u>**! Important**</u>: The **Remaining Balance** account cannot be deleted; only edited or updated to issue a “Check”. If you try to remove the remaining balance account, you will receive the following error message.



<u>You will need to refresh the page to clear the error message and may then proceed with editing the account.</u>

<u>**! Important**</u> If you wish to keep a bank account that is established as your **Remaining Balance** account but no longer use it as the **Remaining Balance** account, you must edit the **Remaining Balance** account first, then use the previous remaining balance bank information to add a new account or edit an existing account to avoid the duplicate account type warning.

- Select the **Account** row that you wish to edit so the **Edit Account** option opens



Update the following direct deposit information, as needed.

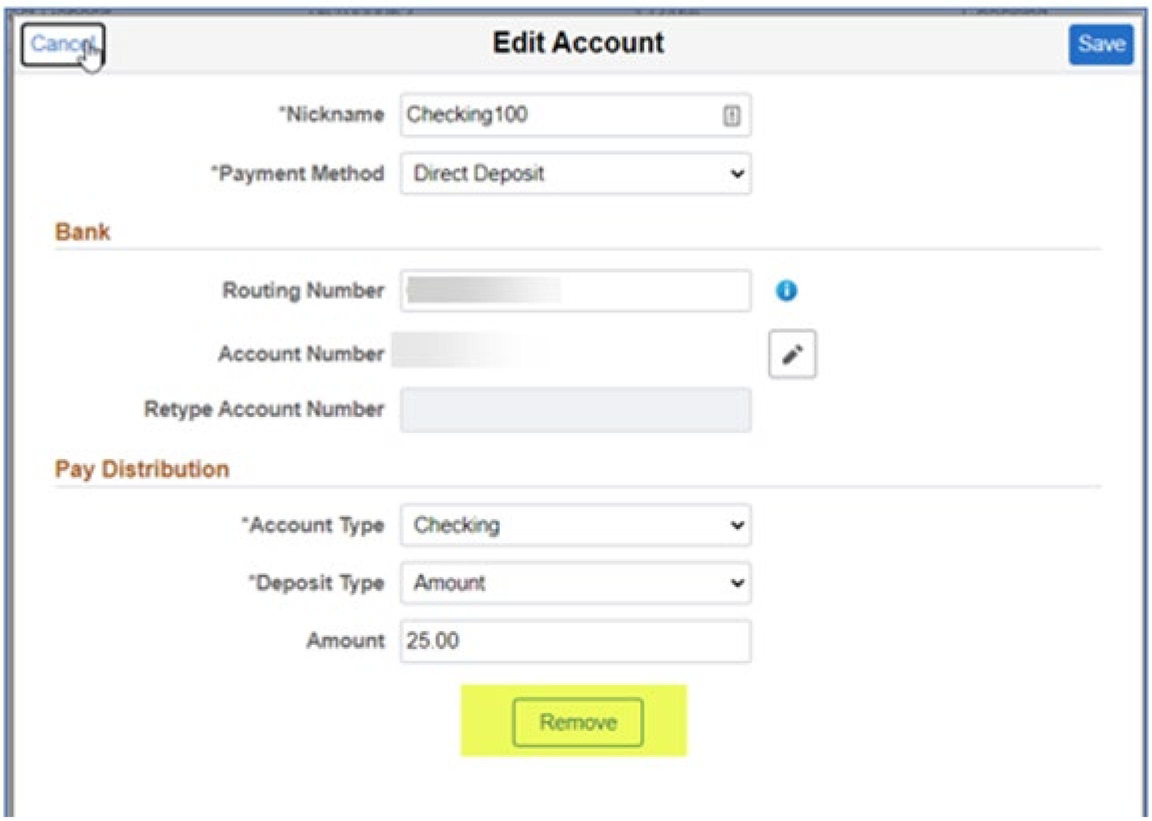
- **Nickname.**
- **Routing Number**.
- **Account Number**.
- **Account Type**.
- **Deposit Type** - select whether the deposit is based on a set "Amount" or a "Percent" of your net pay and enter the corresponding value.

</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6.</td><td>
<u>Delete an Existing Account</u>

! Important: These instructions do not apply to the Remaining Balance account, which cannot be deleted, only edited.

Click on the Checking or Savings account row that you want to remove.
The Edit Account window will then open for you.
Click on Remove shown on the bottom of the page.



Click Yes to confirm you are sure you want to remove the account.
The account will automatically be removed from your Direct Deposit Accounts list.

</td></tr>
<tr><td>7.</td><td>If you need additional assistance with Add/Change/Delete Direct Deposit, please contact the USG Shared Services Center at 1-877-251-2644 or oneusgsupport@usg.edu.</td></tr>
<tr><td>8.</td><td>You have successfully completed the steps to manually enter time in OneUSG Connect.
End of Procedure.</td></tr>
</table>

Electronic W-2 Consent

Introduction

This process describes the steps necessary to submit the consent form which allows you to receive an electronic W-2 by December 31st, to help with your end of year tax preparations.

