



College of Family and Consumer Sciences
UNIVERSITY OF GEORGIA

FACS Termination Process in Manager Self Service of OneUSG Connect
November 2019

When an employee leaves, transfers, or retires from their position at the University of Georgia, a request must be processed through Manager Self Service to take the employee off payroll. Make sure that you are submitting requests in accordance with the USG Payroll processing schedules. Payroll processing schedules are listed on the UGA Payroll website at <http://busfin.uga.edu/payroll/calendar/>.

Below is a chart showing the expectations for the individuals responsible for initiating and approving the terminations and retirements in Manager Self Service.

<u>Employee Type in OneUSG Connect</u>	<u>Initiator in OneUSG Connect</u>	<u>Approver in OneUSG Connect</u>
Student Assistant	*Department Staff Representative	FACS HR Coordinator
Graduate Assistant	*Department Staff Representative	FACS HR Coordinator
Temporary Employee	*Department Staff Representative	FACS HR Coordinator
Staff	FACS HR Coordinator	FACS HR Liaison
All Faculty	FACS HR Coordinator	FACS HR Liaison

*Department Heads are responsible for designating the Department Staff Representative for their department.

The FACS Human Resources Coordinator will provide a weekly report of the list of employees who had a termination or retirement request processed in OneUSG Connect to the FACS Business & Finance Office.

For instructions on how to enter termination requests through Manager Self Service, visit <https://training.onesource.uga.edu/>.

If you have questions about this process, please contact the FACS Human Resources Coordinator, Delilah Nageotte, at delilahn@uga.edu or 706-542-3487.

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