University Information Technology Services

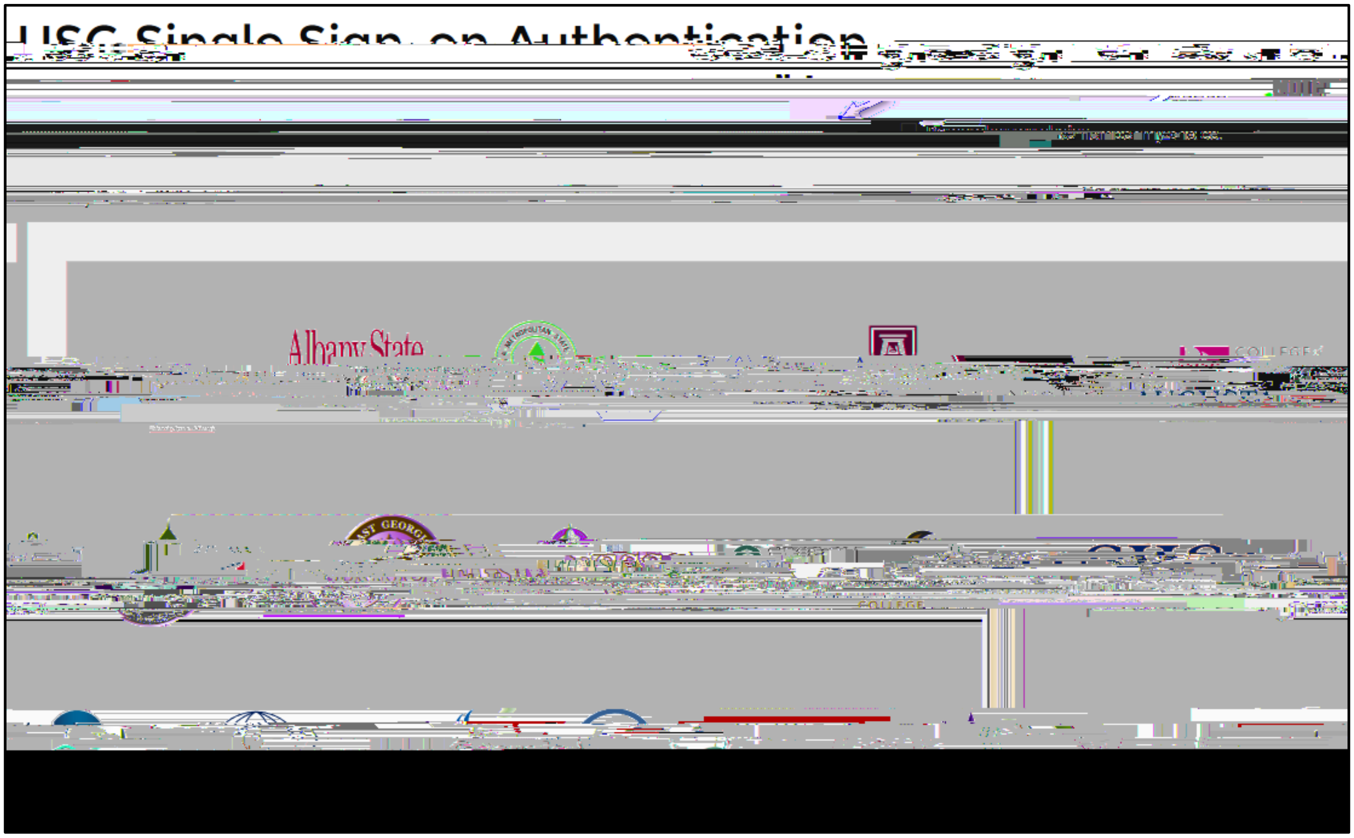
Technology Outreach

OneUSG Connect: Employee Self-Service

Starting on March 25, 2018 all employees use the OneUSG Connect system to

3. From the screen, choose your USG SSO Authentication (the KSU logo).

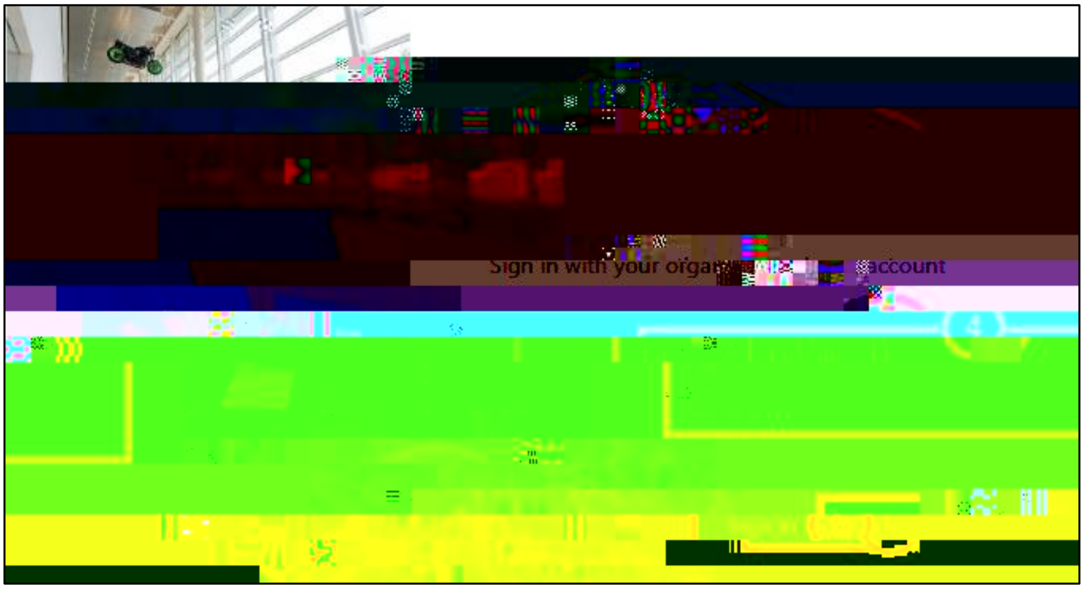
   Note: You can tell it to Remember my choice.



USG Single Sign-on Authentication

Figure 2 - USG Single Sign-on Authentication

4. Log in using your KSU NetID and Password (See Figure 3).
5. Click Login (See Figure 3).



Sign in with your organ account

Figure 3 - Logging In to OneUSG Connect

6. You will be taken to the Home Page.

Figure 4 - Employee Self-Service Home Page

1. Navigation Bar
    a. Employee Self Service - You can choose different selections from the drop-down. All employees will have access to Employee Self Service and Benefits from this drop-down (See Figure 5).

Note:

Web Clock

You may have to punch in an out through a web clock within OneUSG Connect:

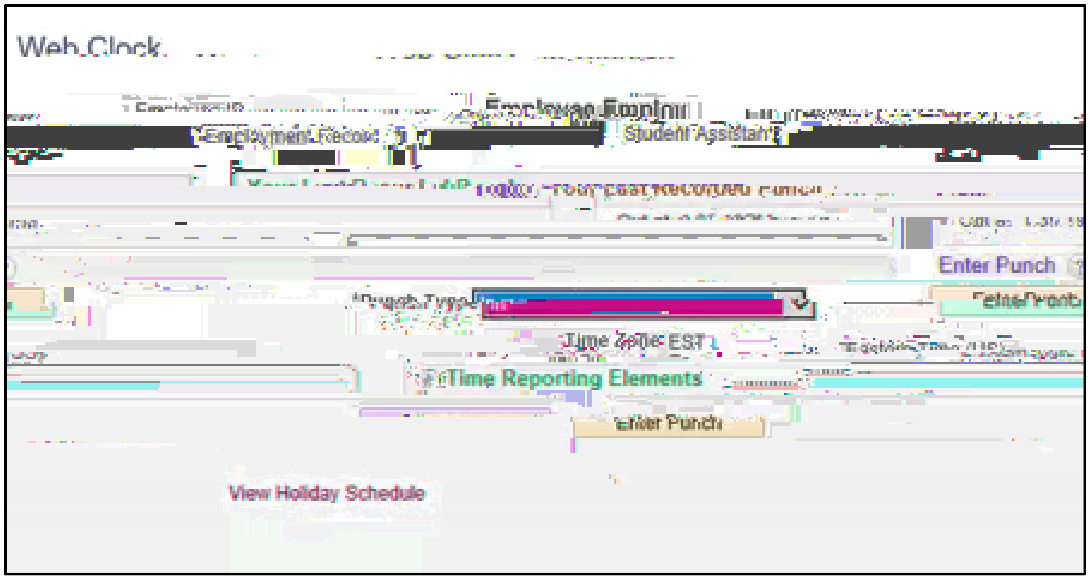

Web Clock
Employment Record
Student Assistant
Enter Punch
Punch Type
Time Zone EST
Time Reporting Elements
Enter Punch
View Holiday Schedule

Figure 7 - Web Clock

Punch Timesheet

Another option is recording your in and out time through a Punch Timesheet:

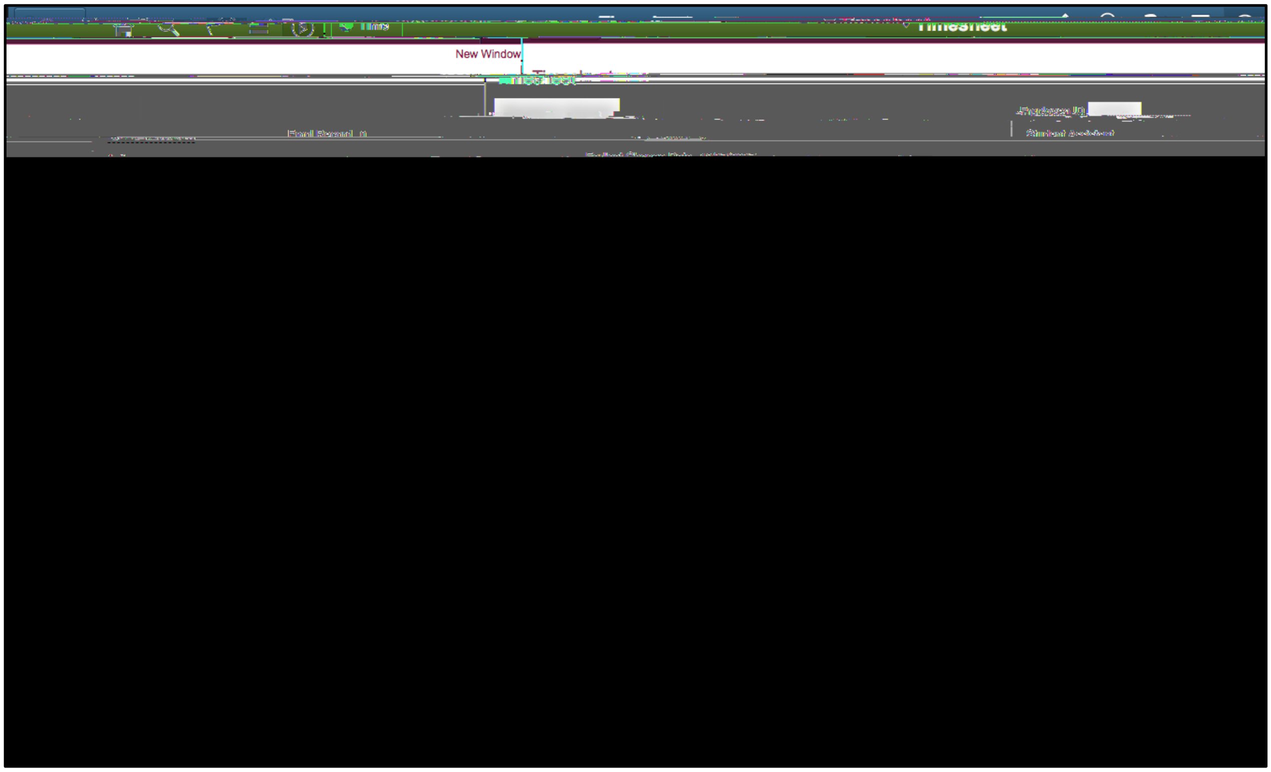

Timesheet
New Window
Student Assistant

Figure 8 - Punch Timesheet

Elapsed Timesheet

You may be required to report the total number of hours worked in an Elapsed Timesheet:

