



**New Employee Checklist**

ONCE COMPLETED SIGN AND SUBMIT TO: Jessica Hart | 706-542-2147 | [jchart@uga.edu](mailto:jchart@uga.edu) | R.C. Wilson, Rm. 142C

Name: \_\_\_\_\_

Start Date: \_\_\_\_\_

Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Department Status : \_\_\_ 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.

Responsibility	Complete as soon as possible
SUPERVISOR	Coordinates obtaining Name tags and business cards for new employee.
SUPERVISOR	Create/reactivate UGA MyID and email: <a href="https://eits.uga.edu/">https://eits.uga.edu/</a>
EMPLOYEE	Order UGACard from Tate Center: <a href="https://tate.uga.edu/ugacard/">https://tate.uga.edu/ugacard/</a>
EMPLOYEE	Register for parking spot: <a href="https://tps.uga.edu/parking/">https://tps.uga.edu/parking/</a>
EMPLOYEE	Sign up for UGA Alerts: <a href="http://ugaalert.uga.edu/">http://ugaalert.uga.edu/</a>
EMPLOYEE	eLC Access: Contact Jessica Hart (contact information listed above)
EMPLOYEE	Access OneUSG Connect and complete general training module: <a href="https://oneusgconnect.uga.edu/">OneUSG Connect (HR/Payroll) Topics (uga.edu)</a>
EMPLOYEE	Complete Onboarding Packet: <a href="https://hr.uga.edu/supervisors/employment-administration/uga-onboarding-system/">https://hr.uga.edu/supervisors/employment-administration/uga-onboarding-system/</a>
EMPLOYEE	Enroll in benefits where applicable: <a href="https://hr.uga.edu/employees/benefits/">https://hr.uga.edu/employees/benefits/</a>

Responsibility	Complete as soon as given access to UGA MyID
EMPLOYEE	BORS Ethics Basics Course: All new hires are required to complete this course. The course can be found at <a href="https://professional.uga.edu/">Professional Education Portal (uga.edu)</a>
EMPLOYEE	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. <a href="https://apps.reg.uga.edu/FERPA/">https://apps.reg.uga.edu/FERPA/</a>
EMPLOYEE	Cybersecurity Information and Training: All new hires should complete this course. The course can be found at <a href="https://professional.uga.edu/">Professional Education Portal (uga.edu)</a>
EMPLOYEE	Right to Know: All new hires should complete this training. <a href="https://esd.uga.edu/right-to-know-training">https://esd.uga.edu/right-to-know-training</a>
SUPERVISOR	Please contact IT via <a href="#">IT ticket</a> 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"> <li>Consider: computer, monitor, laptop, printer, necessary computer software, and provide new employee's office number and start date</li> </ul>
SUPERVISOR	Please place a <a href="#">facilities ticket</a> regarding ordering phones, keys, office name plates and to activate UGACard for building access.
SUPERVISOR	Instruct employee to complete any position specific trainings, including but not limited to the following: GAIL: <a href="https://support.dar.uga.edu/GAIL/gail-training-outline/">https://support.dar.uga.edu/GAIL/gail-training-outline/</a> Banner: <a href="https://connectuga.uga.edu/banner9/banner_nine_training/">https://connectuga.uga.edu/banner9/banner_nine_training/</a> FAME: <a href="https://support.dar.uga.edu/FAME/">https://support.dar.uga.edu/FAME/</a> Argos: <a href="https://reg.uga.edu/faculty-and-staff/reporting/">https://reg.uga.edu/faculty-and-staff/reporting/</a>

Responsibility	Complete one week before start date
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**SUPERVISOR** 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.

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|-------------------------|------------------|--|
| Faculty/Staff Directory | Melba Shelton    | <a href="mailto:shelton3@uga.edu">shelton3@uga.edu</a>   |
| Website Directory       | Lillian Ballance | <a href="mailto:lillianhb@uga.edu">lillianhb@uga.edu</a> |
| Mail Room Directory     | Meagan Watkins   | <a href="mailto:m.watkins@uga.edu">m.watkins@uga.edu</a> |

In appropriate, please send a short biography and picture to Mickey Montevideo to be featured in the PharmDAWG Script eNewsletter.

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|--------------------------------------|-------------------|--|
| Newsletter/Social Media Announcement | Mickey Montevideo | <a href="mailto:mickeym@uga.edu">mickeym@uga.edu</a> |
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**SUPERVISOR** 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.

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

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

**BUSINESS OFFICE USE ONLY**

- Kaba Clock
- Combo Code Updated

**Once completed sign below:**

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