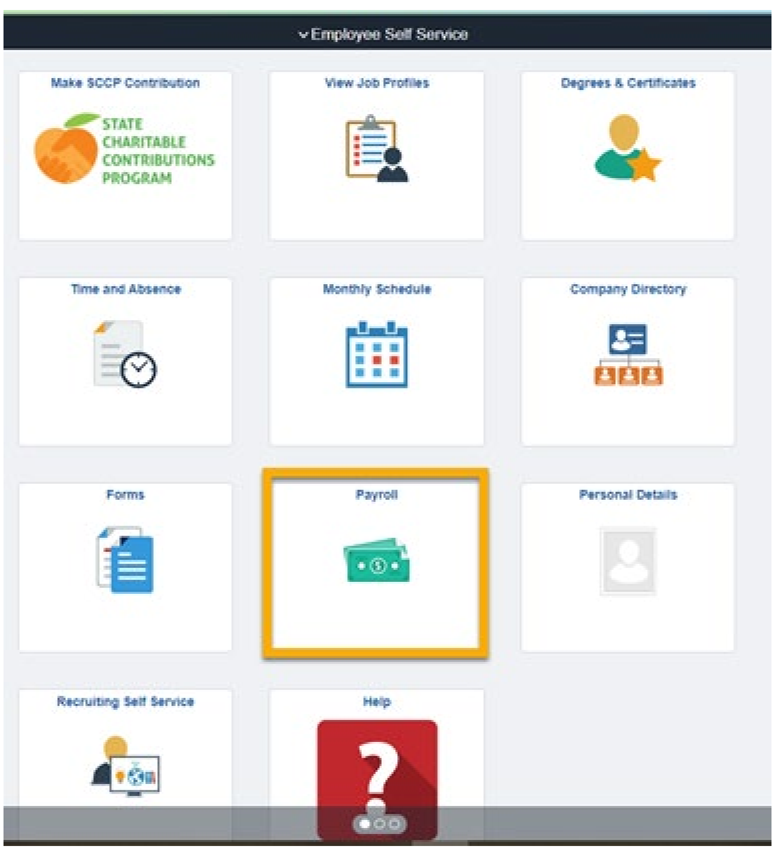
Please note that if you do **not** consent to receive an electronic W-2 form, your W-2 form will be sent to your home address. To confirm your address in OneUSG Connect is correct, please refer to the job aid, How Do I Change My Address?

Once your employment ends with the institution, you will no longer be able to access OneUSG Connect to retrieve tax documents. Contact oneusgsupport@usg.edu for assistance.

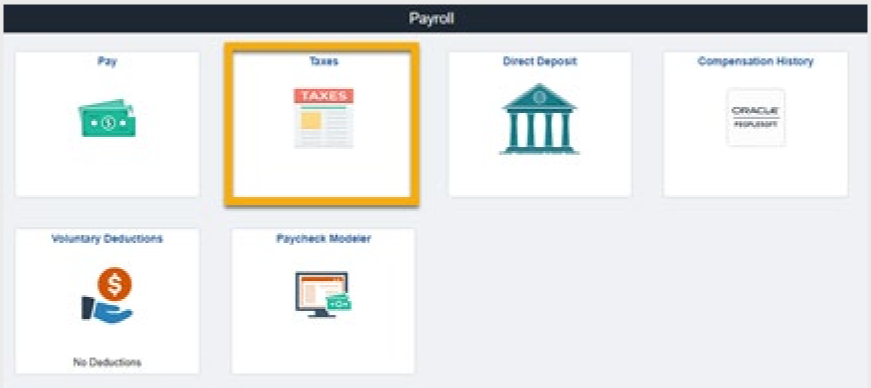
Instructions

1. Log into **OneUSG Connect**.

   Navigation:
   Employee Self Service > Payroll > Taxes



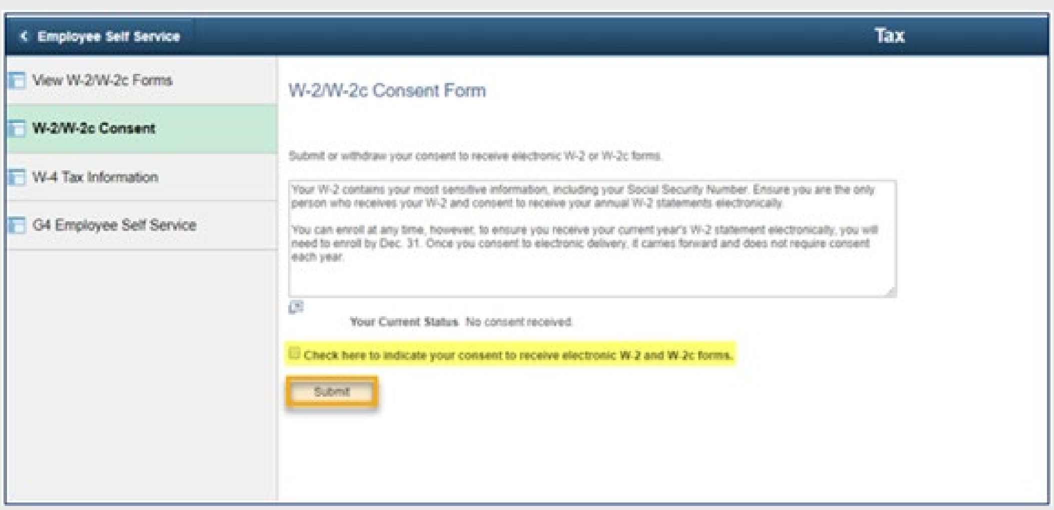
3. Click **Taxes** from the **Payroll** Dashboard.



