

New Employee Checklist



UNIVERSITY OF
GEORGIA
College of Pharmacy

ONCE COMPLETED SIGN AND SUBMIT TO: Jessica Hart | 706-542-2147 | Jchart@uga.edu | R.C. Wilson, Rm. 142C

Name: _____
Start Date: _____
Title: _____
Supervisor: _____

Department: Status (circle one): Faculty, Staff, Postdoc, Grad Student, Student Worker

If any of the following is not applicable to you/your employee please let the business office know when submitting.

I. The Basics- Complete ASAP

Create/reactivate UGA MyID and email: <http://eits.uga.edu>
Register for UGA Alert: <http://ugaalert.uga.edu>
View available parking lots and register your parking spot (have your license plate ready): www.parking.uga.edu
Get UGACard from the Tate Center: https://tate.uga.edu/ugacard_content_page/ugacard-about
eLC Access: Contact Jessica Hart (contact information listed above)
Name Tag: Handled by department
Business Cards: Handled by department
Access OneUSG Connect and complete general training module: <https://hcm-sso.onehcm.usg.edu/>
Complete Onboarding Packet: <https://hr.uga.edu/supervisors/employment-administration/uga-onboarding-system/>
Present I-9 Documentation: Present to Jessica Hart (R.C. Wilson Rm. 142 C) **within 3 days of employment. Must present original documents** https://www.uscis.gov/system/files_force/files/form/i-9-paper-version.pdf
Enroll in benefits where applicable: <https://hr.uga.edu/employees/benefits/>
Download Archpass Duo App: https://eits.uga.edu/resources/files/documents/enrollingdevices_archpasspdf.pdf
Set up travel profile in One Source:
https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/data/toc.html

II. Trainings- Complete before the first 30 days of employment

BORS Ethics Basics Course: All new hires are required to complete this course. The course can be found on at pep.uga.edu.
FERPA: Any employee dealing with student records or interactions should complete this course and get a recertification on an annual basis. Present certificate to supervisor once finished. <https://apps.reg.uga.edu/FERPA/>
SecureUGA: All new hires should complete this course. The course can be found on at pep.uga.edu.
Right to Know: All new hires should complete this training. <https://www.usg.edu/facilities/rtk-ghs>
Speak with the unit or department head to complete any position specific trainings

III. Classes- Recommended to sign up for first available class after start date if applicable

GAIL: <https://apps.dar.uga.edu/GAIL/>
Banner: https://connectuga.uga.edu/banner9/banner_nine_training/
One Solution: https://dar.uga.edu/policies_ugaf/nodes/view/425/Training
Argos: <https://reg.uga.edu/faculty-and-staff/reporting/>
Speak with the unit or department head to complete any position specific classes

IV. IT & Equipment – Complete one month before start date or ASAP if not given a month notice.

Please copy and paste the information below into an IT ticket at
<http://helpdesk.rx.uga.edu>

Name: _____
Start Date: _____
Title: _____
Supervisor: _____
Department: _____
Status (circle one): Faculty, Staff, Postdoc, Grad Student, Student Worker
Office Number: _____
Computer (Y/N): _____
Monitor (Y/N): _____
Laptop (Y/N): _____
Printer (Y/N): _____

The following programs are standard:

Office 2016, Adobe Creative Cloud, Trend Micro
OfficeScan, Antivirus, UGA Alert Desktop, Google
Chrome, Mozilla Firefox Teamviewer, Client for
Open Enterprise Server, Cisco AnyConnect, Quest
Kace Agent

If you need additional items please list them below:

Please place a facilities ticket regarding ordering phones, keys, office name plates and to activate your UGACard for building access. <http://helpdesk.rx.uga.edu>

New Employee Checklist

Listsers: **Note:** Please check which listservs you would like to be added to and then copy and paste the list below into an IT ticket at <http://helpdesk.rx.uga.edu>. A complete list of listservs, including student class groups and organizations, can be found on the [KACE](#) website. Join any listserv not featured below by sending an email asking to be added.

- ___ CAP Faculty - rx-capfac@listserv.uga.edu
- ___ CAP Faculty and Staff - rx-capfacstaff@listserv.uga.edu
- ___ CAP Faculty and Staff in Augusta - rx-capfacstaug@listserv.uga.edu
- ___ CAP Faculty in Athens - rx-capfacath@listserv.uga.edu
- ___ CAP Faculty in Augusta - rx-capfacaug@listserv.uga.edu
- ___ CAP Graduate Students - rx-capgrad@listserv.uga.edu
- ___ CAP Staff in Augusta - rx-capstaug@listserv.uga.edu
- ___ College of Pharmacy Faculty - rx-faculty@listserv.uga.edu
- ___ College of Pharmacy Faculty and Staff - rx-facstaff@listserv.uga.edu
- ___ College of Pharmacy Faculty and Staff in Athens - rx-facstaffath@listserv.uga.edu
- ___ College of Pharmacy News - rxnews@listserv.uga.edu
- ___ College of Pharmacy Retirees - rx-retirees@listserv.uga.edu
- ___ College of Pharmacy Staff - rx-staff@listserv.uga.edu
- ___ Experience Programs - rx-exp@listserv.uga.edu
- ___ PBS Faculty - rx-pbsfac@listserv.uga.edu
- ___ PBS Faculty and Staff - rx-pbsfacstaff@listserv.uga.edu
- ___ PBS Graduate Students - rx-pbsgrads@listserv.uga.edu
- ___ PBS Post Docs - rx-pbspdocs@listserv.uga.edu
- ___ PBS Staff - rx-pbsstaff@listserv.uga.edu

V. Communications – Complete one week before start date

- Please send **one** email to the following individuals listed below. The email should include the name of the faculty or staff member, title, campus location, building, room number, department or unit, email address, and phone number.

| | | |
|--|-------------------------------------|--|
| Faculty/Staff Directory | Melba Shelton | shelton3@uga.edu |
| Website Directory, Digital Display Directory | Jeanne Prine | jsprine@uga.edu |
| Mail Room Directory | Stephanie Rehberg & Ashley Townsend | sar31531@uga.edu ; amtown@uga.edu |

In addition, if the employee is a new hire, please have them send a short biography and picture to Mickey Montevideo to have them be featured in the GA Script Newsletter.

| | | |
|--------------------------------------|-------------------|--|
| Newsletter/Social Media Announcement | Mickey Montevideo | mickeym@uga.edu |
|--------------------------------------|-------------------|--|

VI. Orientation- Offered every August and December

- Employee has attended
- Employee will attend next available session. Contact Mike Fulford for next available dates
706-542-5316 | mfulford@uga.edu | R.C. Wilsom, Rm. 101 C
- Informed employee of UGA's Faculty Orientation (if applicable)

Business Office Use Only

- I-9
- Kaba Clock
- eLC Access for Secure UGA/Ethics
- Combo Code Updated
- I-9 Time and Absence Approver Updated

Once completed sign below:

New Employee

Date

Supervisor/Department Head

Date