



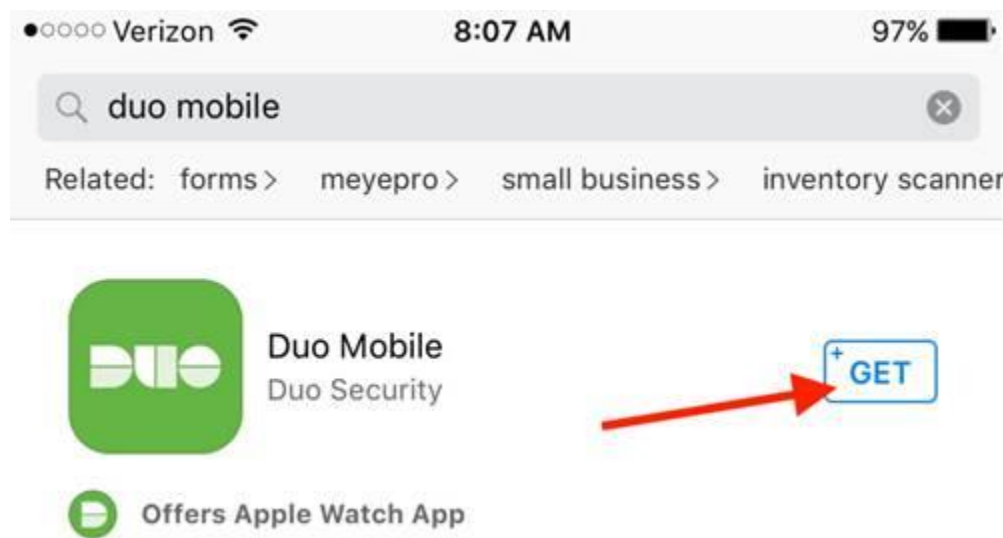
University of North Georgia Faculty/Staff Credentials

****Important Notice****

Before you can proceed with the steps below to access OneUSG Connect you must have been issued a username and a temporary password. The Information Technology department will call you at the phone number you provided to HR.

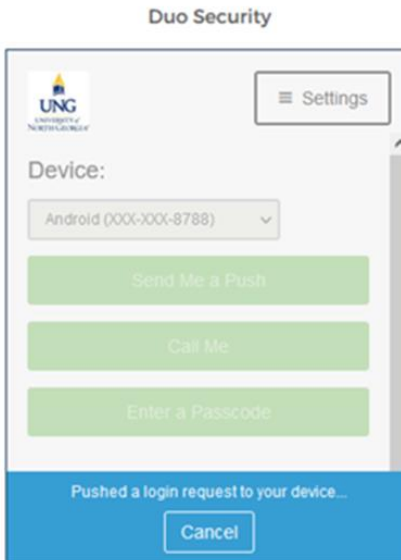
Step 1 (2FA – Enhanced Login Security) – (Duo Mobile App)

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 authentication 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