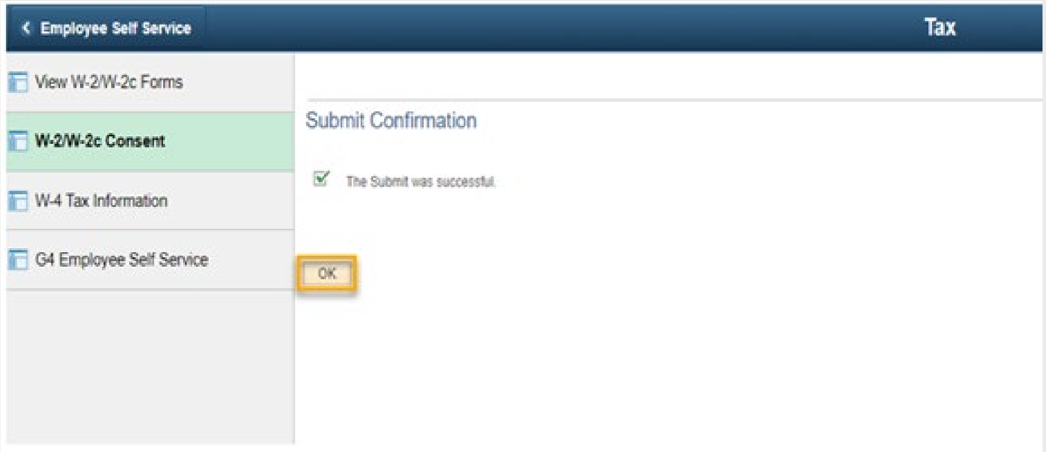
4. Click **W-2 / W-2c Consent** from the menu items.

5. On the **W-2 / W-2c Consent Form** panel:

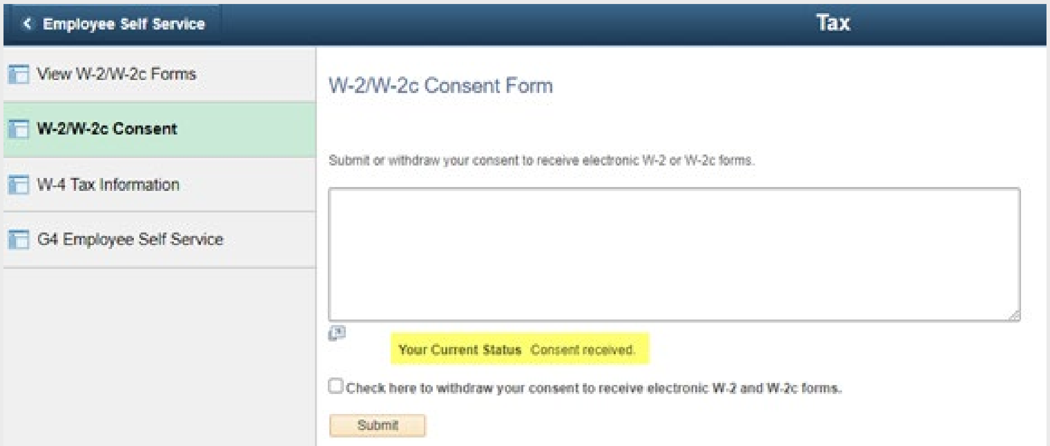
b. Click **Submit.**



c. Click **OK.**



d. **Your Current Status** is now **Consent received.**



e. You will receive an email confirming this change.

6. To withdraw your consent to receive electronic W-2 / W-2c forms.
   a. Check the checkbox to withdraw your consent to receive your W-2 / W-2c electronically.
   b. Click **Submit.**
   c. Click **OK.**
   d. Your **Current Status** is now **Consent withdrawn.**
   e. You will receive an email confirming this change.

