

Frequently Asked Questions (FAQ)

Q: What is a UGA MyID and how do I request one?

The UGA MyID is the sign-on name that students, faculty, and staff use to access a wide range of online services at UGA. Each MyID has a password associated with it that needs to be supplied when accessing these services. To request a UGA MyID please go to the link below. This is only available on the UGA campus network.

http://eits.uga.edu/access_and_security/myid/

Q: How do I report annual or sick leave? How do I check my current leave balance?

Annual and Sick Leave must be reported in the College of Pharmacy Leave System. Shortly after being hired, you will receive an email from the Business Affairs office that includes your login and password information. You can find the link to the CoP Leave System below.

<https://ims.rx.uga.edu/empl/empli2.php>

Q. How do I make a reservation for a College of Pharmacy vehicle?

All vehicle reservations are made online. Please read the instructions on how to create an account and request a reservation at the link below.

http://www.rx.uga.edu/index.php/business_affairs/vehicle_reservations/make_a_vehicle_reservation/

Q. How do I change my tax deduction?

Submit a revised Federal Tax Form or Georgia Tax Form to the UGA Payroll Department. You can find the link to these forms below.

<https://www.irs.gov/pub/irs-pdf/fw4.pdf>

http://dor.georgia.gov/sites/dor.georgia.gov/files/related_files/document/TSD_Employees_Withholding-Allowance-Certificate_G4.pdf

Q. How do I setup my direct deposit?

All employees are required to enroll in direct deposit within thirty (30) days of hire and remain enrolled in direct deposit for the duration of their employment unless granted an exemption. You can find the link to the Direct Deposit Request form below.

<http://www.busfin.uga.edu/forms/f105.pdf>

Q. My bank account information has changed (i.e. bank account closed, changed banks, new routing number). What do I need to do to change this information?

Submit a new Direct Deposit Request Form to Payroll. You can find the link to this form below. Payroll will delete the previous account, and it will take three to four weeks to

set up the new account. Please keep in mind that during this change you may receive a payroll check instead of a transfer through direct deposit.

<http://www.busfin.uga.edu/forms/f105.pdf>

Q If I'm a biweekly employee how do I report my hours worked in the MyTime (Kronos) system?
The MyTime (Kronos) system is accessed using a web browser, such as Microsoft Internet Explorer or Mozilla Firefox. The employee utilizes their MyID to login. Please see demo below for more information.

<http://www.busfin.uga.edu/Kronos/Timecard/Timecard.htm>

Q. What is and how do I apply for leave under FMLA (Family Medical Leave Act)?

Any employee (including part-time and temporary) of the University of Georgia, who has...

- **been employed by the University of Georgia for at least twelve months total (not necessarily the last twelve months),**
and
- **worked at least 1,250 hours during the 12-month period immediately preceding the leave**

...is eligible to be granted family leave for conditions authorized by the Family and Medical Leave Act. The Act provides that employees may be granted up to twelve work weeks of job-protected leave during a 12-month period, or 26 work weeks in the case of qualifying exigencies related to certain military-related situations. You can find the link below for more information and forms related to FMLA.

<http://hr.uga.edu/family-medical-leave-act-fmla>

Q. What is and how to I apply for Shared leave?

Employees at the University of Georgia may voluntarily donate sick or annual leave to other employees who have exhausted all of their sick and annual leave and, because of a serious medical condition (see definition at link below), are in need of additional leave.

The employee will be eligible for shared leave during the time his/her physician indicates he/she or a family member is experiencing a serious medical condition. You can find the link below for more information related to the Shared Leave program.

<http://www.hr.uga.edu/shared-leave-jan2016>

Q. How do I hire a new UGA employee?

You can refer to the link below that covers the checklists for hiring employees.

http://www.rx.uga.edu/index.php/business_affairs/checklists/

Q. How do I update my mailing address or phone #?

Please use the UGA Self-Service website to make changes in your home address & phone information. As an employee, it is your responsibility to maintain a correct home address for official UGA correspondence including, but not limited to, benefits correspondence and the annual distribution of W-2 forms. You can find the link to the UGA Self-Service site below.

<https://employee.uga.edu/FacStaff/index.jsp>

Q. How do I get reimbursed for travel expenses?

Please work with the department administrative staff to ensure that a Travel Authority is submitted and approved BEFORE you travel. Once the travel is complete you will also need to work with the department staff to complete a travel expenses statement to submit for reimbursement.

Q. When will I get paid?

Payment for services performed by a UGA employee will be made on regularly scheduled pay dates only. You can find the link to the UGA payroll calendars below. Please check with your department administrative staff or the Office of Business Affairs if you have questions about your type of employment.

<http://www.busfin.uga.edu/payroll/calendar.html>