



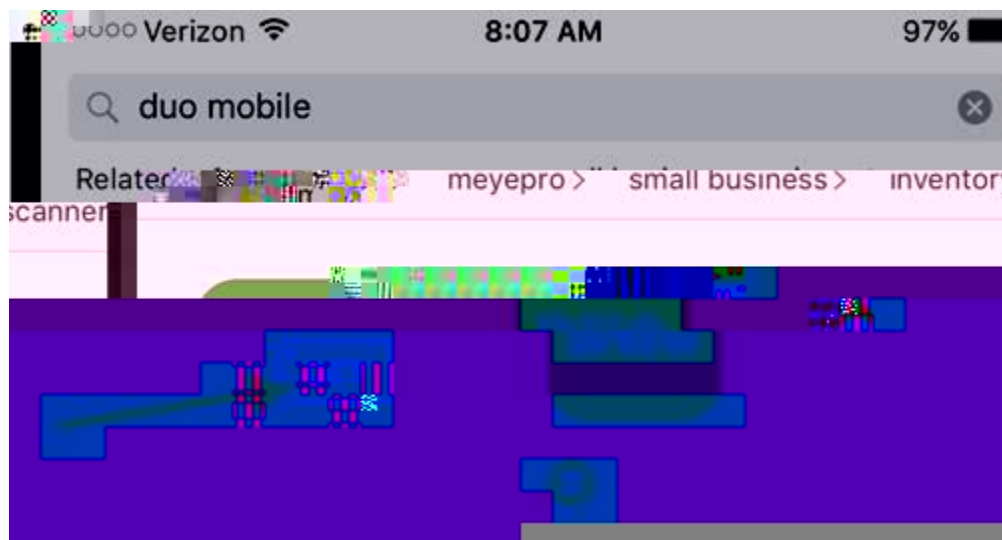
University of North Georgia Faculty/Staff Credentials

****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.

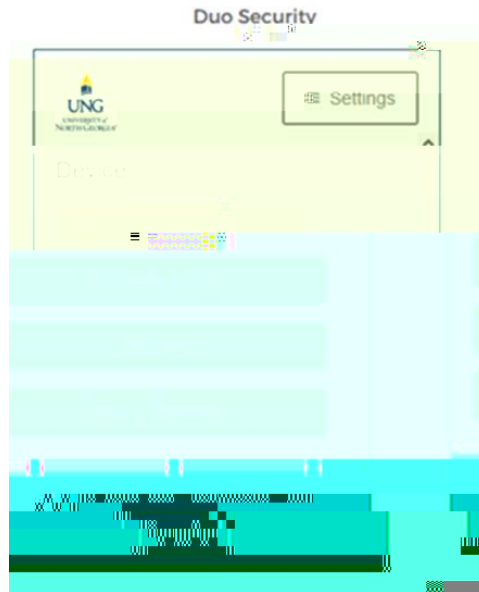
Step 1 (2FA ±Enhanced Login Security) ±(Duo Mobile App)

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.

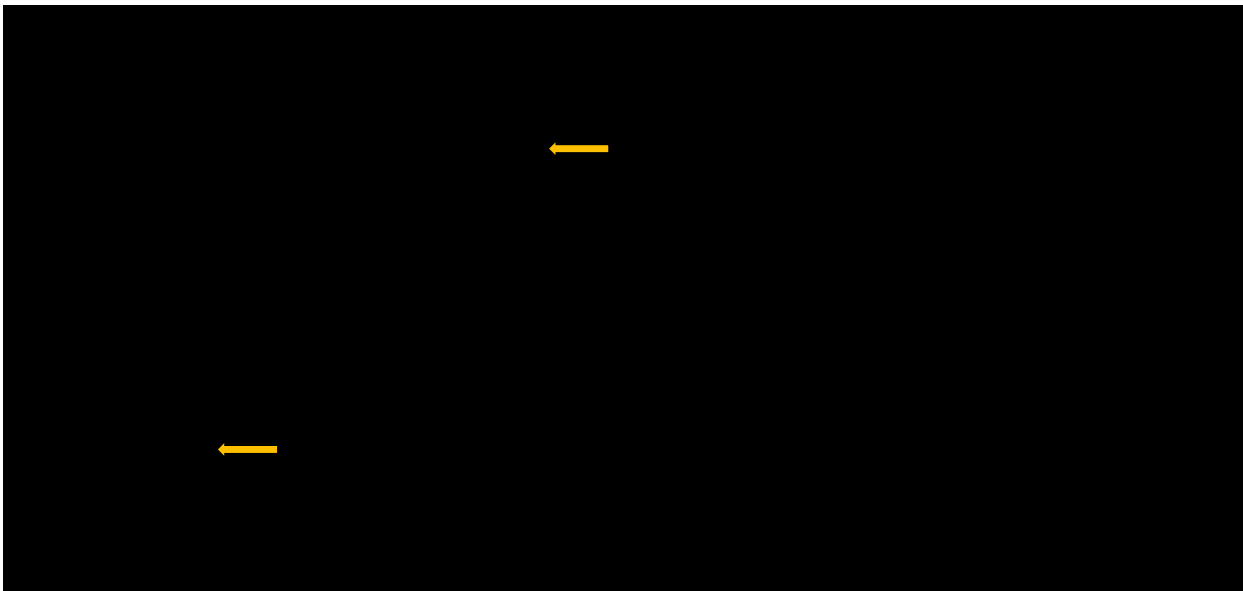
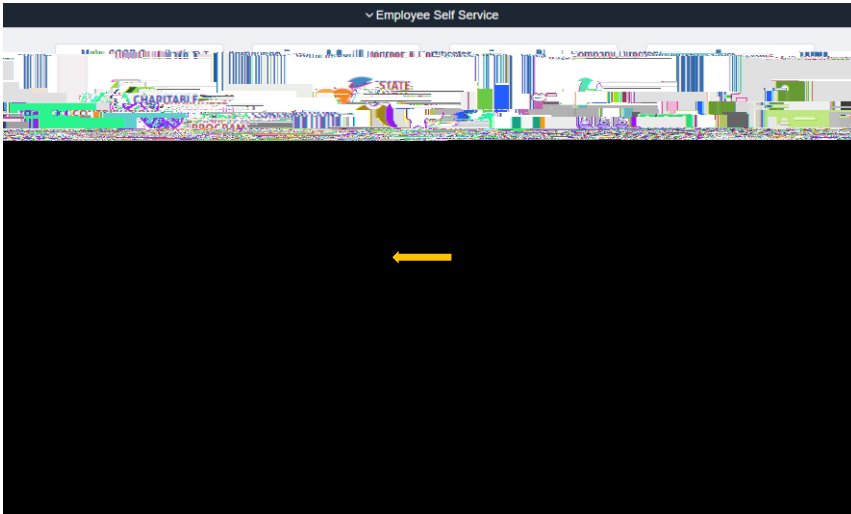


You can also access OneUSGConnect through the 'Resources' section on the [UNG Mobile app](#).





Setting Up Direct Deposit and Taxes



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.

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

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

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In an effort to ensure the University of North Georgia complies with [UNG and USG policies](#) and state
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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.



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](#)

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

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



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

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.