Update Tax Information in OneUSG

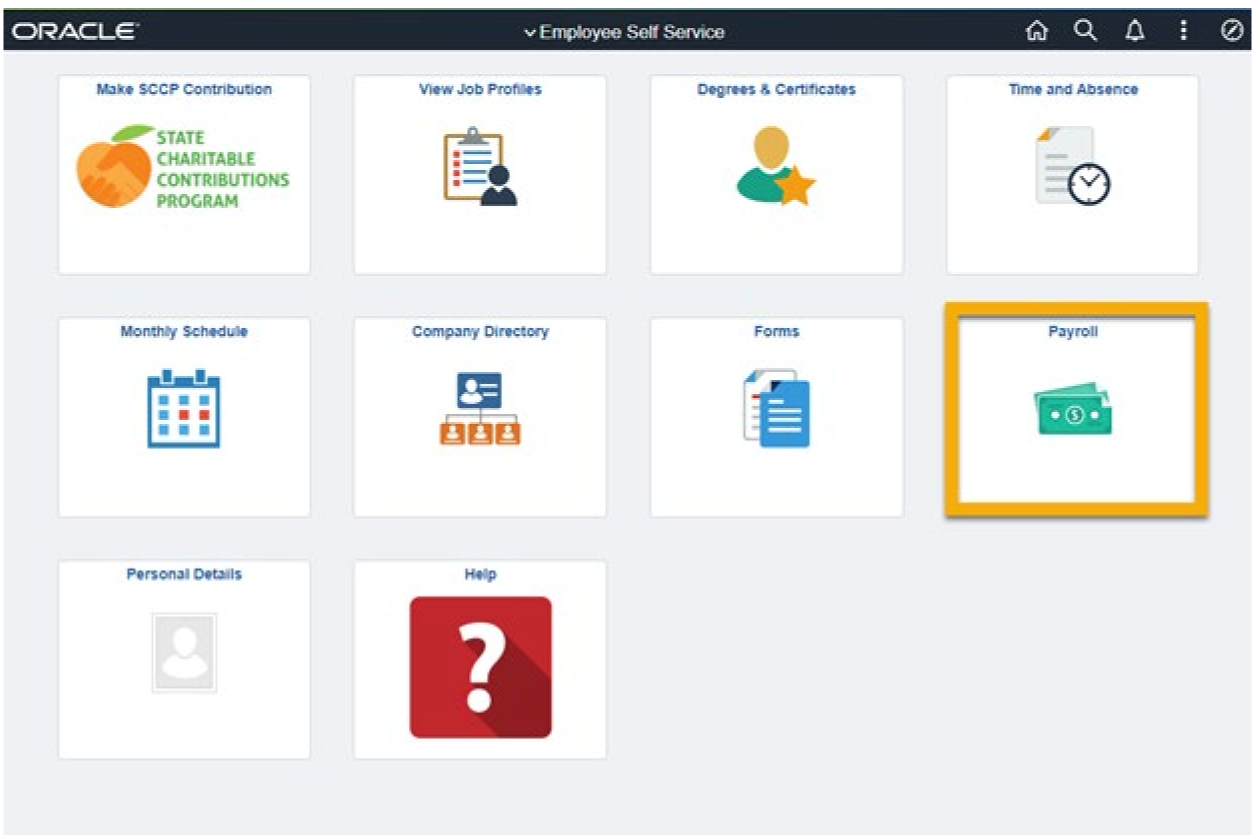
Introduction

This job aid describes the steps necessary to update your G-4 information in OneUSG Connect.

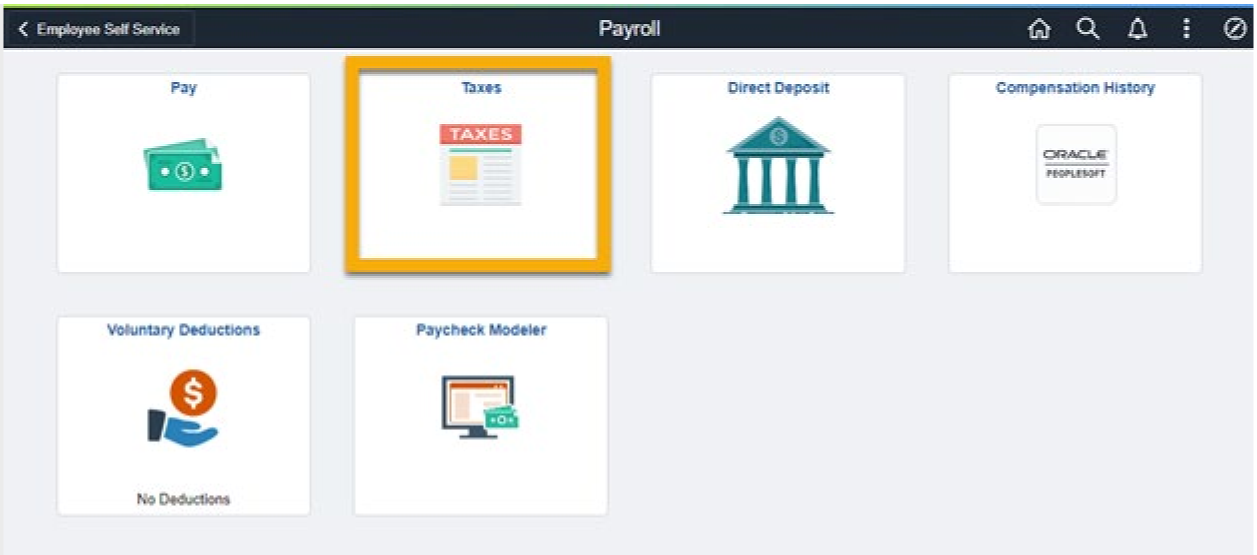
Instructions

1. Log into **OneUSG Connect**.

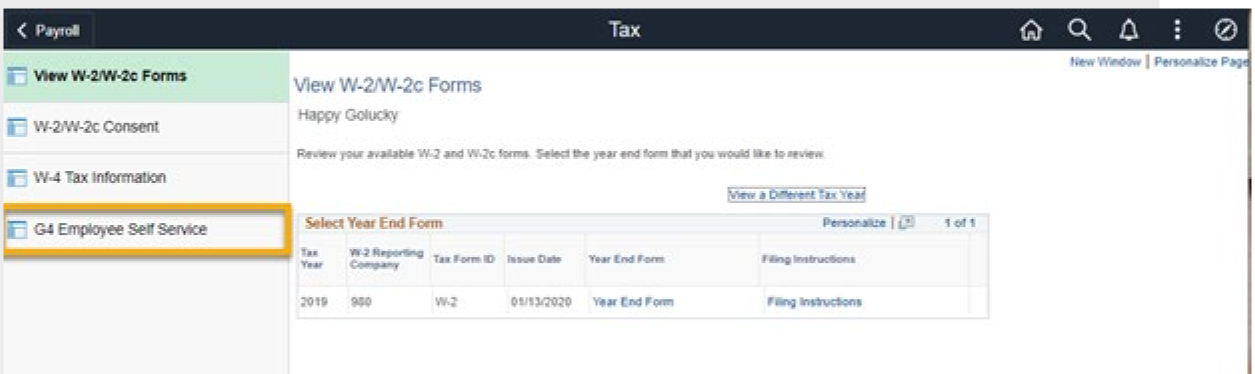
   Navigation:
   Employee Self Service > Payroll > Taxes



