I. Payroll/Benefits Information

☐ **1st paycheck** – During your UGA online orientation you will have an opportunity to fill out a Direct Deposit form.

☐ To view electronic check stub go to the University's Self Service Website - [https://employee.uga.edu/FacStaff/index.jsp](https://employee.uga.edu/FacStaff/index.jsp)

☐ Benefits will be effective on the first day of the month following your hire date. Q & A Benefits Information Session (1st & 3rd Mondays, 9:00-10:30 a.m. @ UGA HR, Training & Development) Enroll online using MyBenefits Guidelines for New Employees: [http://www.hrdocs.uga.edu/mb_guide_new.pdf](http://www.hrdocs.uga.edu/mb_guide_new.pdf)

☐ **COBRA** - [http://www.hr.uga.edu/benefits-after-separation-cobra](http://www.hr.uga.edu/benefits-after-separation-cobra)

☐ Teachers Retirement System of Georgia (TRS) [www.trsga.com](http://www.trsga.com) – Participating mandatory. You will receive a welcome letter from TRS with instructions to visit the TRS website to create a user account where you may designate beneficiaries, update personal information, and check account balances.

☐ **Optional Retirement Plan (ORP)** [http://www.hr.uga.edu optional-retirement-plan](http://www.hr.uga.edu optional-retirement-plan) (Faculty, key administrators and newly-hired exempt benefit-eligible staff have the opportunity to make a one-time irrevocable decision to participate in an ORP in lieu of the TRS. This decision must be made within 60 days following employment.)

II. The Basics


☐ Establish UGA MyID account & create an Email Account [http://eits.uga.edu/access_and_security/myid/](http://eits.uga.edu/access_and_security/myid/)

☐ Register for UGA Alert [http://ugaalert.uga.edu](http://ugaalert.uga.edu)

☐ Registering preferred e-mail account for official UGA communications [www.emailinfo.uga.edu](http://www.emailinfo.uga.edu)

☐ GRAPEVINE Posting Policy (Libraries’ listserv) [http://www.libs.uga.edu/staff/grapevine.html](http://www.libs.uga.edu/staff/grapevine.html)

☐ Parking procedures [www.parking.uga.edu](http://www.parking.uga.edu)

III. Schedule and Leave

☐ Work Schedule [www.libs.uga.edu/staff/worksched.html](http://www.libs.uga.edu/staff/worksched.html)

☐ University Holidays [http://uga.edu/holiday_schedule/](http://uga.edu/holiday_schedule/)

☐ Sick & Annual leave accrual/usage [http://www.hr.uga.edu/paid-days-off](http://www.hr.uga.edu/paid-days-off)


IV. Services and Fringe Benefits

☐ Staff Borrowing Privileges [http://www.libs.uga.edu/access_services/borrowing/staff.html](http://www.libs.uga.edu/access_services/borrowing/staff.html)

☐ Training & Development: [http://www.libs.uga.edu/humres/training/index.html](http://www.libs.uga.edu/humres/training/index.html)


☐ UGA Perks [http://www.usg.edu/hr/benefits/usg_perks](http://www.usg.edu/hr/benefits/usg_perks)


☐ Tuition Assistance Program (TAP) [http://www.reg.uga.edu/facultyStaffServices/tap](http://www.reg.uga.edu/facultyStaffServices/tap)

☐ Contact the UGA TAP Coordinator if you have questions: Jack Pannecoucke, Tel: (706) 542-9362, Email: jep@uga.edu

V. About the Libraries


☐ Special Collections: [http://www.libs.uga.edu/special_collections/index.shtml](http://www.libs.uga.edu/special_collections/index.shtml)

☐ Libraries Departments: [http://www.libs.uga.edu/admin/depthead.html](http://www.libs.uga.edu/admin/depthead.html)


☐ Staff Recognition // ASSET Awards [http://www.libs.uga.edu/asset/index.html](http://www.libs.uga.edu/asset/index.html)

☐ University Librarian and Associate Provost: Dr. P. Toby Graham [http://www.libs.uga.edu/admin/index.html](http://www.libs.uga.edu/admin/index.html)
I. The Basics

- UGA Onboarding – New employees will receive an email invite from the University HR that will give them access to the online site.
- Departmental tour
- Library Tour (location of restrooms, vending, staff lounge, ‘Tweens the Pages)
- Various departmental policies (food, drink, noise, cell phone use, parties, office hours, etc.)
- Office key assignment (Becky Wortham - bwortham@uga.edu)
- Computer log-in, set-up, access
- E-mail log-in, set-up
- Establish and register a preferred e-mail account for official University communications [www.emailinfo.uga.edu](http://www.emailinfo.uga.edu)

II. Job responsibilities/evaluation

- Review of job description
- Departmental overview/goals/projects
- Annual evaluation procedures [www.libs.uga.edu/staff/appraisal.html](http://www.libs.uga.edu/staff/appraisal.html)
- Libraries Mission/Strategic Plan related to Dept. [www.libs.uga.edu/staff/appraisal.html](http://www.libs.uga.edu/staff/appraisal.html)

III. Schedules, Attendance and Leave

- Work schedule
- Break & lunch schedules
- Timesheet/payroll procedures and schedules
- Use and request of annual leave & scheduled sick leave
- Notification process when ill or tardy

- Use of work time for training, professional development, educational purposes [http://www.libs.uga.edu/staff/worksched.html](http://www.libs.uga.edu/staff/worksched.html)

- Independent professional activities policy [http://www.libs.uga.edu/staff/independentprof.html](http://www.libs.uga.edu/staff/independentprof.html)

- Travel & Funding Guidelines [http://www.libs.uga.edu/humres/training/travelguidelines.html](http://www.libs.uga.edu/humres/training/travelguidelines.html)

- Family and Medical Leave [http://www.hr.uga.edu/family-medical-leave-act-fmla](http://www.hr.uga.edu/family-medical-leave-act-fmla)

III. Safety, Security & Ethics

- Personal accident/injury reporting – Worker’s Compensation [http://www.libs.uga.edu/staff/workerscompguidelines.pdf](http://www.libs.uga.edu/staff/workerscompguidelines.pdf)

- Non-Discrimination & Anti-Harassment Training at UGA Training & Development within first 6 mos: [https://employee.uga.edu/Fac/Staff/index.jsp](https://employee.uga.edu/Fac/Staff/index.jsp)

- Bldg/Department emergency procedures (incl. links to emergency plans) [http://www.libs.uga.edu/adminservices/security/index.html](http://www.libs.uga.edu/adminservices/security/index.html)

- SecureUGA [https://secure.uga.edu/](https://secure.uga.edu/)

- USG Ethics Course online [http://www.hr.uga.edu/bor-ethics-training](http://www.hr.uga.edu/bor-ethics-training)

- Using your new UGA email account, send email to Jan Hudson at libjobs@uga.edu requesting to be enrolled.

VI. Telephones/Copies/Supplies/Mail

- Personal Use of Office Equipment (Phone, Fax, Computing Equipment, Printer, Copiers)

- Long distance calls

- Office Supply requests

- Location & how to use photocopier

- Mail regulations and procedures

IV. Department Handouts