Introduction to Employee Self Service

Basic Navigation

1. Log into OneUSG Connect.
2. To move between different types of self service, use the centered drop down at the top of the page:
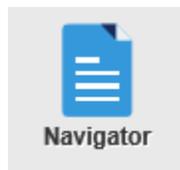

   a. Employee Self Service
   b. Manager Self Service
   c. Faculty Data Self Service
   d. Benefits

3. To return to your **Home** page from anywhere in the application, click the Home icon.

4. To select a page that is not displayed as a tile, click the **Navigator** icon in the upper right corner.

   a. Click **Navigator** in the options to see other pages you can access.

5. To log out of the application, click the **Actions List** icon (**Menu**) and select **Sign Out**.

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Helpful Tips

6. **Calendar Icon**: Date fields allow you to enter the value directly or select from a calendar.

   a. When entering a date value directly into a field, the application accepts almost all formats.

   b. Use the **Calendar** icon to search for and select a date from a calendar.

7. **Look Up** Icon: Use the Look Up icon to view a list of values you can choose from for a particular field.

8. **Refresh Icon**: In some circumstances when you make a change (for example, selecting a new date when viewing your timesheet), you must click the **Refresh** icon to update the page.

9. **Action Button**: Whenever you see the Action button, then you may be able to perform additional actions without having to return to the Home page.

10. **Navigating Between Pages**: To navigate between pages, use the menu buttons and icons. DO NOT use your internet browser's BACK button.

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