3. Click **Taxes** on the **Payroll** dashboard.



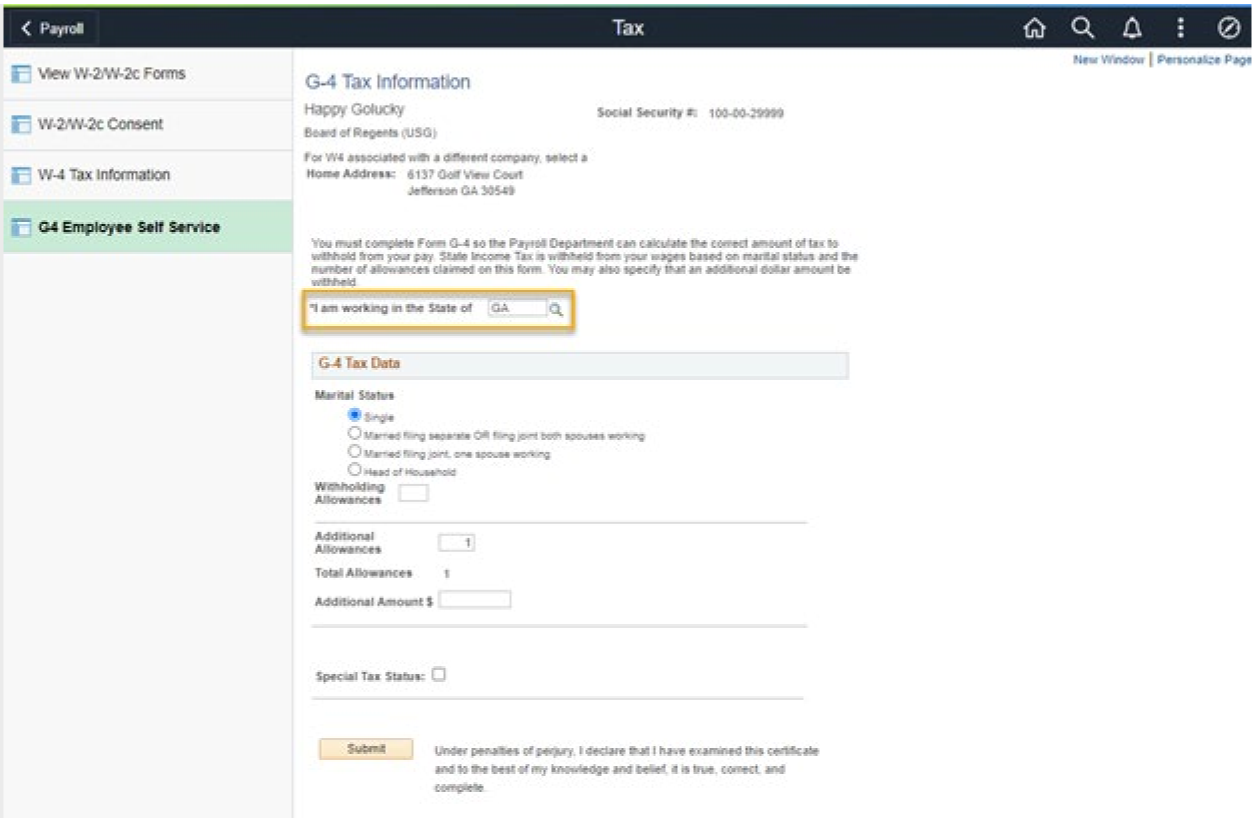
4. Click **G4 Employee Self Service** from the **Tax** menu.



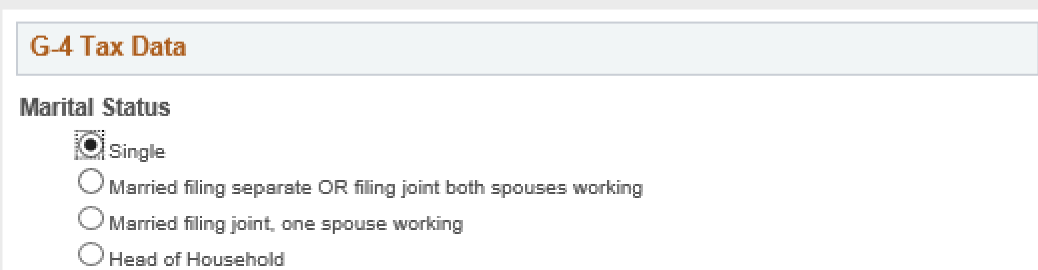
When the **G-4 Employee Self Service** panel opens, if you have existing G-4 information, it will be displayed.

5. Select "GA" as the state for **I am working in the State of**.

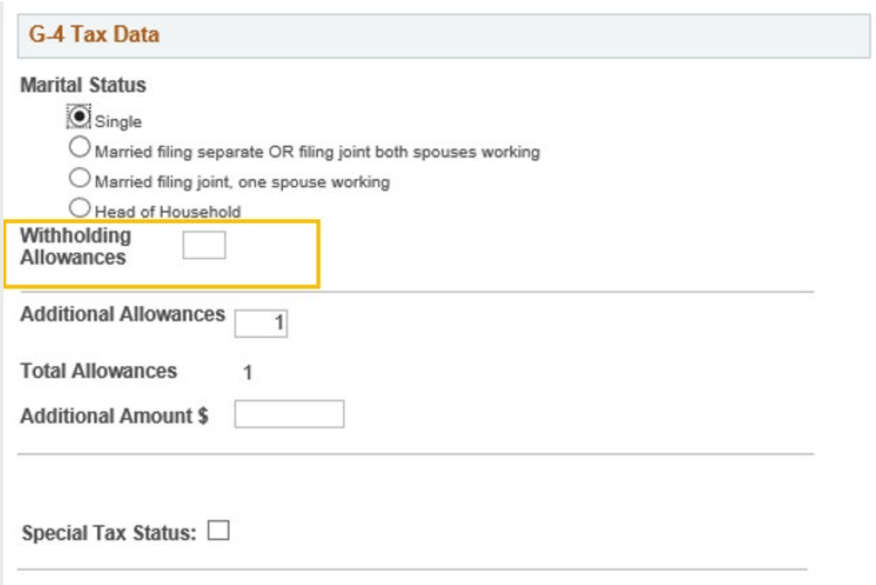
Note: If you are a Georgia resident working in another state, use the Look Up icon.