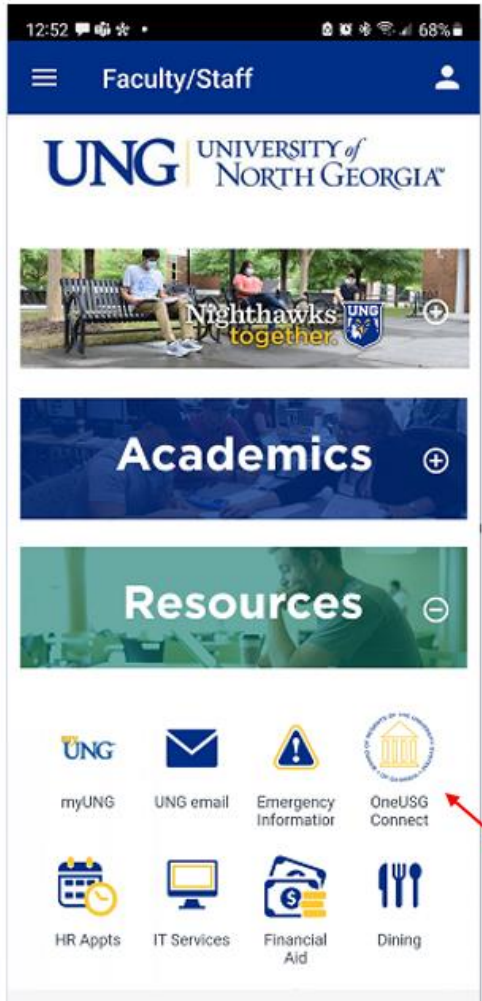


Step 2 (Connecting to OneUSG)

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



You can also access **OneUSGConnect** through the 'Resources' section on the [UNG Mobile app](#).

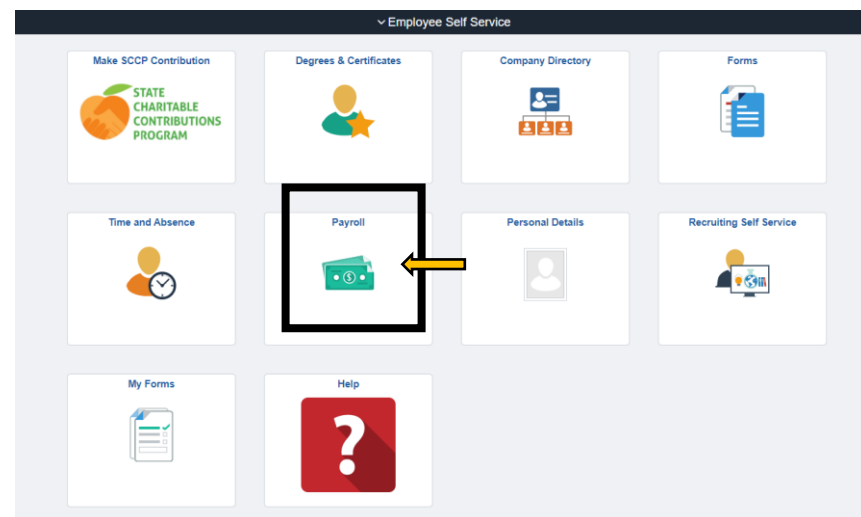


Setting Up Direct Deposit and Taxes

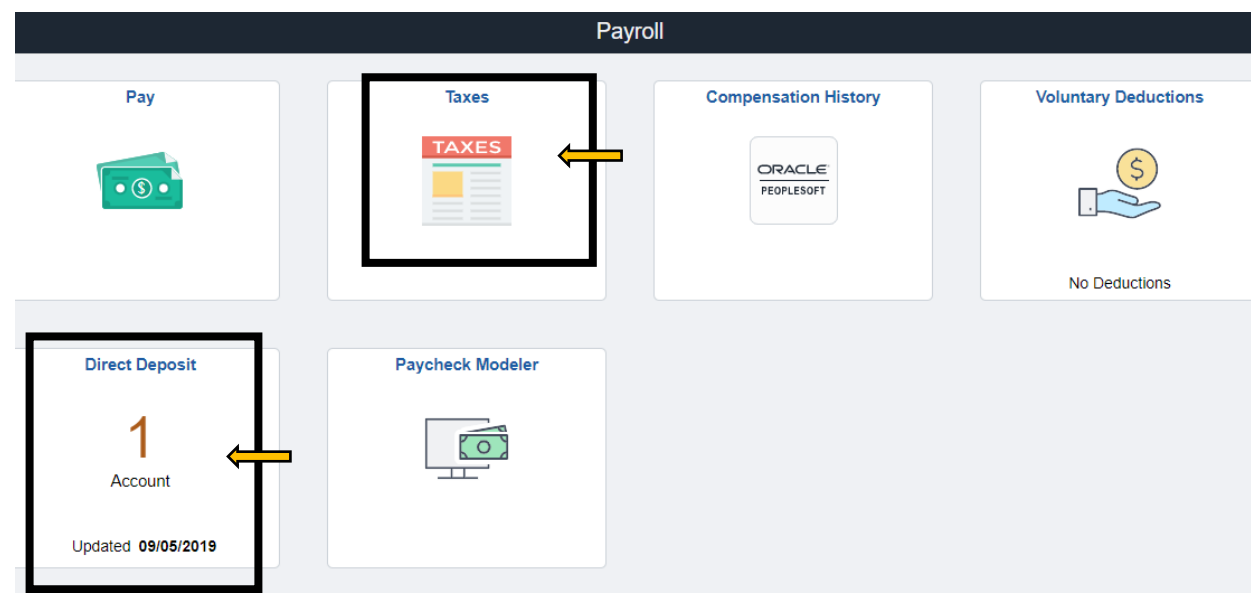
All employees are required to use direct deposit to receive their paychecks. Direct deposit accounts MUST added within 30 days of hire. Exceptions will be made for the following:

