



NEW STAFF EMPLOYEE CHECKLIST

This checklist is to be completed for each new staff 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 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, notification when ill or tardy, and breaks/lunch schedule.
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. http://tate.uga.edu/ugacard_content_page/ugacard-about
EMPLOYEE	<input type="checkbox"/> Employee obtains parking permit from Parking Services, if needed. www.parking.uga.edu
EMPLOYEE	<input type="checkbox"/> Employee registers for UGA alert. http://ugaalert.uga.edu
EMPLOYEE	<input type="checkbox"/> Employee sets up an online profile for the College of Family & Consumer Sciences online directory. www.fcs.uga.edu/people/login
EMPLOYEE	<input type="checkbox"/> If IT or computer assistance is needed, submit ticket to OTIS. www.fcs.uga.edu/otis
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	<input type="checkbox"/>	Employee signs up and attends virtual Staff Orientation. Staff Orientation sessions are every other Friday. https://hr.uga.edu/onboarding-at-uga/employee-orientation/#staff
EMPLOYEE	<input type="checkbox"/>	Employee completes USG Ethics Training through Professional Education Portal (PEP) - www.pep.uga.edu .
EMPLOYEE	<input type="checkbox"/>	Employee completes W-4, G-4, and direct deposit information in the OneUSG Connect Employee Self Service website. onesource.uga.edu
EMPLOYEE	<input type="checkbox"/>	Employee enrolls for benefits online within 30 days of employment hire date. Benefits Information & Comparison Guide: https://www.usg.edu/hr/benefits
EMPLOYEE	<input type="checkbox"/>	If in an exempt position, employee may enroll in ORP retirement plan in the first 60 days through OneUSG Connect Employee Self Service. If not enrolled in ORP, then they will automatically be enrolled in TRS plan. https://hr.uga.edu/employees/retirement-other-savings-options/mandatory-retirement-plans-trs-orp/
EMPLOYEE	<input type="checkbox"/>	Employee updates home address in OneUSG Connect Employee Self Service website, if needed. onesource.uga.edu
SUPERVISOR	<input type="checkbox"/>	Supervisor discusses specific training program(s) for new employee based on position.
SUPERVISOR	<input type="checkbox"/>	Supervisor explains performance standards and employee evaluation procedures and provides a copy of the position description.
SUPERVISOR	<input type="checkbox"/>	Supervisor verifies through SmartSheet that employee completed Staff Orientation.
HR Coordinator	<input type="checkbox"/>	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 FACS HR Coordinator to be filed in the official personnel file.

Employee's Signature: _____

Supervisor's Signature: _____

Date: _____