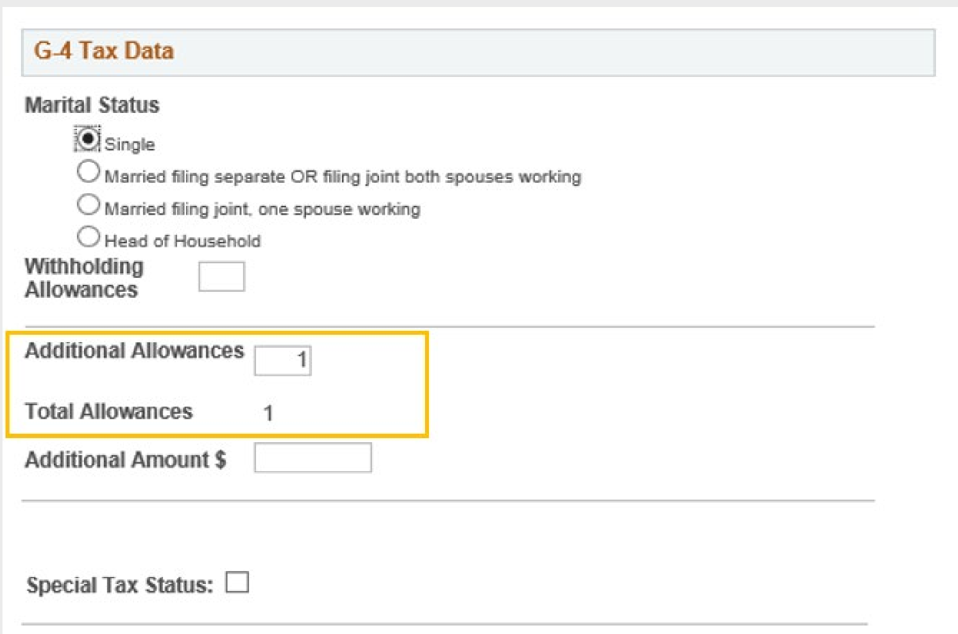
6. Click your correct **Marital Status**.



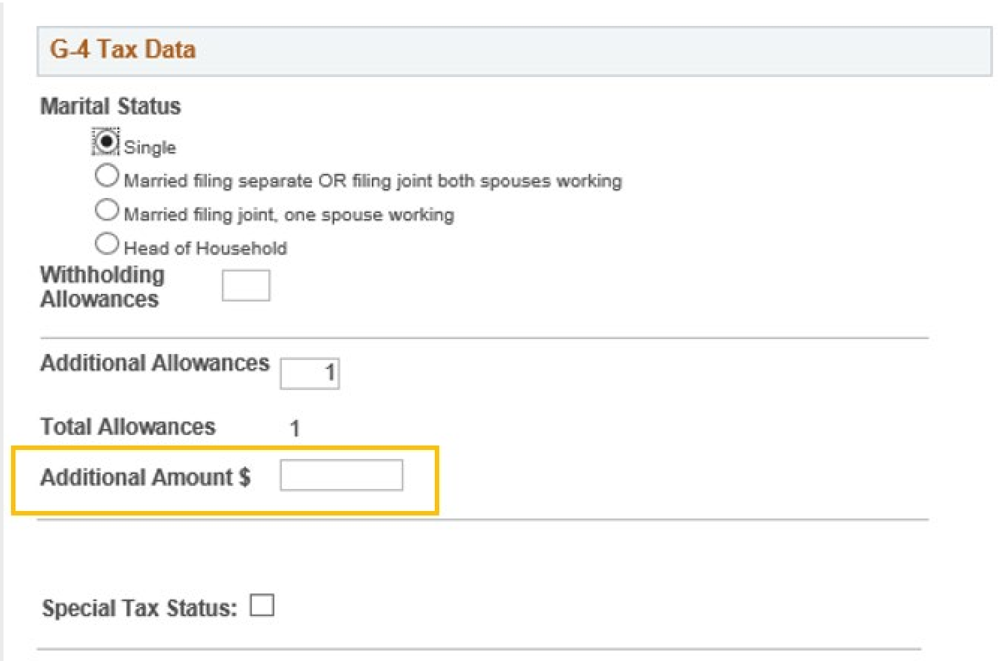
7. Update the number of **Withholding Allowances**, as needed.



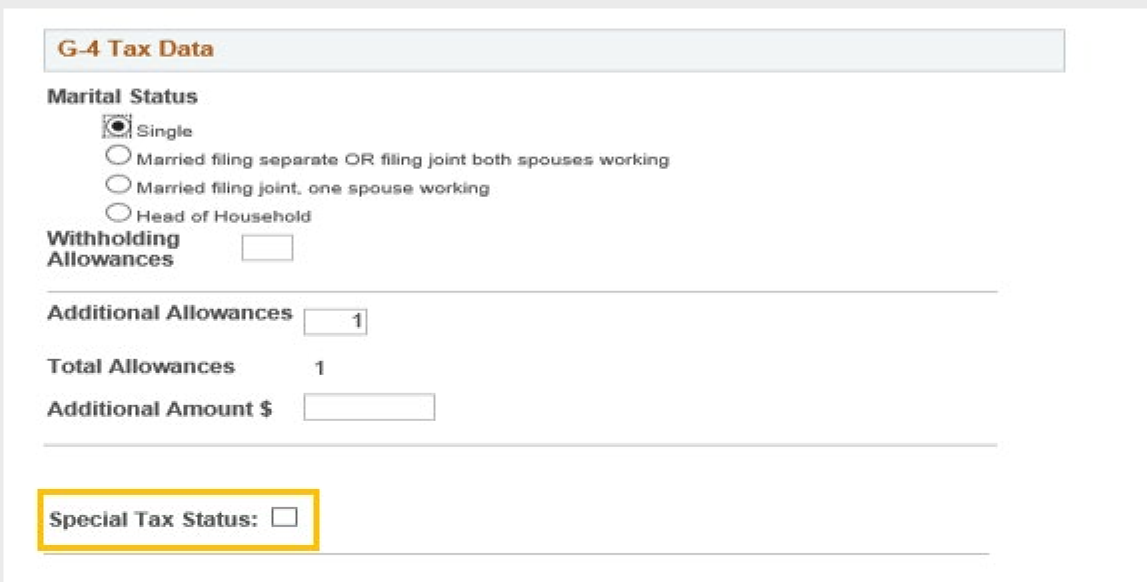
8. Update the number of **Additional Allowances**, as needed.



