



The purpose of these Release Notes is to inform OneUSG Connect technical staff and functional users of items released Ad Hoc for University System of Georgia (USG) functional application break fixes, updates, and minor enhancements.

OneUSG Connect's Ad Hoc Release is currently scheduled for Friday, October 11, 2024. OneUSG Connect will be unavailable for this scheduled maintenance from 11:15 p.m., Friday, Oct. 11 until noon on Saturday, Oct. 12.

## October 2024 Ad Hoc Release

General Information	
<b>Business Processes and Job Aids</b>	<p>Changes to the following Business Processes and Jobs Aids have been included in this release:</p> <p>USGKB0012869 Adding New Direct Deposit Bank Accounts- <a href="https://usg.service-now.com/usgsp?id=kb_article_view&amp;sysparm_article=USGKB0012869">https://usg.service-now.com/usgsp?id=kb_article_view&amp;sysparm_article=USGKB0012869</a></p> <p>USGKB0012872 Reviewing, Updating or Removing Direct Deposit Bank Accounts- <a href="https://usg.service-now.com/usgsp?id=kb_article_view&amp;sysparm_article=USGKB0012872">https://usg.service-now.com/usgsp?id=kb_article_view&amp;sysparm_article=USGKB0012872</a></p> <p>USGKB0010845 Updating My W4 Information- <a href="https://usg.service-now.com/usgsp?id=kb_article_view&amp;sysparm_article=USGKB0010845">https://usg.service-now.com/usgsp?id=kb_article_view&amp;sysparm_article=USGKB0010845</a></p> <p>USGKB0011076 Viewing My W-2 <a href="https://usg.service-now.com/usgsp?id=kb_article_view&amp;sysparm_article=USGKB0011076">https://usg.service-now.com/usgsp?id=kb_article_view&amp;sysparm_article=USGKB0011076</a></p>
<b>Known Issues</b>	Resolutions to the following Known Issues have been included in this release:
<b>Updates to User Experience</b>	To the extent possible, additional Module-specific updates will be documented below.



### Table Changes- None for this release

*\*Please note that table items are subject to change.*

Table Name	Type of Change	Comments

## User Experience Changes

### Modifications to User Experience Changes

Please see the Toolkit for user experience changes to ESS regarding the Securing Sensitive Information initiative.	<a href="https://usg.service-now.com/usgsp?id=kb_article_view&amp;sysparm_article=USGKB0012919">https://usg.service-now.com/usgsp?id=kb_article_view&amp;sysparm_article=USGKB0012919</a>