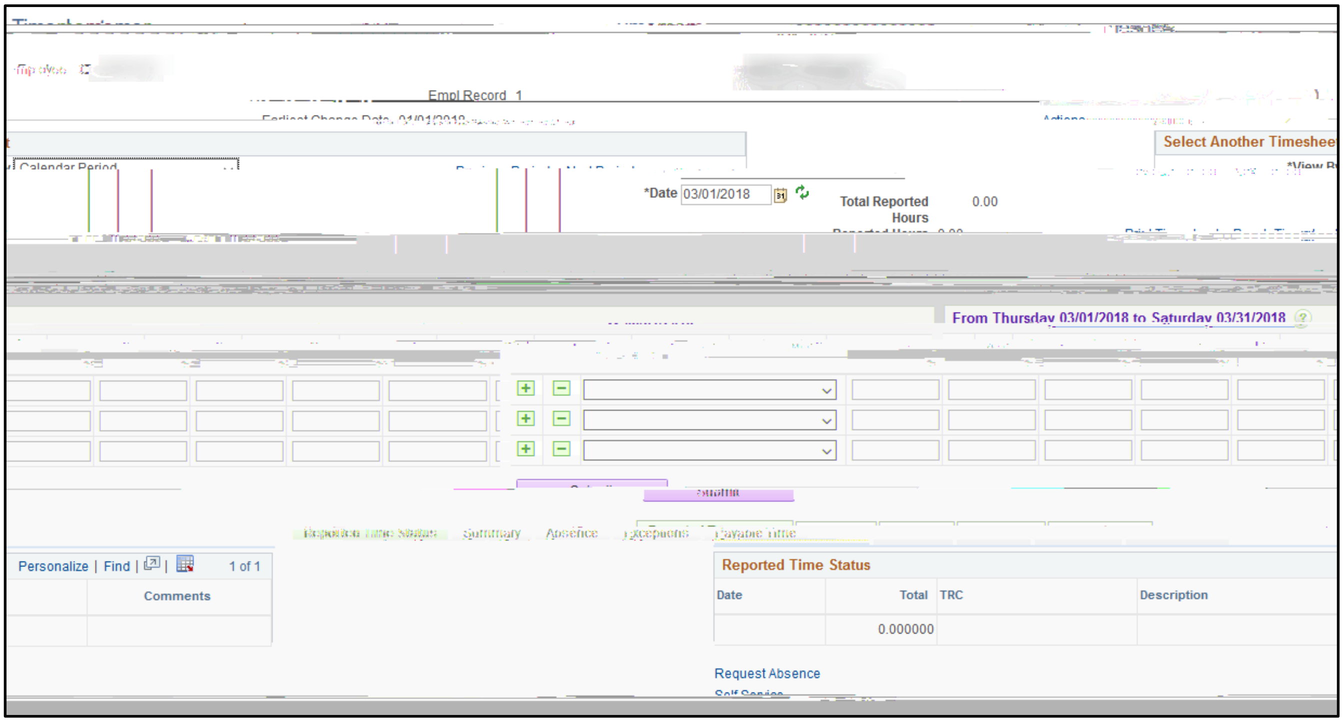

Empl Record 1
Select Another Timeshee
*Date 03/01/2018
Total Reported Hours 0.00
From Thursday 03/01/2018 to Saturday 03/31/2018
Personalize | Find | 1 of 1
Comments
Reported Time Status
Date
Total
TRC
Description
0.000000
Request Absence

Figure 9 - Elapsed Timesheet

Request Absence

The e option can be used to request future leave, such as vacation, and leave that you took in the past, such as sick time. This section will show you how to Request an Absence. To do this:

Note: There is no longer a need to submit an Employee Leave Adjustment form to record leave taken that was not recorded in the system before approvals took place at the end of the pay period. You can just submit your leave through OneUSG Connect before the period closes. Please make sure that you submit the request as early as possible.

