Moving GA’s to SWA’s

Say goodbye to the PAF! Graduate Assistants can now be rehired via Student Worker Agreement (SWA). The Student Worker Agreement is currently used campus-wide to rehire undergraduate student employees each academic semester. This transition from a paper to digital submission will help to streamline the student worker rehire process, increase the turn-around of approvals and reentry into OneUSG, and provide searchable archived web forms for HR and the Business Office.

How to OneUSG:

How to Edit a Submitted Vacation or Sick Time Request for Bi-Weekly Employees

1. Log into OneUSG Connect.
2. From Employee Self Service, click the "Time and Absence" tile.
3. Select "Weekly Timesheet".
4. Click on the "Absence" tab at the bottom of the page.
5. Locate the absence request that you need to edit.
6. Click the "Edit" button at the end of the row.
7. Click on "Details".
8. Make any necessary changes. If doing partial days, type the amount of hours and click "Calculate Duration".
9. Click "OK".
10. Click the "Forecast" button.
11. Click the "Submit" button.
12. Click "YES" when you receive the confirmation page.

Watch this video here.

Staying in Compliance

Form I-9
As required by the Department of Homeland Security, all newly hired Faculty, Staff, and Student employees are required to complete the I-9 documentation and provide the appropriate supporting pieces of identification to Human Resources within three (3) days of their hire date. Employees who begin work, prior to completion of the I-9 are in violation of Federal policy and can result in UNG facing significant fines for each violation (per person/per day).

Rehiring Student Employees

Summer is Coming
To rehire your current student worker for the Summer and/or Fall semester you will need to submit a Student Work Agreement, or SWA. Please fill out the SWA at least two (2) weeks before the end date of their current job. The SWA will also alert Human Resources to switch any rehires not enrolled in six (6) or more credit hours to Part-Time Staff. Please remember, there will be no Federal Work Study during the summer semester. If you wish to keep your student(s) working during the summer term they must be switched to a Departmental/Institutional funded employee.

UNG Wellness Expo
Students, Faculty and Staff

Gainesville Campus
Thursday, April 11
11AM – 2PM
Robinson Ballroom

E-mail: UNGWellnessExpo@ung.edu for more information.
Event Sponsor: Northeast Georgia Health System
Tuition Assistance Program (TAP)

TAP is a program available to all full time benefits-eligible employees of the University System of Georgia who have successfully completed at least six (6) months of employment in a benefits-eligible position, as of the date of the TAP application deadline for the desired academic semester. The deadline for the Summer Semester is April 15th. You can find more information and links to the TAP application here. For more information contact Sabrina Wall at sabrina.wall@ung.edu.

Manager's Corner

How do I approve work time for my Bi-Weekly employee?
1. Log into OneUSG Connect.
2. On the Manager Self Service page, click the "Team Time" tile.
3. Click "Report and Approve Time".
4. To see a list of all of your employees, click the "Get Employees" button, then select the employee you want to approve.
5. Review their timesheet for accuracy.
6. Check the "Select" box to approve individual days, or click "Select All" to approve all time entries
7. Click "Approve".
8. Click "Yes" to confirm your action, then click "OK" on the confirmation page.

My student did not punch in or out!
How do I enter their time?
1. Log into OneUSG Connect.
2. On the Manager Self Service page, click the "Team Time" tile.
3. Click "Report and Approve Time".
4. To see a list of all of your employees, click the "Get Employees" button, then select the employee you need to edit.
5. Review the time reporting period and make the appropriate changes to the incorrect or missing entries by selecting the date and entering the following times for each day as needed: "In" (begin work), "Out" (end work), and whether it is AM or PM. (If you do not put PM, it will automatically change to AM on their timesheet.)
6. If the employee has missed clocking out, enter the correct entry in the "Out" column. Please do not use the "Lunch" column.
5. Click "Submit", then "Approve".
6. To enter time for another employee, click "Return to Select Employee".

When are the Bi-Weekly timesheets due?
1st Bi-Weekly
Employee due on 4/05 by 3:00 pm
Manager due on 4/08 by 9:00 am

2nd Bi-Weekly
Employee due on 4/15 by 3:00 pm
Manager due on 4/19 by 9:00 am
Staff Leadership Development Program

Starting in April 2019 we will be taking applications for the new Staff Leadership Development Program starting in September 2019.

Our Staff Leadership Development Program (SLDP) is designed to help our leaders build on their strengths and overcome their limitations so that they can lead UNG into new possibilities.

**Deadline for applications is April 30, 2019!**

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If you need this form in an additional format, please reach out to Michael McLeod - Michael.McLeod@ung.edu 678.717.2232