

University of Georgia Libraries New Employee Checklist

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

Human Resources Department (rev. 08/11)

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

- 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** - http://www.hr.uga.edu/benefits/mb_guide_new.pdf
- Benefits can be effective on your start date, anytime between your start date and the end of the month, or the first day of month following your start 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.hr.uga.edu/benefits/hrc_user_guide.pdf
- COBRA** - <http://www.hr.uga.edu/benefits/cobra.html>
- Teachers Retirement System of Georgia (TRS)** 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/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

- UGA Libraries Orientation: <http://www.libs.uga.edu/humres/training/newhireorientation.ppt>
- Establish UGA MyID account & create 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 Posting Policy (Libraries' listserv) <http://www.libs.uga.edu/staff/grapevine.html>
- Parking procedures www.parking.uga.edu

III. Schedule and Leave

- Work Schedule www.libs.uga.edu/staff/worksched.html University Holidays www.uga.edu/news/holidays/
- Sick & Annual leave accrual/usage http://www.hr.uga.edu/benefits/bensumm/paid_summ.html
- Other Leave <http://askuga.uga.edu/default.asp?id=961&SID=&Lang=1>

IV. Services and Fringe Benefits

- Staff Borrowing Privileges http://www.libs.uga.edu/access_services/borrowing/staff.html
- Training & Development: <http://www.libs.uga.edu/humres/training/index.html>
- UGA Campus Transit www.busfin.uga.edu/transit/ Athens Transit www.athenstransit.com
- UGA Extras http://www.hr.uga.edu/benefits/uga_extras.html
- Ramsey Student Center http://www.recsports.uga.edu/rec_template_1.php?page_ID=1143842393
- Tuition Assistance Program (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

- Mission Statement <http://www.libs.uga.edu/staff/missionstate.html> Facilities: <http://www.libs.uga.edu/libinfo.html>
- Special Collections: http://www.libs.uga.edu/special_collections/index.shtml
- Libraries Departments: <http://www.libs.uga.edu/admin/depthead.html> Use of Libraries Logo <http://www.libs.uga.edu/logos/>
- Libraries Blog <http://www.libs.uga.edu/blog/> Personnel News <http://www.libs.uga.edu/humres/persnews/persnews.html>
- Staff Recognition // ASSET Awards <http://www.libs.uga.edu/asset/index.html>
- University Librarian and Associate Provost: Dr. William Gray Potter <http://www.libs.uga.edu/admin/index.html>

