



# College of Family and Consumer Sciences

## UNIVERSITY OF GEORGIA

### NEW FACULTY EMPLOYEE CHECKLIST

This checklist is to be completed for each new faculty employee by the end of the first month on the job.

NAME: \_\_\_\_\_ START DATE: \_\_\_\_\_

RESPONSIBILITY	PRIOR TO FIRST DAY OF WORK
HR Coordinator	<input type="checkbox"/> HR Coordinator notifies Business Manager to add funding and Time & Absence Approver for new hire.
HR Coordinator	<input type="checkbox"/> HR Coordinator sends employee new hire email with instructions and schedules to meet with new employee.
HR Coordinator	<input type="checkbox"/> HR Coordinator obtains room assignment from Department Head.
HR Coordinator	<input type="checkbox"/> HR Coordinator sends request to Facilities Manager for telephone voicemail reset and caller ID name change from Telephone Services, if needed.
SUPERVISOR	<input type="checkbox"/> Supervisor coordinates with OTIS on the order or re-imaging of the new employee's computer.
SUPERVISOR	<input type="checkbox"/> Supervisor notifies OTIS of new employee needing access to appropriate network drives.
SUPERVISOR	<input type="checkbox"/> Supervisor ensures that work space is ready for the new employee, including the set up of the computer by OTIS.
EMPLOYEE	<input type="checkbox"/> Employee follows email instructions from accounts@uga.edu to set up UGA email account.
EMPLOYEE	<input type="checkbox"/> Employee follows instructions at archpass.uga.edu to set up 2-step Archpass and enroll device.
EMPLOYEE	<input type="checkbox"/> Employee submits lab order requests from start-up funds to the department's Business Manager, if applicable.
EMPLOYEE	<input type="checkbox"/> Employee completes online UGA onboarding using instructions from onboard@uga.edu.

RESPONSIBILITY	FIRST DAY OF WORK
HR Coordinator	<input type="checkbox"/> HR Coordinator meets with employee for FACS onboarding & to answer any general onboarding questions.
SUPERVISOR	<input type="checkbox"/> Supervisor provides key(s) to employee.
SUPERVISOR	<input type="checkbox"/> Supervisor provides introduces to faculty/staff and provides building tour including: location of office, mail procedures, copier machines, supply room, break room, and restrooms.
SUPERVISOR	<input type="checkbox"/> Supervisor explains expectations for work schedule and notification when ill or tardy.
EMPLOYEE	<input type="checkbox"/> Employee emails Director of Communications to set up meeting for professional headshots for the College of Family & Consumer Sciences online directory, if needed.
EMPLOYEE	<input type="checkbox"/> Employee obtains ID Card from UGA Card Office at 309 Tate Student Center. <a href="http://tate.uga.edu/ugacard_content_page/ugacard-about">http://tate.uga.edu/ugacard_content_page/ugacard-about</a>
EMPLOYEE	<input type="checkbox"/> Employee obtains parking permit from Parking Services, if needed. <a href="http://www.parking.uga.edu">www.parking.uga.edu</a>
EMPLOYEE	<input type="checkbox"/> Employee registers for UGA alert. <a href="http://ugaalert.uga.edu">http://ugaalert.uga.edu</a>
EMPLOYEE	<input type="checkbox"/> Employee sets up an online profile for the College of Family & Consumer Sciences online directory. <a href="http://www.fcs.uga.edu/people/login">www.fcs.uga.edu/people/login</a>
EMPLOYEE	<input type="checkbox"/> If IT or computer assistance is needed, submit ticket to OTIS. <a href="http://www.fcs.uga.edu/otis">www.fcs.uga.edu/otis</a>
EMPLOYEE	<input type="checkbox"/> Employee completes I-9 Form with UGA Office of Human Resources (hrweb@uga.edu).

**RESPONSIBILITY      WITHIN 30 DAYS OF START DATE**

- EMPLOYEE        Employee completes USG Ethics Training through Professional Education Portal (PEP) - [www.pep.uga.edu](http://www.pep.uga.edu).
- EMPLOYEE        Employee completes W-4, G-4, and direct deposit information in the OneUSG Connect Employee Self Service website.  
[onesource.uga.edu](http://onesource.uga.edu)
- EMPLOYEE        Employee enrolls for benefits within 30 days of hire date through OneUSG Connect Employee Self Service.  
[Benefits Information & Comparison Guide: https://www.usg.edu/hr/benefits](https://www.usg.edu/hr/benefits)
- EMPLOYEE        New benefit eligible faculty may enroll in ORP retirement plan in the first 60 days through OneUSG Connect Employee Self Service. If not enrolled in ORP, then the individual will automatically be enrolled in TRS plan.  
<https://hr.uga.edu/employees/retirement-other-savings-options/mandatory-retirement-plans-trs-orp/>
- EMPLOYEE        Employee submits moving expenses for reimbursement to department's Business Manager, if applicable.
- EMPLOYEE        Employee updates home address in OneUSG Connect Employee Self Service website, if needed.  
[onesource.uga.edu](http://onesource.uga.edu)
- EMPLOYEE        Employee requests after hours access from form on Family & Consumer Sciences website, if needed.  
[www.fcs.uga.edu/otis/after-hours-building-access](http://www.fcs.uga.edu/otis/after-hours-building-access)
- EMPLOYEE        Employee sets up 30 minute meeting with the Associate Dean for Academic Programs.
- EMPLOYEE        Employee sets up 30 minute meeting with the Associate Dean for Extension and Outreach.
- EMPLOYEE        Employee sets up 30 minute meeting with the Dean of College of Family and Consumer Sciences.
- SUPERVISOR        Supervisor discusses specific training program(s) for new employee based on position.
- SUPERVISOR        Supervisor explains performance standards and employee evaluation procedures.
- HR Coordinator        Answers any human resources questions from the employee, such as benefits or retirement.

Employee and Supervisor should indicate completion date with signatures below. The checklist should then be forwarded to HR Coordinator to be filed in the official personnel file.

Employee's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_