



UNIVERSITY OF
GEORGIA
College of Pharmacy

New Employee Checklist

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: ☐ Faculty ☐ Staff ☐ Postdoc ☐ Grad Student ☐ Student Worker

Not all of the responsibilities will be applicable to every new hire. Please contact the Business Office if you should have questions.

Responsibility	Complete as soon as possible
SUPERVISOR/DEPARTMENT REP.	<input type="checkbox"/> Coordinates obtaining Name tags and business cards for new employee.
SUPERVISOR/DEPARTMENT REP.	<input type="checkbox"/> Create/reactivate UGA MyID and email (For secondary positions only)
EMPLOYEE	<input type="checkbox"/> Order UGACard from Tate Center: https://tate.uga.edu/ugacard/
EMPLOYEE	<input type="checkbox"/> Register for parking spot: https://tps.uga.edu/parking/
EMPLOYEE	<input type="checkbox"/> Sign up for UGA Alerts: http://ugaalert.uga.edu/
EMPLOYEE	<input type="checkbox"/> Access OneUSG Connect and complete training modules assigned by your supervisor
EMPLOYEE	<input type="checkbox"/> Complete Onboarding Packet: you should receive this invitation from onboarding@uga.edu
EMPLOYEE	<input type="checkbox"/> Complete New Staff Orientation/New Employee Onboarding Series
EMPLOYEE	<input type="checkbox"/> Enroll in benefits where applicable: https://hr.uga.edu/employees/benefits/
EMPLOYEE	<input type="checkbox"/> Set up UGA Zoom account after MyID is confirmed: https://eits.uga.edu/

For further information regarding the on-boarding process, please visit: https://hr.uga.edu/Prospective_Employees/Hiring_Process_Before/.

Responsibility	
EMPLOYEE	<input type="checkbox"/> BORS Ethics Basics Course: All new hires are required to complete this course. The course can be found at Professional Education Portal (uga.edu)
EMPLOYEE	<input type="checkbox"/> Cybersecurity Information and Training: All new hires should complete this course. The course can be found at https://training.knowbe4.com/auth/saml/8840131a04b53
EMPLOYEE	<input type="checkbox"/> Right to Know: All new hires should complete this training. https://esd.uga.edu/right-to-know-training
SUPERVISOR/DEPARTMENT REP.	<input type="checkbox"/> Please contact IT via IT ticket regarding if a quote is needed for new equipment or if existing equipment will be assigned to new employee <ul style="list-style-type: none">Consider: computer, monitor, laptop, printer, necessary computer software, and provide new employee's office number and start date
SUPERVISOR/DEPARTMENT REP.	<input type="checkbox"/> Please place a facilities ticket regarding ordering phones, keys, office name plates and to activate UGACard for building access.
SUPERVISOR/DEPARTMENT REP.	<input type="checkbox"/> Instruct employee to complete any position specific trainings, including but not limited to the following: GAIL Banner FAME Argos FERPA

Responsibility	Complete one week before start date		
SUPERVISOR/DEPARTMENT REP.	<input type="checkbox"/> 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. In addition, please send a short biography and picture to be featured in the PharmDAWG Script.		
Website Directory Mail	Lillian	Ballance	lillianhb@uga.edu
Room Directory	Dawn	Burden	dawnburden@uga.edu
Newsletter/Social Media	Mickey	Yongue	mickeyy@uga.edu

SUPERVISOR/DEPARTMENT REP. Listservs:

Note: Please check which listservs you would like the employee 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.

<input type="checkbox"/> CAP Faculty - rx-capfac@listserv.uga.edu <input type="checkbox"/> CAP Faculty and Staff - rx-capfacstaff@listserv.uga.edu <input type="checkbox"/> CAP Faculty and Staff in Augusta - rx-capfacstaug@listserv.uga.edu <input type="checkbox"/> CAP Faculty in Athens - rx-capfacath@listserv.uga.edu <input type="checkbox"/> CAP Faculty in Augusta - rx-capfacaug@listserv.uga.edu <input type="checkbox"/> CAP Graduate Students - rx-capgrad@listserv.uga.edu <input type="checkbox"/> CAP Staff in Augusta - rx-capstaug@listserv.uga.edu <input type="checkbox"/> Pharmacy Faculty - rx-faculty@listserv.uga.edu <input type="checkbox"/> Pharmacy Faculty and Staff - rx-facstaff@listserv.uga.edu <input type="checkbox"/> Pharmacy Faculty and Staff in Athens - rx-facstaffath@listserv.uga.edu	<input type="checkbox"/> Pharmacy News - rx-news@listserv.uga.edu <input type="checkbox"/> Pharmacy Retirees - rx-retirees@listserv.uga.edu <input type="checkbox"/> Pharmacy Staff - rx-staff@listserv.uga.edu <input type="checkbox"/> Experience Programs - rx-exp@listserv.uga.edu <input type="checkbox"/> PBS Faculty - rx-pbsfac@listserv.uga.edu <input type="checkbox"/> PBS Faculty and Staff - rx-pbsfacstaff@listserv.uga.edu <input type="checkbox"/> PBS Graduate Students - rx-pbsgrads@listserv.uga.edu <input type="checkbox"/> PBS Post Docs - rx-pbspdocs@listserv.uga.edu <input type="checkbox"/> PBS Staff - rx-pbsstaff@listserv.uga.edu
--	--

Responsibility	Orientation
SUPERVISOR/DEPARTMENT REP.	
<input type="checkbox"/> Employee will schedule orientation with Jason Jones. Contact him directly to find the next available pharmacy date. <div style="text-align: center;">706-542-5877 Jason.Jones@uga.edu R.C. Wilson, Rm. 142B</div> <input type="checkbox"/> Inform employee of UGA's Faculty Orientation (if applicable).	

BUSINESS OFFICE USE ONLY
<input type="checkbox"/> Kaba Clock <input type="checkbox"/> Combo Code Updated

Once completed sign below:

_____ New Employee	_____ Date	_____ Supervisor/Department Head	_____ Date
-----------------------	---------------	-------------------------------------	---------------