## Module Specific Information

### Benefits

### Modifications to Existing Processes


### Reports/Queries




### Page Changes


## Commitment Accounting

### Modifications to Existing Processes


### Reports/Queries


### Page Changes


## Common Remitter

### Modifications to Existing Processes


### Reports/Queries




### Page Changes


## Direct Hire

### Modifications to Existing Processes


### Reports/Queries


### Page Changes


## ePerformance

### Modifications to Existing Processes


### Reports/Queries


### Page Changes

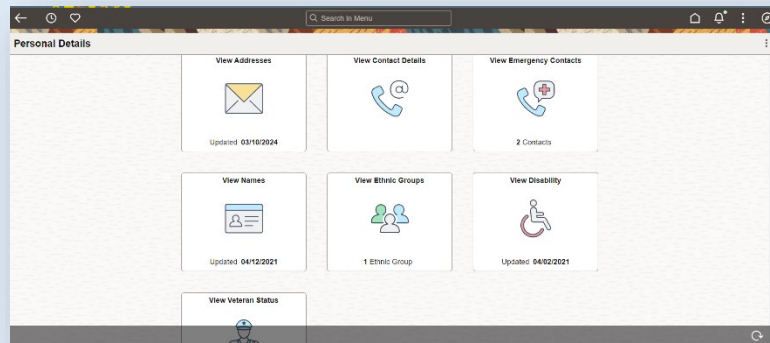



### Human Resources

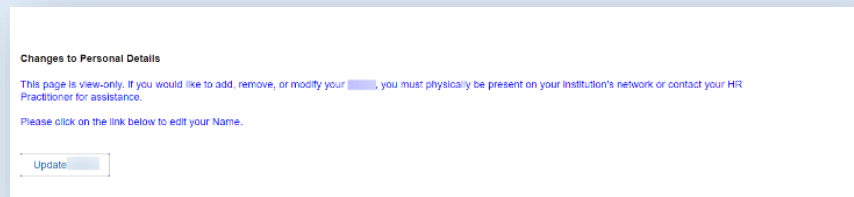
### Modifications to Existing Processes

#### Personal Details Tile- Employee Self Service

When Personal Details Tile is clicked, it will open and show each individual item on its own tile:



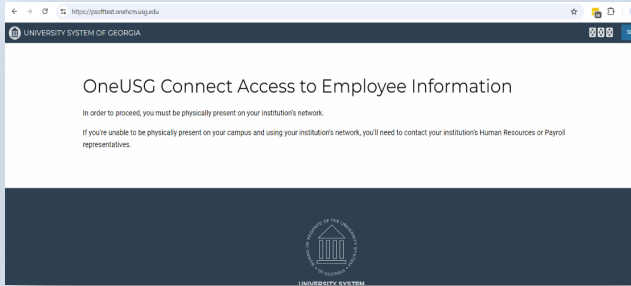
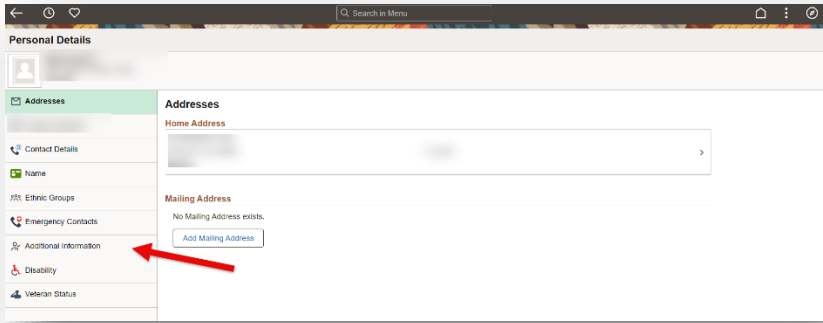
Personal Details will be view only for both public internet and trusted campus networks. Employees will be directed to click a link to edit personal details



#### Public Internet Access:

After clicking the link, employees will be directed to an Access Instructions page:



	 <p><b>Trusted Campus Network Access:</b> Employees will be directed to the editable personal details page.</p>
<p><b>ESS-Personal Details Tile- Additional Information</b></p>	<p>The Additional Information menu item has been removed from the Personal Details tile</p> 
<p><b>Company Directory</b></p>	<p>Years of Service has been removed from the Company Directory:</p>



The top screenshot displays the 'Company Directory' interface. It features a search bar at the top with the placeholder text 'Search by name, job title, location, etc.'. Below the search bar are two links: 'View My Profile' and 'View My Org Chart'. A section titled 'Recently Viewed' contains a table with three columns: 'Name / Title', 'Email / Phone', and 'Department / Location'. Each row in the table includes a profile icon and a right-pointing arrow. A red arrow points to the 'View My Profile' link.

The bottom screenshot shows a 'Profile' page. On the left is a sidebar menu with items: 'Contact Information', 'Reporting Structure', 'Peers', 'Job Details', and 'About'. The 'Job Details' item is highlighted in green. A red arrow points to this menu item. The main content area on the right is titled 'Job Details' and lists various attributes: 'Job Family', 'Job Function', 'Manager Level', 'Org Relationship', 'Years of Service', 'Reg/Temp', 'Standard Hours', and 'Work Period'.