- Federal Work Study students: Federal Work Study students without direct deposit can receive a paper check. These checks will be issued and printed by Wells Fargo.
- Employees who cannot obtain a bank account: Employees who cannot obtain a bank account will need to submit a request to their institution's Payroll Department to be exempted from direct deposit. Once approved, they will be paid using a pay card.

1. Login to OneUSG. Click on the Payroll tile



2. Under the payroll tile you will find Tax and Direct deposit tile



How Do I Updated My W-4 (Federal Tax Withholding) Information? – [Job Aid](#)

How Do I Update My G-4 (Georgia State Tax Withholding) Information? – [Job Aid](#)

How Do I Review/Update My Direct Deposit? – [Job Aid](#)

Required Online Training

1. Family Educational Rights and Privacy Act (FERPA)

Just what can you reveal and not reveal about student records and information? Learn how to protect the confidentiality of our students' educational records.

The University of North Georgia receives funding from programs administered by the U.S. Secretary of Education, and therefore must comply with the Family Educational Rights and Privacy Act (FERPA). UNG employees are legally responsible for protecting the confidentiality of our students' education records.

In response to our role as “custodian” of students' records, all UNG employees must complete FERPA training as a requirement of their employment at UNG.

2. Right to Know Program

Toner from a copy machine fell from a top shelf and busted open. Do you get the broom and a dust pan, and start cleaning up without taking any precautions? Find out what those labels mean!

The Public Employee Hazardous Chemical Protection and Right to Know Act was enacted by the State of Georgia to ensure worker protection from hazardous chemicals that may be encountered in the workplace.

As required by this law, University of North Georgia has developed a policy and plan to assure that all employees receive training and information about hazardous chemicals present in their work area. A copy of this plan is available through the Human Resource Department or by contacting the University's Right to Know Coordinator at the Environmental Health & Safety office at 678-717-3434.

A requirement of the university's plan is that employees receive training. Under this plan, there are two training requirements:

1. Basic RTK Training

New employees must complete training within three days of starting work and current employees must complete training annually during open enrollment. Every UNG employee must receive basic training, which provides general information about the Right to Know Act and its provisions. The University offers this basic training by having new employees take the online training. It takes approximately 15 minutes to complete and notice of completion will automatically be sent to the Right to Know Coordinator.

2. Chemical-Specific RTK Training

- **All UNG employees who handle hazardous chemicals must receive chemical specific training each year.** Chemical-specific training provides the employee with information on the safe use and storage of hazardous chemicals. Written documentation of chemical- specific training must be maintained for a minimum of three years in the employee’s work area training or personnel file.
- All personnel who handle chemicals will find excellent chemical-specific Right to Know training in Percipio. It takes approximately 20 minutes to complete and notice of completion will automatically be sent to the Right to Know Coordinator.

3. Ethics Training

What is right? What is wrong? What do I report? It can be cut and dry, or it can be quite confusing. Learn more about how we can create a safe and ethical environment.

