

# University of Georgia Press New Employee Checklist

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

Human Resources Department (rev. 7/16)

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>
- 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>
- 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> (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 <http://eits.uga.edu/>  Register for UGA Alert <http://ugaalert.uga.edu>
- GRAPEVINE Posting Policy (Libraries' listserv) <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://www.uga.edu/holiday\\_schedule/](http://www.uga.edu/holiday_schedule/)
- Sick & Annual leave accrual/usage <http://www.hr.uga.edu/paid-days-off>
- 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.html](http://www.libs.uga.edu/access_services/borrowing/staff.html)
- Training & Development: <http://www.libs.uga.edu/humres/training/index.html>
- UGA Campus Transit <http://www.transit.uga.edu>  Athens Transit [www.athenstransit.com](http://www.athenstransit.com)
- USG Perks [http://www.usg.edu/hr/benefits/usg\\_perks](http://www.usg.edu/hr/benefits/usg_perks)
- 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](mailto:blake85@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](http://www.libs.uga.edu/special_collections/index.shtml)
- Libraries Departments: <http://www.libs.uga.edu/admin/depthhead.html>
- Libraries Blog <http://www.libs.uga.edu/blog/>  Personnel News <http://www.libs.uga.edu/humres/persnews/persnews.html>
- Staff Recognition // LEAP - Library Employee Appreciation Program
- University Librarian and Associate Provost: Dr. P. Toby Graham <http://www.libs.uga.edu/admin/index.html>

# University of Georgia Press New Employee Checklist

Hiring Department/Unit (rev. 7/16)

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Probationary Evaluation Schedule	1 <sup>st</sup> Due	2 <sup>nd</sup> Due	3 <sup>rd</sup> Due	4 <sup>th</sup> Due	5 <sup>th</sup> Due	Prob. Due
<a href="http://www.libs.uga.edu/staff/appraisal.html">http://www.libs.uga.edu/staff/appraisal.html</a>						

## 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       Press/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 (Phyllis Wells – [pwells@uga.edu](mailto:pwells@uga.edu))       **Computer log-in, set-up, access**
- E-mail log-in, set-up (See Phyllis Wells)       Press departmental listserv ([staff@ugapress.uga.edu](mailto:staff@ugapress.uga.edu))
- Establish and register a preferred e-mail account for official University communications [www.emailinfo.uga.edu](http://www.emailinfo.uga.edu)
- Departmental administrative and organizational communication protocols.

## II. Job responsibilities/evaluation

- Review of job description (with immediate supervisor)**       Departmental overview/goals/projects
- Probationary & Annual evaluation procedures [www.libs.uga.edu/staff/appraisal.html](http://www.libs.uga.edu/staff/appraisal.html)       About the UGA Press [http://www.ugapress.org/index.php/about\\_us/who\\_we\\_are.html](http://www.ugapress.org/index.php/about_us/who_we_are.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>
- Independent professional activities policy <http://www.libs.uga.edu/staff/independentprof.html>       Travel & Funding Guidelines (See Phyllis Wells and Stacey Hayes)
- Family and Medical Leave <http://www.hr.uga.edu/family-medical-leave-act-fmla>

## IV. Safety, Security & Ethics

- Personal accident/injury reporting – Worker's Compensation <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/FacStaff/index.jsp>  
**\*\*Mandatory\*\***
- Bldg/Department emergency procedures (incl. links to emergency plans) <http://www.libs.uga.edu/adminservices/security/index.html>       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](mailto:libjobs@uga.edu) requesting to be enrolled.**

## V. Telephones/Copies/Supplies/Mail

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

## VI. Department Handouts

\_\_\_\_\_  
New Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Department Head

\_\_\_\_\_  
Date