

University of Georgia Libraries New Faculty Checklist

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

Human Resources Department (rev. 12/17)

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/>

University of Georgia Libraries New Faculty Checklist

Hiring Department/Unit (rev. 12/17)

Name: Start Date:

Title: Supervisor:

Department: Classification/Rank:

I. The Basics

- UGA ID Card, Parking Permit, and Library privileges** – Must have New Faculty/Staff Services form
**NOTE: Employees who will be working in the Alma system must obtain an account for library privileges prior to obtaining credentials to work in the Alma system. Ask your supervisor for details.*
- 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 (Jon Purcell – jpur@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
- 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/hr/training>
- Independent professional activities policy
<http://www.libs.uga.edu/hr/training> Travel & Funding Guidelines
<http://www.libs.uga.edu/adminservices/travelguidelines>
- Family and Medical Leave <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/forms/workerscompguidelines.pdf> Non-Discrimination & Anti-Harassment Training at UGA Training & Development within first 6 mos: <https://employee.uga.edu/FacStaff/index.jsp>
****Mandatory****
- Bldg/Department emergency procedures (incl. links to emergency plans) <http://www.libs.uga.edu/adminservices/security> SecureUGA <http://secure.uga.edu/>
****Mandatory****
- University Office of Emergency Preparedness
<http://www.prepare.uga.edu/EE/> USG Ethics Course online <http://www.hr.uga.edu/bor-ethics-training>
****Mandatory** 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) Business Cards
- Long distance calls Location & how to use photocopier
- Office Supply requests Mail regulations and procedures

IV. Department Handouts

New Employee Date Supervisor/Department Head Date