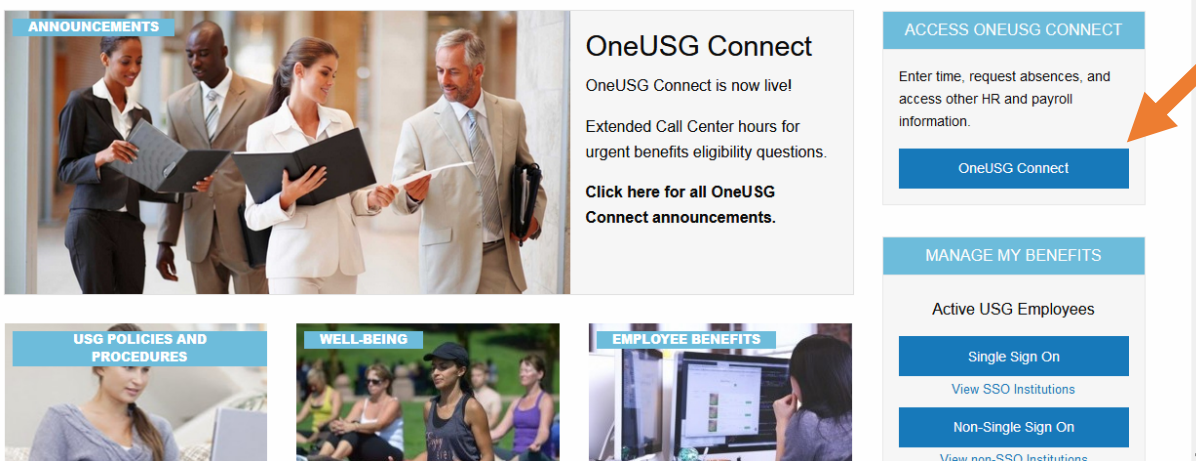
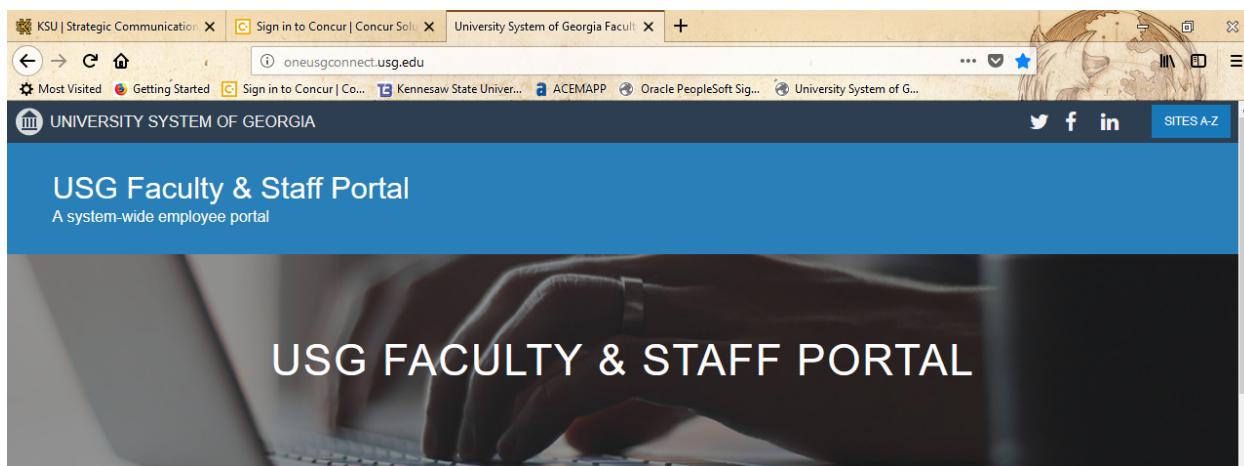


OneUSG - Payroll

You are **required** to always record the hours that you work for us. From now on, if you do not submit timecards for the month, you will not get paid. The amount you are paid is not based on these hours.

Instructions for inputting your hours:

- The following is a link to the site or you may use the Human Resources link on the Kennesaw.edu website. I recommend that you bookmark this site.
<http://oneusgconnect.usg.edu/>
- This should be what you see :



- Click on the link OneUSG Connect (orange arrow).
- When the page opens, you will see a list of college and university logos for the University System of Georgia. Select the icon for Kennesaw State University.
- Login in using your KSU login and your KSU password (the same one you use for your KSU email).

Steps for Filling in a Timesheet:

1. Check the date and make sure it is the correct week (orange arrow). If you need to input hours for a different week, click on the arrow to the left or right of Week 2 of 5.
2. Find the “Time Reporting Code” box (blue arrow), click on the drop-down menu, and select the “ACA Tracking” line. Enter in the hours that you worked for us for that week.
3. Click the “Submit” button (top right) to submit your hours.
4. You will need to complete steps 1-3 for every week that you work for us.

1 April - 30 April 2021
Month Period - PS Delivered
Scheduled 176.00 | Reported 16 Hours | Combined Hours 16.00 Hours

Week 2 of 5
Scheduled 40.00 | Reported 0.00 Hours

Scheduling Code	8-Thurs	9-Fri	10-Sat	11-Sun	12-Mon	13-Tue	14-Wed
Reporting Code	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Comments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

I cannot see your timecards only Dr. Dyess, the Interim Director of the School of Nursing, can see your hours.

If you have technical difficulties you may contact our Help desk at KSU at 470-578-6999 or service@kennesaw.edu or you may contact the OneUSG folks at 877-251-2644 or oneusgsupport@usg.edu