## Reports/Queries


## Page Changes




**Job Profile Management**

**Modifications to Existing Processes**


**Reports/Queries**


**Page Changes**


**Manage Faculty Events**

**Modifications to Existing Processes**


**Reports/Queries**


**Page Changes**

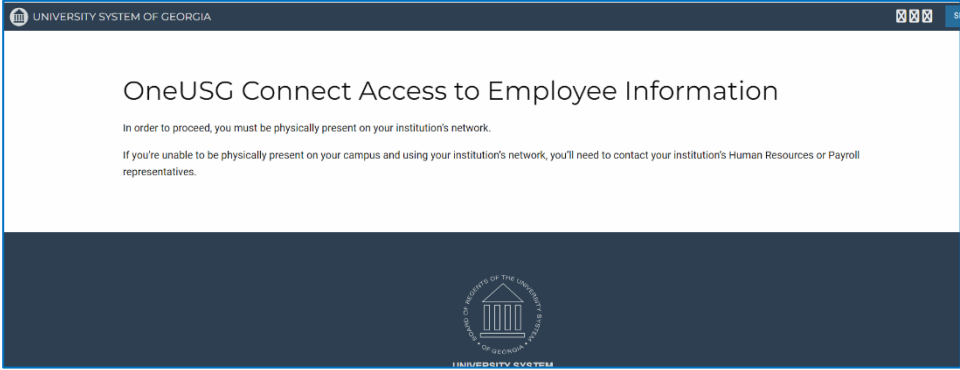


**Payroll**

**Modifications to Existing Processes**

<b>Direct Deposit Tile – Payroll Employee Self Service</b>	Direct Deposit will be view-only for both public internet and trusted campus networks. Employees will be directed to click a link to edit direct deposit:
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	<p><b>Changes to Direct Deposit Accounts</b></p> <p>This page is view-only. If you would like to add, remove, or modify your direct deposit account, you must physically be present on your institution's network or contact your HR or Payroll Representative for assistance.</p> <p>Please click on the link below to edit your direct deposit information.</p> <p><a href="#">Update Direct Deposit</a></p> <p><b>Public Internet Access:</b> After clicking the link, employees will be directed to an Access Instructions page:</p> 
<b>Direct Deposit Accounts Page</b>	<p>There will be clearer labeling to View/Edit accounts and new icon to click:</p> 
<b>Direct Deposit-Edit Account Page</b>	<p>There will be clearing labeling on the page:  <b>Cancel</b> is now Return so employees will know to return without updating information instead of thinking they are cancelling direct deposit.  <b>Save</b> will not appear until the employee edits a field and tabs or enters the new information.  <b>New Message</b> providing clarifying instructions will be present</p>



[Return](#) **Edit Account** [Save](#)

\* Indicates required field

Nickname

\*Payment Method

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**Bank**

Routing Number

Account Number XXXXX0005

Retype Account Number

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**Pay Distribution**

\*Account Type

\*Deposit Type

Amount

[Remove](#)

Update information then hit Tab or Click mouse in another field for Save button to display

Once details in a field have been added or updated, the SAVE button will be available:

[Cancel](#) **Edit Account** [Save](#)

\* Indicates required field

Nickname

\*Payment Method

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**Bank**

Routing Number

Account Number XXXXX0005

Retype Account Number

---

**Pay Distribution**

\*Account Type

\*Deposit Type

Amount

[Remove](#)

Update information then hit Tab or Click mouse in another field for Save button to display

### View W-2/W-2c Forms

**Navigation:** ESS > Payroll > Taxes > View W-2/W-2c Forms

To protect sensitive data, the View W-2/W-2c Forms page will be view-only for both public access internet or trusted campus networks and will contain a link for employees to select to proceed to view W-2/W-2c Forms.



