

University of Georgia Libraries New Employee Checklist

<http://www.libs.uga.edu/humres/training/newemployee.html>

Human Resources Department (rev. 10/08)

Name:	<input type="text"/>	Start Date:	<input type="text"/>
Title:	<input type="text"/>	Supervisor:	<input type="text"/>
Department:	<input type="text"/>	Classification/Rank:	<input type="text"/>

I. Payroll/Benefits Information

- Online Orientation <http://www.hr.uga.edu/ori/orient.html>
- Libraries' New Employee Orientation
- Q & A Benefits Information Session (First & Third Mondays, 9:00 – 10:30 a.m. @ T&D)
- Payroll/time sheets www.libs.uga.edu/staff/payrollprod.html
- 1st paycheck _____
- Mandatory Direct Payroll Deposit www.busfin.uga.edu/payroll/
- E-Check Advisements www.busfin.uga.edu/payroll/
- Georgia Federal Credit Union <http://www.gfcuonline.org/Index.htm>
- Teachers Retirement System of Georgia (TRS) www.trsga.com (New employees will receive a welcome letter from TRS with instructions to visit the TRS website and create a user account. Once the user account is established, the employee may designate beneficiaries, update personal information, and check account balances.)
- Optional Retirement Plan (ORP) <http://www.hr.uga.edu/benefits/bensumm/orp.html> (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 & Creating an Email Account <https://myid.uga.edu/>
- Register for UGA Alert <http://ugaalert.uga.edu/>
- Registering preferred e-mail account for official UGA communications www.emailinfo.uga.edu
- GRAPEVINE(internal listserv) grapevine@listserv.uga.edu
- Request for UGACard (ID) www.uga.edu/ugacard
- Register for Online Calendar Account www.uga.edu/eits/calendar/
- Parking procedures www.parking.uga.edu
- Business Cards (arrange through supervisor) www.printing.uga.edu/order_forms/business_card_order.pdf

III. UGA / Libraries Policies and Procedures

- Organization chart http://www.libs.uga.edu/humres/ugalibs_org_chart_tabloid.pdf
- Libraries Events Calendar <http://www.libs.uga.edu/events/>
- AskUGA - Admin. Policies, Proced. <http://askuga.uga.edu/>
- Libraries' Staff Resources – Intranet www.libs.uga.edu/staff/index.html

IV. Schedule and Leave

- Work Schedule www.libs.uga.edu/staff/worksched.html
- Sick & Annual leave accrual/usage http://www.hr.uga.edu/benefits/bensumm/paid_summ.html
- University Holidays www.uga.edu/news/holidays/
- Other leave <http://askuga.uga.edu> ; keyword "leave"

V. Services and Fringe Benefits

- Staff Borrowing Privileges http://www.libs.uga.edu/access_services/borrowing/index.html
- Training & Development <http://www.hr.uga.edu/careerdev/career.html>
- Element K <http://innergeek.uga.edu/>
- UGA Bus Transportation www.busfin.uga.edu/transit/
- Athens Transit www.athenstransit.com
- UGA Extras <http://www.beneplace.com/uga/index.html>
- Ramsey Student Center http://www.recsports.uga.edu/rec_template_1.php?page_ID=1143842393
- Tuition Assistance Program (TAP) [www.reg.uga.edu/or.nsf/preview/\(TAP\)%20Homepage](http://www.reg.uga.edu/or.nsf/preview/(TAP)%20Homepage)

VI. Handouts

- Mission Statement www.libs.uga.edu/staff/mission.html
- Conduct Policy www.libs.uga.edu/staff/conduct.html
- Open Records www.uga.edu/uc/gora
- Food, Drink Tobacco Policy www.libs.uga.edu/staff/foodstaff.html
- Organizational Communication Practices www.libs.uga.edu/staff/communication2006.pdf
- Campus Map www.uga.edu/maps/
- Timesheet www.busfin.uga.edu/forms/salary_blank.pdf
- Directory of Library Contacts <http://www.libs.uga.edu/staff/contacts.pdf>

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Hiring Department/Unit (rev. 10/08)

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Probationary Evaluation Schedule	1 st due	2 nd due	3 rd due	4 th due	5 th due	Prob. Due
http://www.libs.uga.edu/staff/appraisal.html						

I. The Basics

- Departmental tour Library Tour (location of restrooms, vending, staff lounge, 'Tween the Pages)
- Various departmental policies (food, drink, noise, cell phone use, parties, office hours, etc.)
- Office key assignment (Bobby Bowden - rabowden@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
- Departmental administrative and organizational communication protocols.

II. Job responsibilities/evaluation

- Review of job description Departmental overview/goals/projects
- Probationary & Annual evaluation procedures
www.libs.uga.edu/staff/appraisal.html Libraries Mission/Strategic Plan related to Dept.

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>
- Independent professional activities policy
<http://www.libs.uga.edu/staff/independentprof.html> Travel & Funding Guidelines
<http://www.libs.uga.edu/humres/training/travelguidelines.html>
- Family and Medical Leave http://www.hr.uga.edu/fmla/fmla_intro.html

V. Safety and Security

- Personal accident/injury reporting – Worker's Compensation
http://www.hr.uga.edu/benefits/bensumm/workcom_summ.htm SecureUGA (4 modules) <https://secure.uga.edu/>
- Building/Department emergency procedures (including links to emergency plans)
http://www.libs.uga.edu/access_services/security/index.html
- University Office of Security & Emergency Preparedness
<http://www.osep.uga.edu/>
- University Risk Management Office >> *View the "Auto Coverage & Safety Training Video"*
<http://www.busfin.uga.edu/administrative/protection.htm>

VI. Telephones/Copies/Supplies/Mail

- Personal Use of Office Equipment (Phone, Fax, Computing Equipment, Printer, Copiers)
- Long distance authorization card Location & how to use photocopier
- Office Supply requests Mail regulations and procedures

VI. Department Handouts

New Employee/Date

Supervisor/Department Head/Date