



UNIVERSITY SYSTEM
OF GEORGIA

OneUSG Connect



To assist you with accessing the system, log in instructions found below. As a quality assurance activity, we have included a link to items you should review once you have accessed the system. Additional information is provided below for training and personal information update.

HOW TO LOG IN

- Go to: <http://OneUSGConnect.usg.edu> (bookmark this link).
- Click the "OneUSG Connect" button on the right.
- Select the Georgia State logo.
- Log in using your Georgia State network credentials (for example, Campus ID and password). Next Steps
 - Review your personal information for accuracy.
 - Review and verify your direct deposit information. [View Job Aid](#)
 - Add licenses, recently granted degrees or certifications to your profile. [Watch Video](#) | [View Job Aid](#)

TRAINING MATERIALS ARE AVAILABLE

Short, one- to three-minute training videos are available for managers and employees to view, explaining how to perform different activities in the system. Find these videos at <http://hr.gsu.edu/oneusg>

Review the [Top Things To Do and View for Employees](#). Click here to download from the Georgia State OneUSG Connect website.

WHAT IF I FIND ERRORS?

Employees that find any errors in their personal information should initiate an Employee Self Service transaction in OneUSG Connect to update. Videos and job aids are available at [Employee Self Service](#) to assist.

WHAT IF I NEED ASSISTANCE?

Call the Help Desk at 404-413-4357 or visit [Technology Services](#) and log a ticket if you experience any of the following issues as applicable to your employment status:

- Unable to log into OneUSG Connect
- Unable to log into Georgia State account
- Unable to record time on timeclock or timeclock not working
- Unable to correct an error with personal data in OneUSG Connect
- Unable to see all my employees (managers/ HRAC only)
- Unable to access needed functions

If you have questions about OneUSG Connect, contact your manager, your College/Division HRAC representative(s) or our University HR Team:

Office Hours
Monday – Friday 8:30am – 5:15pm

Physical Location
One Park Place South, Suite 330
Downtown Atlanta Georgia State University Campus

Phone: (404) 413-3302
Fax: (404) 413-3301

Email: payroll@gsu.edu
hr.gsu.edu