



# 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   |
|----------------|--------------------------|--|
| OFHR HR Team   | <input type="checkbox"/> | OFHR HR Team sends employee new hire email with instructions and schedules to meet with new employee.  |
| SUPERVISOR     | <input type="checkbox"/> | Supervisor 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 requests OTIS provide new employee access to appropriate network drives for position.   |
| SUPERVISOR     | <input type="checkbox"/> | Supervisor ensures that work space is ready for the new employee, including the set up of the computer by OTIS, office supplies, name plates, etc. |
| 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  |
|----------------|--------------------------|--|
| OFHR HR Team   | <input type="checkbox"/> | OFHR HR team meets with employee for FACS orientation and to answer any general onboarding questions.  |
| SUPERVISOR     | <input type="checkbox"/> | Supervisor provides office/lab key(s) to employee.   |
| SUPERVISOR     | <input type="checkbox"/> | Supervisor introduces to faculty/staff and provides building tour including: location of office, mail area/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 Marketing and 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.<br><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.<br><a href="https://tps.uga.edu">https://tps.uga.edu</a>   |
| EMPLOYEE       | <input type="checkbox"/> | Employee registers for UGA alert.<br><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.<br><a href="http://www.fcs.uga.edu/people/login">http://www.fcs.uga.edu/people/login</a>              |
| EMPLOYEE       | <input type="checkbox"/> | If IT or computer assistance is needed, employee submit ticket to OTIS.<br><a href="http://www.fcs.uga.edu/otis">http://www.fcs.uga.edu/otis</a>   |
| EMPLOYEE       | <input type="checkbox"/> | Employee completes I-9 Form with University Human Resources (706-542-2222): 215 South Jackson Street, next to the North Parking Deck on campus.  |

| RESPONSIBILITY |                          | WITHIN 30 DAYS OF START DATE   |
|----------------|--------------------------|--|
| EMPLOYEE       | <input type="checkbox"/> | Employee completes USG Ethics Training through Professional Education Portal (PEP)<br><a href="http://www.pep.uga.edu">http://www.pep.uga.edu</a>  |
| EMPLOYEE       | <input type="checkbox"/> | Employee completes W-4, G-4, and direct deposit information in the OneUSG Connect Employee Self Service website. Must be connected to UGA internet connection.<br><a href="https://onesource.uga.edu/">https://onesource.uga.edu/</a>  |
| EMPLOYEE       | <input type="checkbox"/> | Employee enrolls for benefits within 30 days of hire date through OneUSG Connect Employee Self Service. Benefits Information & Comparison Guide: <a href="https://www.usg.edu/hr/benefits">https://www.usg.edu/hr/benefits</a>   |
| EMPLOYEE       | <input type="checkbox"/> | New benefit eligible faculty may enroll 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: <a href="https://benefits.usg.edu/retirement-and-savings-plan/optional-retirement-plan-orp">https://benefits.usg.edu/retirement-and-savings-plan/optional-retirement-plan-orp</a> |
| EMPLOYEE       | <input type="checkbox"/> | Employee submits moving expenses for reimbursement to Department's Business Manager, if applicable.  |
| EMPLOYEE       | <input type="checkbox"/> | Employee updates home address in OneUSG Connect Self Service website, if needed.<br><a href="https://uga.teamdynamix.com/TDClient/3109/FandA/KB/ArticleDet?ID=148901">https://uga.teamdynamix.com/TDClient/3109/FandA/KB/ArticleDet?ID=148901</a>  |
| EMPLOYEE       | <input type="checkbox"/> | Employee submits After Hours Access Request Form on College's website, if needed.<br><a href="http://www.fcs.uga.edu/otis/after-hours-building-access">http://www.fcs.uga.edu/otis/after-hours-building-access</a>   |
| EMPLOYEE       | <input type="checkbox"/> | Employee attends UGA New Faculty Orientation:<br><a href="https://provost.uga.edu/faculty-affairs/faculty-leadership-development/keys-to-uga-new-faculty-academy/new-faculty-orientation/">https://provost.uga.edu/faculty-affairs/faculty-leadership-development/keys-to-uga-new-faculty-academy/new-faculty-orientation/</a>   |
| 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 evaluation procedures.   |
| OFHR HR Team   | <input type="checkbox"/> | Answers any human resources questions from the employee.   |

| RESPONSIBILITY |                          | WITHIN 6 MONTHS OF START DATE   |
|----------------|--------------------------|---|
| SUPERVISOR     | <input type="checkbox"/> | Supervisor discusses Mentorship Map with employee and provides guidance on completion.<br><a href="https://www.fcs.uga.edu/docs/FACS_Mentoring_Map.pdf">https://www.fcs.uga.edu/docs/FACS_Mentoring_Map.pdf</a> |

Employee and Supervisor should indicate completion date with signatures below. Send completed, signed checklist to OFHR ([facshr@uga.edu](mailto:facshr@uga.edu)) to be filed in the employee's official personnel file

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

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

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