

## [S.T.E.P.] HR Tips: UGA's HRconnection

*Did you know* that UGA's Human Resources department now has an online system – HRconnection – that allows you to connect to your benefits information 24-hours-a-day, 7-days-a-week? In addition to transforming the annual benefits open enrollment into a paperless process, with HRconnection you can:

- Request benefits coverage changes due to a life event (i.e., birth/adoption, death in family, marriage)
- Change your benefit elections (with HR approval of coverage change)
- Review and update your personal information
- Review and add to your dependent information
- Designate your AD&D beneficiaries
- Confirm your benefits elections

To access HRconnection go to <https://www.hrconnection.com/Default.aspx> and click on “Retrieve your login information?” You'll need to enter your UGA-registered email address. Never registered your email? Go to <http://www.emailinfo.uga.edu/> to register your email today.

To learn more about HRconnection and how to log on, review and print the *HRconnection User Guide for Current UGA Employees* -- [http://www.hr.uga.edu/benefits/hrc\\_user\\_guide\\_change.pdf](http://www.hr.uga.edu/benefits/hrc_user_guide_change.pdf).

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HR Tips is brought to you by the Libraries' Human Resources department and will be issued periodically. Suggestions for tips are welcome. Submit your tips, or any questions you might have, to [libjobs@uga.edu](mailto:libjobs@uga.edu).

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