Get STARTED

OneUSG Connect Human Resources

What is the Human Resources module?

Human Resources is the system of record for all employee indicative data. It provides an accurate employment data record that directly impacts compensation, time and absence eligibility, benefits eligibility, time off accruals, and retirement.

Affiliates within OneUSG Connect

Affiliates are also managed within the HR module in Organizational Relationships. There are two types of affiliates:

1. **USG Affiliate** - Adjunct faculty, borrowed employees, consultants, dual appointment, temp agency employees, etc.

2. **Non-Paid Affiliate** – Volunteers and pre-hires

Processing Work Breaks

Short Work Break (SWB) and Return from Work Break (RWB) processes will designate the End and Begin of an employee appointment period (e.g. 10-month faculty). These processes help avoid over payment while an employee is not working an assignment:

- SWB action sets employee to a Non-Pay status and ends the current appointment.

- RWB action returns employee to Active status and begins a new appointment.

Data tracked, managed and reported within the module

- ✓ Employee job data

- ✓ Positions, departments, and job codes

- ✓ New and rehired employees

- ✓ Pay and compensation

- ✓ Time and absence eligibility

- ✓ Benefits eligibility

- ✓ Transfers

- ✓ Promotions

- ✓ Leaves of Absence

- ✓ Affiliates

- ✓ Separations

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