To ensure that all active employees of the University System of Georgia (USG) are cognizant of and adhering to their obligations with respect to the **USG Ethics Policy**, the **Board of Regents** has established as a condition of employment the successful completion of initial and ongoing training and certification as required by board policy on Ethics training.

All actively employed USG Employees are expected to complete the USG training and certification within 90 days of their initial day of employment as a condition of employment. This policy also covers student employees of the USG. The USG may require periodic “refresher” ethics training and related certification courses.

4. Harassment and Discrimination Training

Employment and workplace discrimination on the basis of color, race, religion, sex, age (40 years or older), national origin, genetic information, or disability.

To ensure that all active employees of the University System of Georgia (USG) are cognizant of and adhering to their obligations with respect to employment laws and equal opportunities, UNG has established as a condition of employment the successful completion of initial and ongoing harassment and discrimination training.

Please contact Human Resources if you require an accommodation to complete any of these trainings. Further questions regarding these requirements may be referred to the Training/Development Specialist at 678-7147-3782. Updated 5/18

Required Online Training - 3

5. Conflict of Interest (COI) and Outside Activities

In an effort to ensure the University of North Georgia complies with [UNG and USG policies](#) and state law, you will be asked to complete training covering conflict of interest and outside activities and business relationships. These certifications of compliance are mandatory for all employees (including Part-time) and is now a two-step process. First, you must access Percipio and find the Conflict of Interest course in your learning plan.

Once the course is finished, there will be a link that takes you to complete the [Conflict of Interest Disclosure Form](#). This form must be completed, even if there are no Conflicts of Interest or Outside Activities to report.

6. Conflict of Interest (COI) and Outside Activities

The University System (USG) of Georgia's [Business Procedures Manual \(BPM\)](#), Section 12.0, provides guidance on procedures for USG institutions to be in compliance with laws, regulations, policies, and best practices for managing data.

Section 12.0 states that information is a strategic asset of all (USG) organizations and is critical to administration, planning and decision-making. Effective and responsible use of information requires that data is secure, well documented, and accessible for use by authorized, trained personnel. The BPM specifies the data governance infrastructure and management practices that UNG must have to ensure data security, effective use, and compliance with laws and policies. The BPM applies to information systems maintained by, or on behalf of, UNG organizations.

ACCESS Percipio TRAINING:

1. The training and certification is made available through the Percipio eLearning system. Within 30 days of your employment, your UNG network credentials will be enrolled in Percipio, and you will have access to all trainings.
2. Log into Percipio through <https://ung.percipio.com> using your network credentials for the Single Sign-On Portal, and your 2-factor authentication as set up for OneUSG.
3. Launch any of these courses under Featured Content on your homepage, or under your assigned Learning Plan along the top menu bar.
4. You will be required to watch and complete all of the aforementioned trainings, completing the quiz assessments, and complete a compliance agreement. Notice of completion will be sent to HR.

7. Clery Act and Title IX

Building Supportive Communities: Clery Act and Title IX takes a close look at the issue of sexual harassment, including sexual assault, relationship violence, and stalking, in higher education. It will also introduce the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, commonly known as the Clery Act.

Understanding your institution's responsibilities under the Clery Act and Title IX can help you make a positive contribution to building a supportive higher education community.

We all have a role to play in building a supportive community. With your help, we can continue cultivating an environment where everyone feels safe and respected and has equal access to educational opportunities.

Please note: These topics can be challenging to think about for many, and for some, they may feel especially sensitive and personal. Your well-being is important to us. If you feel you may have difficulty completing this course for any reason, please contact your Clery Coordinator at clery@ung.edu to discuss how to proceed.

The training and certification is made available through the Everfi/Foundry eLearning system.

