

University of Georgia Libraries New Employee Checklist

<http://www.libs.uga.edu/staff/forms/newemployeechecklist.pdf>

Human Resources Department (rev. 9/17)

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** - <https://employee.uga.edu/FacStaff/index.jsp>
- If your hire date is the first day of the month, your benefits will be effective immediately; otherwise, 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 the [OneUSG Connect - Benefits](#) website. Select the UGA logo and use your MyID and password to log in. If needed, you may also call the OneUSG Connect Call Center toll free at 1-844-5-USGBEN (or (1-844-587-4236)
- COBRA** - <https://hr.uga.edu/employees/benefits/health-insurance/>
- 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://hr.uga.edu/employees/retirement-other-savings-options/mandatory-retirement-plans-trs-orp/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

- UGA Libraries Orientation: <http://www.libs.uga.edu/staff/forms/neopresentation.pdf>
- Establish UGA MyID account & create an Email Account <http://eits.uga.edu> Register for UGA Alert <http://ugaalert.uga.edu>
- GRAPEVINE Posting Policy (Libraries' listserv) <http://www.libs.uga.edu/staff/forms/grapevineguidelines.pdf>
- Parking procedures www.parking.uga.edu

III. Schedule and Leave

- Work Schedule <http://www.libs.uga.edu/hr/policies/work-schedule> University Holidays http://www.uga.edu/holiday_schedule/
- Sick & Annual leave accrual/usage <http://hr.uga.edu/employees/leave/paid-days-off/>
- Leave Request Form <http://www.busfin.uga.edu/forms/leave.pdf>
- Other Leave <http://www.policies.uga.edu/FA/nodes/view/1111/Time-away-from-work>

IV. Services and Fringe Benefits

- Staff Borrowing Privileges <http://www.libs.uga.edu/access-services/borrowing/staff>
- Training & Development: <http://www.libs.uga.edu/hr/training>
- UGA Campus Transit <http://www.transit.uga.edu> Athens Transit www.athenstransit.com
- USG Perks http://www.usg.edu/hr/benefits/2017_benefits/usg_perks_at_work
- Ramsey Student Center <https://recsports.uga.edu/>
- Tuition Assistance Program (TAP) <http://www.reg.uga.edu/facultyStaffServices/tap>
 - Contact the UGA TAP Coordinator if you have questions: Blake Dye Tel: (706) 542-4748, Email: blake85@uga.edu

V. About the Libraries

- Strategic Plan http://www.libs.uga.edu/admin/strategic_plan_2014.pdf Facilities: <http://www.libs.uga.edu/>
- Special Collections: <http://www5.galib.uga.edu/scl/>
- Libraries Departments: <http://www.libs.uga.edu/departmental-directory>
- Libraries Blog <http://www.libs.uga.edu/blog/> Personnel News <http://www.libs.uga.edu/hr/news>
- Staff Recognition // LEAP – Library Employee Appreciation Program
- University Librarian and Associate Provost: Dr. P. Toby Graham <http://www.libs.uga.edu/administration/>

