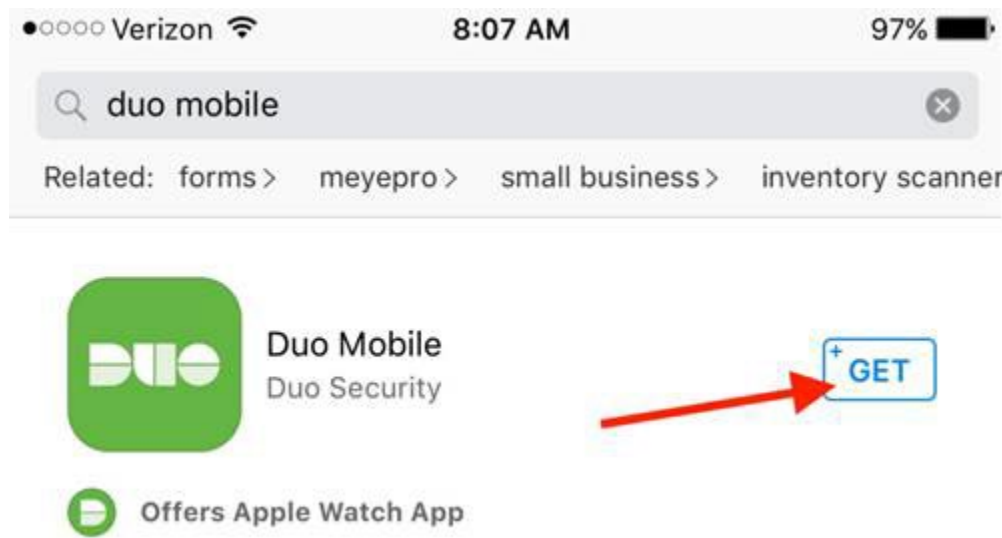


# Welcome to the University of North Georgia!

You are now active in **OneUSG Connect**, the University System of Georgia's HR and Payroll application. This application is used by all employees to record and submit time and absences, update personal information including direct deposit and taxes, view pay statements, enroll in benefits and more.

## Step 1 (2FA – Enhanced Login Security) – (Duo Mobile App)

Once you receive your username and password, the first step is to register as a Two-Factor authentication (2FA) user. 2FA is a new login process that adds an additional layer of protection when accessing UNG systems. This 2FA technology integrates a second device, like your cell phone, into the login process, resulting in two types of authentications to verify your identity. UNG uses an app called Duo Mobile for the 2FA process. You will need to download that app from the [App Store \(iPhone\)](#) or [Play Store \(Android\)](#). The link for this can be found here [2FA](#). Additional assistance with this can be provided by contacting the IT Service Desk at 706-864-1922 or via email [helpdesk@ung.edu](mailto:helpdesk@ung.edu)



## Step 2 (Connecting to OneUSG)

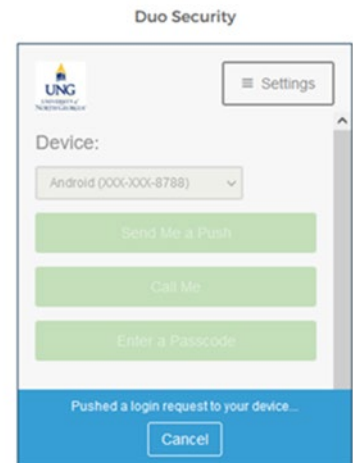
**Before you can access OneUSG Connect you first must be issued a staff username and a temporary password. Information Technology will email a temporary password to the email address you provided to HR.**

After you receive your staff username and password from Information Technology, you will have access to **OneUSG Connect**, on your first day of employment, at this link - <https://selfservice.hprod.onehcm.usg.edu/>. Select the UNG logo and then login with your new staff username and password. You will be prompted to verify your identity using the Duo Mobile app.

### USG Single Sign-on Authentication

Remember my choice.

Select your institution:



## **Step 3 (Direct Deposit, Pay and Taxes)**

All employees are required to be paid by direct deposit within thirty (30) days of hire or rehire and should remain enrolled in direct deposit for the remainder of their employment. Exceptions will be made for the following:

- Student employees that are hired under the Federal Work Study program cannot be required to participate in direct deposit.
- An employee who does not have an account at an automated clearing house (ACH) financial institution and can provide evidence that he/she cannot obtain such an account.

Job Aid – [Reviewing/Updating My Direct Deposit Information](#)

Job Aid – [Updating My Federal Form \(W-4\) Information](#)

Job Aid – [How Do I Update my State of Georgia \(G-4\) Information](#)

**\*To view the Job Aid you will need to login using your UNG staff credentials.**

## **Form W-2**

Form W-2 is a document generated by your employer and is used to complete your tax return each year. UNG strongly recommends signing up to receive your W-2 electronically through OneUSG. This option is available to you after you receive your first paycheck. Please contact [Payroll@ung.edu](mailto:Payroll@ung.edu) with any questions.

Job Aid Instructions – [Submitting My Consent to Receive an Electronic W-2 Form](#)

**\*To view the Job Aid you will need to login using your UNG staff credentials.**

## **Payroll Calendar**

Below is the link for the pay schedule for non-exempt and exempt employees:

[Payroll Processing Calendar](#)

## **Step 4 (Time & Absence)**

### **Non-Exempt (Hourly) Employee**

This employee type is paid biweekly and is required to enter hours worked on a timesheet. The following student types are considered non-exempt: Student Assistant, Federal Work Study and Graduate Assistant (Hourly). The following job aid provides instructions on how to record your work hours in OneUSG as non-exempt (hourly) employee.

Job Aid - [Student Assistant and Federal Work Study](#)

Job Aid – [Graduate Assistant \(Hourly\)](#)

**\*To view the Job Aid you will need to login using your UNG staff credentials.**

### **Exempt (Salaried) Employee**

This employee type is paid on a once per month basis and is not required to enter hours worked on a timesheet. The following student types are considered exempt: Graduate Assistant (Salary), Graduate Research Assistant, Graduate Teaching Assistant, and Graduate Research Fellow Assistant.

\*If you have questions about OneUSG Connect, please contact OneUSG Connect Support toll free at 877-251-2644 or by email at [oneusgsupport@usg.edu](mailto:oneusgsupport@usg.edu). You can also find additional information [here](#).