UNIVERSITY OF GEORGIA
College of Pharmacy

New Employee Checklist

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.	☐ Coordinate obtaining Name tags and business cards for new employee.
SUPERVISOR/DEPARTMENT REP.	☐ Create/reactivate UGA MyID and email (For secondary positions **only**)
EMPLOYEE	☐ Complete Onboarding Packet: you should receive this invitation from onboarding@uga.edu
EMPLOYEE	☐ Order UGACard from Tate Center: https://tate.uga.edu/ugacard/
EMPLOYEE	☐ Register for parking spot: https://tps.uga.edu/parking/
EMPLOYEE	☐ Sign up for UGA Alerts: http://ugaalert.uga.edu/
EMPLOYEE	☐ Go to the Knowledge Base at https://uga.teamdynamix.com/TDClient/3109/FandA/KB/ and locate applicable articles on how to perform tasks in OneUSG Connect such as Entering/Updating Direct Deposit Information.
EMPLOYEE	☐ Complete New Staff Orientation/New Employee Onboarding Series
EMPLOYEE	☐ Enroll in benefits where applicable: https://hr.uga.edu/Current_Employees/Benefits/benefits/
EMPLOYEE	☐ 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	☐ **USG Ethics Training:** All new hires are required to complete this course. Log into the Professional Education Portal (PEP) located at https://hr.uga.edu/pep/ and locate the training by entering USG Ethics Training in the "search for training" box.
EMPLOYEE	☐ **Cyber Security Awareness Training**: All new hires are required to complete this. Ensure you have completed the Cybersecurity Checklist which is part of your HR on-boarding packet. The checklist references the Acceptable Use Policy and Data Classification and Protection Standard as well as how to report policy violations. There is also a twice annual mandatory USG Cybersecurity Awareness Training, offered in April and October each year, which is required for all University System of Georgia employees, including student workers. A link to the training in UGA's KnowBe4 portal will be emailed to you when it is time to complete.
EMPLOYEE	☐ **Right to Know**: All new hires should complete this training https://esd.uga.edu/right-to-know-training
SUPERVISOR/DEPARTMENT REP.	☐ 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 • Consider: computer, monitor, laptop, printer, necessary computer software, and provide new employee's office number and start date
SUPERVISOR/DEPARTMENT REP.	☐ Please place a facilities ticket regarding ordering phones, keys, office name plates and to activate UGACard for building access.
SUPERVISOR/DEPARTMENT REP.	☐ Instruct employee to complete any position specific trainings, including but not limited to the following: • GAIL: https://support.dar.uga.edu/GAIL/gail-training-outline/ • Banner: https://connectuga.uga.edu/banner9/banner_nine_training/ • FAME: https://support.dar.uga.edu/FAME/ • Argos: https://reg.uga.edu/faculty-and-staff/reporting/ • FERPA: https://reg.uga.edu/general-information/ferpa/

Responsibility	Complete one week before start date
SUPERVISOR/DEPARTMENT REP.	☐ 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.

Room Directory

Website Directory

Newsletter/Social Media

OneSource Campus Address

Brittany Genaro

Catherine Lazenby

Mickey Yongue

Jason Jones

bgenaro@uga.edu

Catherine.Lazenby@uga.edu

mickeyy@uga.edu

jason.jones@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.

☐ 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
☐ Pharmacy Faculty - rx-faculty@listserv.uga.edu
☐ Pharmacy Faculty and Staff - rx-facstaff@listserv.uga.edu
☐ Pharmacy Faculty and Staff in Athens- rx-facstaffath@listserv.uga.edu

☐ Pharmacy News - rx-news@listserv.uga.edu
☐ Pharmacy Retirees - rx-retirees@listserv.uga.edu
☐ 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

Responsibility	Orientation

SUPERVISOR/DEPARTMENT REP.

☐ Employee will schedule orientation with Jason Jones. Contact him directly to find the next available pharmacy date.

706-542-5877 | Jason.Jones@uga.edu | R.C. Wilson, Rm. 142B

☐ Inform employee of UGA's Faculty Orientation (if applicable).

BUSINESS OFFICE USE ONLY

☐ TCP Clock
☐ Combo Code Updated

Once completed sign below:

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

Revised: 10.18.2023