1. Within 30 days of your employment, your UNG network credentials will be enrolled in Everfi, and you will have access to the *Building Supportive Communities: Clery Act and Title IX* training.
2. Log into Everfi (https://admin.fifoundry.net/north_georgia/sign_in) using your network credentials for the Single Sign-On Portal, and your 2-factor authentication as set up for OneUSG.
3. On your homepage, start the course *Building Supportive Communities: Clery Act and Title IX*
4. **IMPORTANT:** This course has two parts, both of which must be completed for compliance. 30 days after completing part one, part two is automatically assigned. A notification will be sent to your UNG email when part two is available.
5. You will be required to watch and complete the aforementioned training, completing the quiz assessments and compliance agreement. Notice of completion will be sent to HR.

Accessibility Statement

Please contact Human Resources if you require an accommodation to complete any of these trainings. Further questions regarding these requirements may be referred to the Training/Development Specialist at 678-7147-3782. Updated April 27, 2022.



Record Hours Worked

Exempt (Salaried) Employee

This employee type is paid on a monthly basis and is not required to enter work hours on a timesheet. The following job aid informs you of what end-of-month actions you need to take as an exempt (salaried) employee.

[Job Aid](#)

Non-Exempt (Hourly) Employee

The following Job Aid and Job Aid (Video) provide instructions on how to record your work hours in OneUSG as non-exempt (hourly) employee.

[Video](#)

[Job Aid](#)

Non-Exempt (BW) On Cycle Payroll

Pay Period Begin Date	Pay Period End Date	Pay Date
12/26/21	01/08/22	01/14/22
01/09/22	01/22/22	01/28/22
01/23/22	02/05/22	02/11/22
02/06/22	02/19/22	02/25/22
02/20/22	03/05/22	03/11/22
03/06/22	03/19/22	03/25/22
03/20/22	04/02/22	04/08/22
04/03/22	04/16/22	04/22/22
04/17/22	04/30/22	05/06/22
05/01/22	05/14/22	05/20/22
05/15/22	05/28/22	06/03/22
05/29/22	06/11/22	06/17/22
06/12/22	06/25/22	07/01/22
06/26/22	07/09/22	07/15/22
07/10/22	07/23/22	07/29/22
07/24/22	08/06/22	08/12/22
08/07/22	08/20/22	08/26/22
08/21/22	09/03/22	09/09/22
09/04/22	09/17/22	09/23/22
09/18/22	10/01/22	10/07/22
10/02/22	10/15/22	10/21/22
10/16/22	10/29/22	11/04/22
10/30/22	11/12/22	11/18/22
11/13/22	11/26/22	12/02/22
11/27/22	12/10/22	12/16/22
12/11/22	12/24/22	12/30/22

Exempt (M) On Cycle Payroll

Pay Period Begin Date	Pay Period End Date	Pay Date
01/01/22	01/31/22	01/31/22
02/01/22	02/28/22	02/16/22
03/01/22	03/31/22	03/31/22
04/01/22	04/30/22	04/29/22
05/01/22	05/31/22	05/31/22
06/01/22	06/30/22	06/30/22
07/01/22	07/31/22	07/29/22
08/01/22	08/31/22	08/31/22
09/01/22	09/30/22	09/30/22
10/01/22	10/31/22	10/31/22
11/01/22	11/30/22	11/30/22
12/01/22	12/31/22	12/30/22



UNIVERSITY SYSTEM OF GEORGIA

What is OneUSG?

OneUSG is a system wide initiative to develop and implement a consistent approach to policies, procedures and technology solutions that benefit the University System of Georgia (USG), in an effort to reduce costs, streamline processes, and have uniform guidelines with centralized support. The first priority for the OneUSG initiative is to bring all institutions onto one system to manage USG human resources activities, benefits and compensation.

What is OneUSG Connect?

OneUSG Connect, the University System of Georgia's HR and Payroll application. This application is used by all employees to record and submit time, access, review and update personal information, including direct deposit and taxes, pay statements and benefits.



Accessibility Statement:

If you need this form in an additional format - Reach out to [Michael McLeod](#): 706-864-1440