



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/Residency Program Director:

Department Status: Faculty Staff Postdoc Grad Student/Resident 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. EMPLOYEE/GS/RES	<input type="checkbox"/> Coordinate obtaining name tags and business cards (Faculty/Staff)
EMPLOYEE	<input type="checkbox"/> Complete the UGA Onboarding Packet and the Federal Form I-9 within 3 business days from your start date. Completion of this information is required for employment.
EMPLOYEE	<input type="checkbox"/> Set Up Your UGA MyID Password And Profile . You should have received an email invitation to the UGA Onboarding System to set up your email (Faculty/Staff)
EMPLOYEE	<input type="checkbox"/> Enroll a Device, such as a smartphone, in ArchPass at archpass.uga.edu to access many UGA systems including eLC, Athena, and OneUSG Connect (Faculty/Staff)
EMPLOYEE	<input type="checkbox"/> Order UGACard from Tate Center (Faculty/Staff): https://tate.uga.edu/ugacard/
EMPLOYEE/GS/RES	<input type="checkbox"/> Register for parking spot (Athens Campus Only): https://tps.uga.edu/parking/
EMPLOYEE/GS/RES	<input type="checkbox"/> Sign up for UGA Alerts: http://ugaalert.uga.edu/
EMPLOYEE/GS/RES	<input type="checkbox"/> Go to the Knowledge Base at https://uga.teamdynamix.com/TDClient/3109/FandA/KB/ to locate articles on how to perform tasks in OneUSG Connect such as Entering/Updating Direct Deposit Information .
EMPLOYEE	<input type="checkbox"/> Complete New Employee Onboarding Series (Faculty/Staff)
EMPLOYEE /GS/RES	<input type="checkbox"/> Enroll in benefits or complete waiver for health insurance where applicable
EMPLOYEE	<input type="checkbox"/> Set up UGA Zoom account after MyID is confirmed (Faculty/Staff): https://eits.uga.edu/

Responsibility	
EMPLOYEE/GS/RES	<input type="checkbox"/> 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/GS/RES	<input type="checkbox"/> Cyber Security Awareness Training: Be Aware: There is 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/GS/RES	<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"/> Contact IT via IT ticket 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"/> 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: <ul style="list-style-type: none"> <li style="width: 50%;">• GAIL: (Applicable Faculty/Staff) https://support.dar.uga.edu/GAIL/gail-training-outline/ <li style="width: 50%;">• Banner: (Applicable Faculty/Staff) https://connectuga.uga.edu/banner9/banner_nine_training/ <li style="width: 50%;">• FAME: (Applicable Faculty/Staff) https://support.dar.uga.edu/FAME/ <li style="width: 50%;">• Argos: (Applicable Faculty/Staff) https://reg.uga.edu/faculty-and-staff/reporting/ <li style="width: 50%;">• FERPA:(ALL Faculty/Staff/GS/RES) https://reg.uga.edu/general-information/ferpa/

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

Send ONE email to the 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	Ashley Townsend	amtown@uga.edu
Website Directory	Abby Kendrick	Abigail.Kendrick@uga.edu
Newsletter/Social Media	Mickey Yongue	mickeyy@uga.edu
OneSource Campus Address/UGA Directory	Jason Jones	jason.jones@uga.edu

SUPERVISOR/DEPARTMENT REP.

Listservs:

Determine which listservs the employee should be added to and submit 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.

Responsibility	Orientation
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SUPERVISOR/DEPARTMENT REP.

For Faculty/Staff/Work Study Students, ensure the College of Pharmacy specific New Employee Orientation with Human Resources Manager Jason Jones has been completed within one to two weeks after start date. Jason will reach out to the employee to schedule the session.

SUPERVISOR/DEPARTMENT REP.

For new Staff, ensure the employee attends a UGA New Staff Orientation session within their first 30 days of employment. The employee receives the registration information as part of their Onboarding Packet.

SUPERVISOR/DEPARTMENT REP.

For new Faculty, notify them of New and Early Career Faculty Resources, including the New Faculty Orientation schedule, located at https://provost.uga.edu/faculty-affairs/Faculty_and_Leadership_Development/New_Faculty_Resources/new-faculty-resources/

Once completed sign below:

New Employee	Date	Supervisor/Department Head	Date

BUSINESS OFFICE USE ONLY

- TCP Clock
- Combo Code Updated