

The purpose of these Release Notes is to inform OneUSG Connect technical staff and functional users of the scheduled 2.12 release of University System of Georgia (USG) functions.

Release HREL 2.12

General Information

Business Processes and Job Aids

New Jobs Aids completed since last release :

- TL_JA012: Using the Time Clock When Offline
- PY029_03: Change Retro Pay Process Flag to Cancelled or Withdrawn

All available Job Aids are located:

1. In the OneUSG – Training Catalog (Practitioners) in Smartsheet
2. On the OneUSG Connect Support website at

- x K19.2-002-MFE -Funding and Effort Reporting Panel Does Not Update when New Rows Are Added to Create Tenure Data
- x K19.2-005-HR -Unable to Create a New Department Using the Add a New Value Tab
- x K19.2-005-PY -Loading Automated Adjustments More Than Once Causing Multiple Employee Entries

Module Specific Information

Absence Management (ABS)

Page Changes

Manager Self Service Absence
Request Page Changed

Manager Self Service > My Team > Related
Actions (green arrow button) > Time
Management > Absence Request

The page now defaults to “Request As –
Employee” when a manger creates an
Absence Request on behalf of an employee.
Before, it would default as “Request As –
Manager ,

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Payroll (PY)

Modifications to Existing Processes

Modifications Employee Self
Service Pay Statements

Employee Self Service > Pay

Employee pay statements are being updated to show the plan vendor, plan type, and contribution amount so employees can easily identify which contribution is for which plan. Previously, the pay statement only showed the vendor and contribution amount.

<p>Notifications to Terminated User Email Addresses Fixed</p>	<p>When an employee transferred to a different institution, their OneUSG Connect notifications were being delivered to their previous institution email address. This issue has been corrected so they are delivered to the new email address.</p>
<p>Maintain Employee Campus Address</p>	<p>Navigator> Workforce Administration> Person Information> Maintain EE Campus Address</p> <p>Practitioners are now able to navigate to Maintain EE Campus Address without getting an error.</p>
<p>Updates to Employees Address Change Notifications</p>	<p>Employee Self Service > Personal Details > Address</p> <p>Employees are now able to make address changes without getting a “Awaiting HR Approval” or “Submitted for Approval” notifications. Employees will now receive a “Successfully Saved” notification.</p>

Correction Mode Role