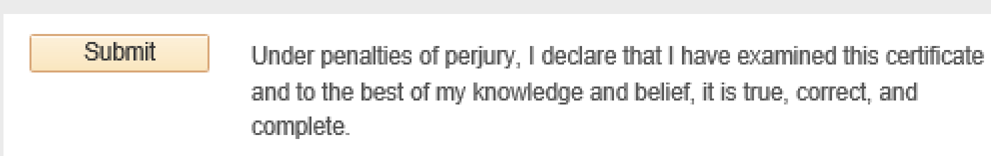
9. Enter any **Additional Amount** to withhold, as needed.



10. **Check Special Tax Status** if you are claiming exemption from withholding.

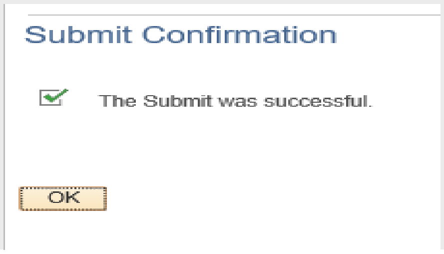


11. Click **Submit** when finished updating your G-4 information.

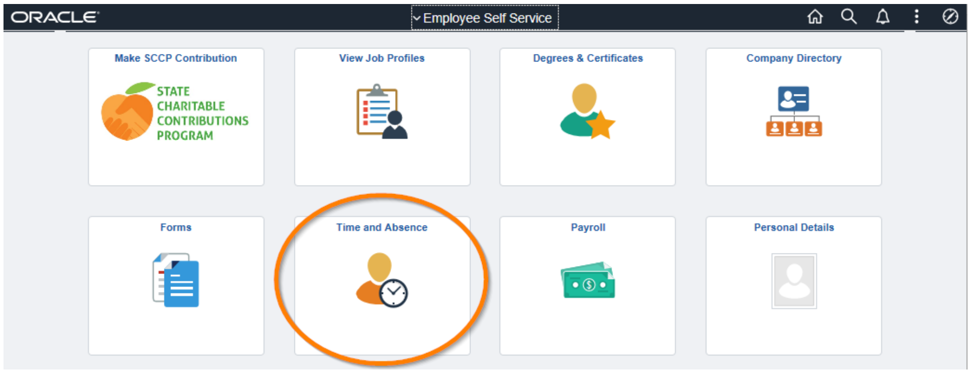
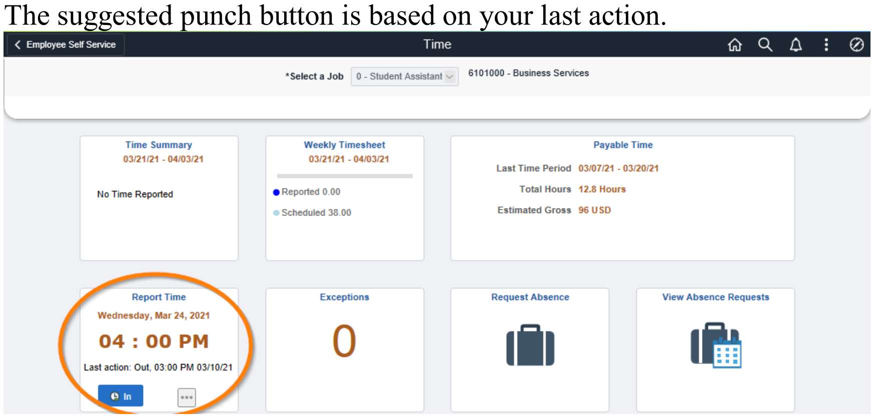


12. Click **OK** on the Confirmation page. Your G-4 information is now updated in OneUSG Connect.

    Note: Due to the timing of your submission, changes to your G-4 information may not reflect until the next pay cycle.

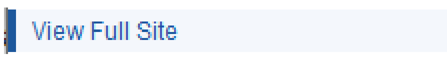
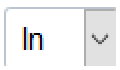
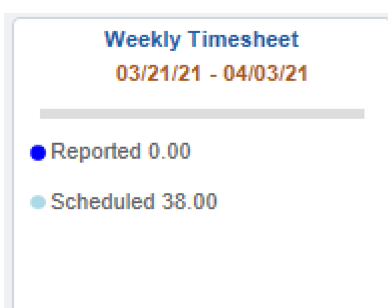
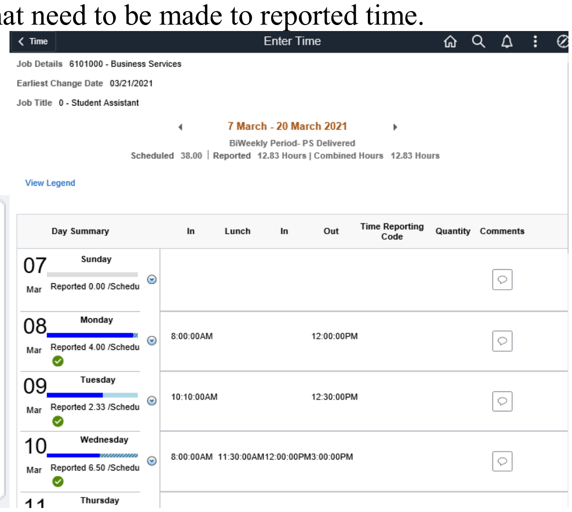


Reporting Time Using the Web Clock

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>From the Employee Self Service homepage in OneUSG Connect, click the Time and Absence tile.