1. From , click the tile for Time and Absence.

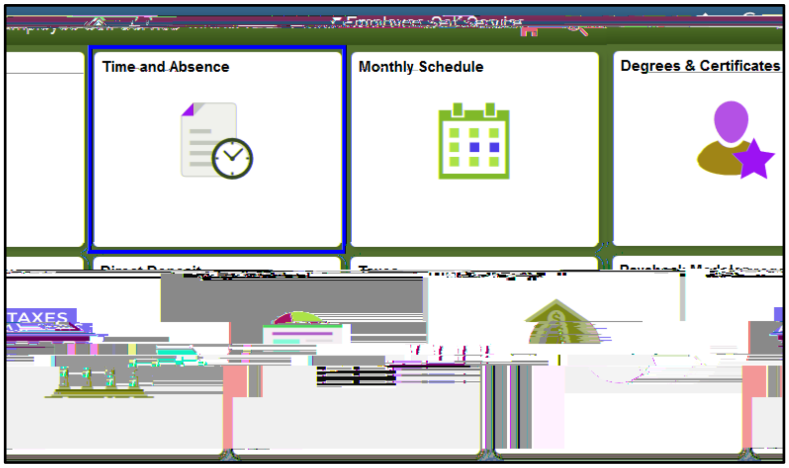

Time and Absence
Monthly Schedule
Degrees & Certificates
TAXES

Figure 10 - Click Time and Absence

2. From the list of options, select Request Absence.

Figure 11 - Select Request Absence

Note: Keep in mind that your list of options may be different than what you see here, as these options are for an Exempt employee.

3. Click the drop-down next to . In this example, we will select Sick.

Figure 12 - Select Absence Type

4. Select the drop-down

2. You can now view your monthly schedule, which will also show you any planned vacation or holidays that you have off work.

Figure 16 - Monthly Schedule

Note: Any requests to change your schedule should be emailed to your supervisor who has the ability to

Logging Out

Note: DO NOT just close the browser. Errors can occur that could possibly lock you out of future sessions. To log out:

1. Click on the menu icon (See Figure 18).
2. Click Sign Out (See Figure 18).

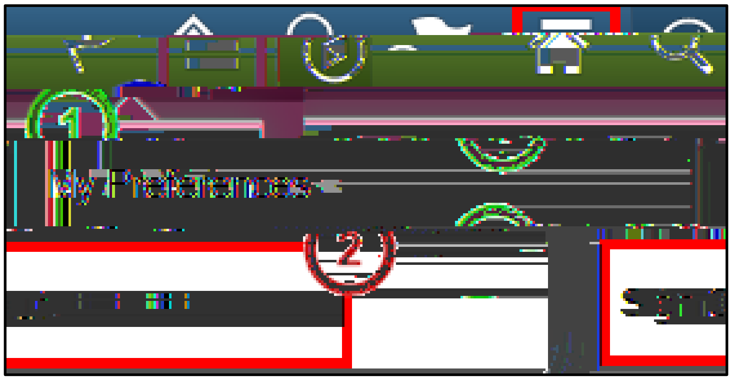


Figure 18 - Logging Out

Tips & Best Practices

There are a few things that you need to keep in mind when using OneUSG Connect. The following are some best practices:

DO NOT click the Back button on your Browser (Chrome). Please use the navigation at the top.

Always make sure to check your schedule in the system.

Make sure that you Click on the menu, and actually Sign out. DO NOT just close the browser.

Can use any Internet Browser, except Microsoft Edge.

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