



Information for Managers of Newly Hired Employees

IMPORTANT: Managers please read this document carefully, it requires the manager to ensure that specific action items herein are completed as well as to ensure that specific information is communicated to the newly hired employee. **For Non-Paid Affiliates or Volunteers please see the purple colored section below for important information.**

The new staff/faculty member will have access to OneUSG Connect through the Single Sign-On Self Service URL to submit time, complete absence requests, view documents, update information, etc. <https://hcm-sso.onehcm.usg.edu/>. This URL does not require VPN when off-campus. Self Service is also available through the Faculty & Staff Portal at <http://oneusgconnect.usg.edu>.

Unfortunately, we are not able to issue nor access OneUSG Connect login information for employees. If your employee is unable to login to OneUSG they must contact OneUSG Support at 1-877-251-2644 or send an email to sscsupport@ssc.usg.edu. The **employee (includes student employees)** will also need to take and complete **ALL** necessary trainings **within 30 days** of employment. Please contact Davion Shorts in HR at 678-466-4245 for trainings needed for Non-Paid Affiliates and Volunteers. More information can be accessed here: [Employee Required Training\(s\)](#). The employee will need to visit the Laker Card Center to obtain a Laker Card.

In order to set up a new employee's email account please follow these instructions:

<https://account.clayton.edu/activate/identify>. Once the employee has obtained their CSU credentials, please have your employee navigate here: [to enable OneUSG access](#).

Please also have the employee visit the Public Safety Department to obtain a parking decal. Finally, if applicable, please ensure that your new team member receives the information in the below helpful tools section titled "Benefits".



Please communicate the following to your newly hired employee. Clayton State University utilizes OneUSG Connect which is our web based Employee Self Service (ESS) system. All Staff and Faculty are required to enter their time via Time and Absence through the OneUSG Connect Employee Self Service (ESS). Please provide the following information to the employee as it relates to the employees status:

[Monthly Staff & Faculty Employees](#)

Normally, monthly employees must enter all vacation/sick time into their timecard, save, and approve it each month. If no vacation/sick time was taken during the month, you will ONLY need to save and approve your time cards. You are NOT required to enter hours worked. Each employee should verify their status with their manager/supervisor.

[Adjunct or Part-Time Faculty](#)

Normally, NO ACTION REQUIRED, however, you are encouraged to log on to OneUSG Connect. This will grant you access to view your pay stubs, update direct deposit, demographic information, and other information. Each employee should verify their status with their manager/supervisor.

[Fulltime Bi-Weekly Employees](#)

Normally, bi-weekly employees MUST enter hours worked and vacation/sick time for each two week pay period. Please remember to approve your timecard at the end of each pay period. Each employee should verify their status with their manager/supervisor.

[Students & Part-Time employees](#)

Normally, student employees and part-time employees must clock in at the beginning and ending of each shift – including break times. Depending on the amount of hours worked, you may also be required to punch in and out for lunch. Each employee should verify their status with their manager/supervisor.

To access OneUSG Connect - Time & Labor Resources which will assist employees with navigating OneUSG Connect time and labor, please refer to this link:

https://www.usg.edu/oneusg/training/module/category/employee_self_service. In the Time and Labor section, you can find videos and job aids to help you learn how to report your time.

Non-Paid Affiliates and Volunteers (or the like)

Non-Paid Affiliates and volunteers are those persons who perform a service to the University but are not paid on the Clayton State University payroll or are not considered employees (staff or faculty) of the University. All Non-Paid Affiliates and Volunteers must complete required training. Please ensure this is completed. Volunteers may be subject to certain registration and acknowledgements (i.e. Minors on Campus, Confidentiality Agreements, etc.) Please contact Human Resources if you need assistance with identifying these requirements.

Helpful Tools and Links to Share w/New Employees and/or Community Members

[Human Resources](#)
[Employee Handbook](#)
[Faculty Handbook](#)
[Benefits Information](#)
[University Calendars](#)
[Introduction to Employee Self Service](#)
[How to Update Direct Deposit](#)
[Employee Required Training\(s\)](#)
[Payroll & Payroll FAQs](#)