</td></tr>
<tr><td>2.</td><td>The Report Time tile is displayed for PeopleSoft web clock users with the current date and time, Last Action including date/time, suggested punch, and ellipse [...] button. The suggested punch button is based on your last action.

</td></tr>
<tr><td>3.</td><td>Click in the In button to punch In for the day.

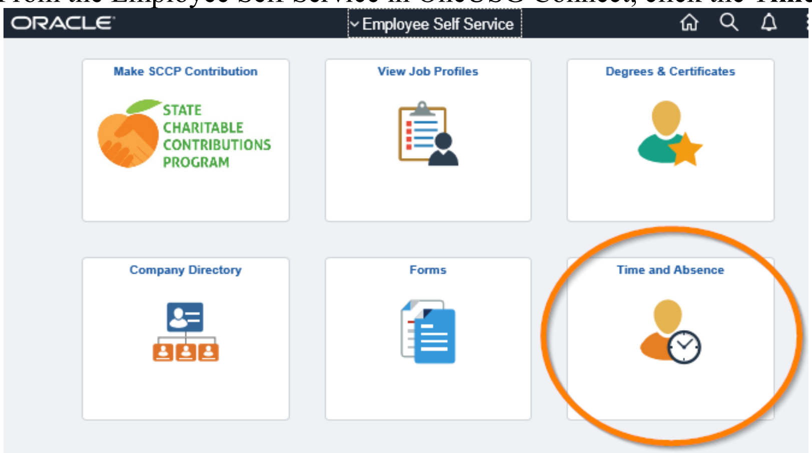
</td></tr>
<tr><td>4.</td><td>It is IMPORTANT for employees to notice their next anticipated punch, if you are not taking a meal break, you must click the ellipse [...] button to select Out at shift end.

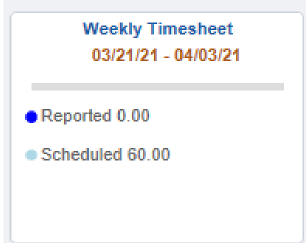
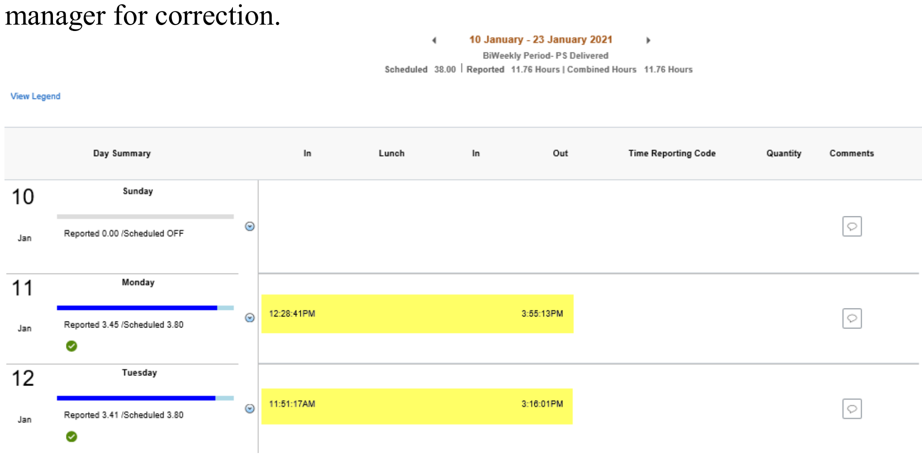
</td></tr>
</table>

Step	Action
5.	If taking a meal break, click the **Meal** link. 
6.	Click the **In** button to return from your meal. 
7.	Your punch related information is updated. Punches can also be entered from the full PeopleSoft webclock site. Click the **Ellipse [...]** button. 
8.	Click the **View Full Site** link. 
9.	The Report Time page is displayed with all punches from today. Click the **Punch Type** drop-down menu. 
10.	Select the appropriate punch option from the displayed Punch Type list.
11.	**Note:** The Time Reporting Code option can be left blank, this will default to "Regular." Click the **Submit** button.
12.	Your punch is displayed along with a submitted successfully message.
13.	All Web Clock employees are advised to view their Weekly Timesheet at the end of each pay period to view the accuracy of your time punches. Alert managers of any missed punches or corrections that need to be made to reported time.  
14.	You have successfully completed the steps to enter time using the PeopleSoft web clock in OneUSG Connect. **End of Procedure.**

Reviewing Reported Time as a Punch/Web Clock Employee

This job aid is for part-time employees who use a Time Clock or Web Clock to report time.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>From the Employee Self Service in OneUSG Connect, click the Time and Absence tile.

</td></tr>
<tr><td>2.</td><td>The Time page is displayed.

Click the Weekly Timesheet tile.

</td></tr>
<tr><td>3.</td><td>Review your viewable Weekly Timesheet for punch accuracy. Report any discrepancies to your manager for correction.

</td></tr>
<tr><td>4.</td><td>You have successfully completed the steps to manually enter time in OneUSG Connect.
End of Procedure.</td></tr>
</table>