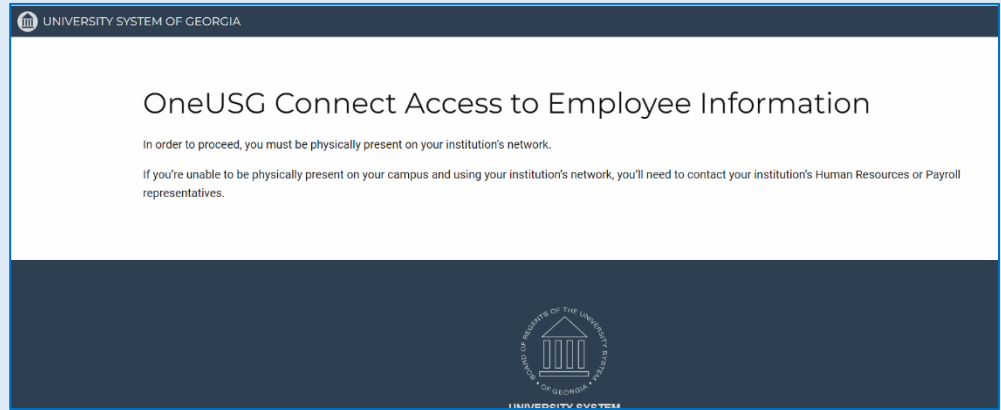
### View W-2/W-2c Forms

This page is view-only. If you would like to view your W-2/W-2c Forms, you must physically be present on your institution's network or contact OneUSG Connect Support at [oneusgsupport@usg.edu](mailto:oneusgsupport@usg.edu) or 877-251-2644 for assistance.

Please click on the link below to view your W-2/W-2c Forms.

[View W-2/W-2c Forms](#)

If on public access internet, the link will direct employees to an Access Instructions page:



If on a trusted campus network, employees will be directed to View W2/W2-c page which contains the Year End Form hyper-link to allow access to the W2 for current and previous years (if applicable).

Review your available W-2 and W-2c forms. Select the year end form that you would like to review.

[View a Different Tax Year](#)

**Select Year End Form** Personalize | 1 of 1

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2023	000	W-2	01/12/2024	Year End Form	Filing Instructions

[Return to Self Service Year-End Forms](#)

### W-4 Tax Information

**Navigation:** ESS > Payroll > Taxes > W-4 Tax Information

To protect sensitive data, the Social Security Number is no longer visible on the page, and the address has also been partially masked. Changes to W-4 tax information can be made while using public internet or trusted campus networks.



	<p><b>W-4 Withholding Certificate</b></p> <p>For W4 associated with a different company, select a <input type="text" value="Company"/></p> <p>Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Your withholding is subject to review by the IRS <a href="http://www.irs.gov">www.irs.gov</a>.</p> <p><b>Step 1: Personal Information</b></p> <p>Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a>.</p> <p><b>Address</b></p> <p>25*****ve S*****</p>
<p><b>G4 Employee Self Service</b></p>	<p><b>Navigation:</b> ESS &gt; Payroll &gt; Taxes &gt; G4 Employee Self Service</p> <p>To protect sensitive data, the Social Security Number is no longer visible on the page, and the address has also been partially masked. Changes to G-4 tax information can be made while using public internet or trusted campus networks.</p> <p><b>G-4 Tax Information</b></p> <p><b>Home Address:</b> 25*****ve St *****1</p> <p>You must complete Form G-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. State Income Tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld.</p> <p>*I am working in the State of <input type="text" value="GA"/> <input type="button" value="🔍"/></p>

### Reports/Queries


### Page Changes




## Recruiting

### Modifications to Existing Processes


### Reports/Queries


### Page Changes


## Security

### Modifications to Existing Processes


### Reports/Queries


### Page Changes


## Self Service

### Modifications to Existing Processes

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### Reports/Queries


### Page Changes


## Time & Absence

### Modifications to Existing Processes


### Reports/Queries


### Page Changes


Other Notes	
<b>Next Scheduled Release</b>	Tax Release - December 2024 - TBD
<b>More Information and Support</b>	For business impact emergency issues, contact OneUSG Connect at <a href="mailto:oneusgsupport@usg.edu">oneusgsupport@usg.edu</a> .

