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: ____________

<table>
<thead>
<tr>
<th>RESPONSIBILITY</th>
<th>PRIOR TO FIRST DAY OF WORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Coordinator</td>
<td>□ HR Coordinator notifies Business Manager to add funding to position for new hire.</td>
</tr>
<tr>
<td>HR Coordinator</td>
<td>□ HR Coordinator sends employee new hire email with instructions and schedules to meet employee on first day.</td>
</tr>
<tr>
<td>HR Coordinator</td>
<td>□ HR Coordinator obtains room assignment from Department Head.</td>
</tr>
<tr>
<td>HR Coordinator</td>
<td>□ HR Coordinator sends request to Facilities Manager for telephone voicemail reset and caller ID name change from Telephone Services.</td>
</tr>
<tr>
<td>HR Coordinator</td>
<td>□ HR Coordinator obtains room key from Facilities Manager.</td>
</tr>
<tr>
<td>SUPERVISOR</td>
<td>□ Supervisor coordinates with OTIS on the order or re-imaging of the new employee's computer.</td>
</tr>
<tr>
<td>SUPERVISOR</td>
<td>□ Supervisor notifies OTIS of new employee needing access to appropriate network drives.</td>
</tr>
<tr>
<td>SUPERVISOR</td>
<td>□ Supervisor ensures that work space is ready for the new employee, including the set up of the computer by OTIS.</td>
</tr>
<tr>
<td>EMPLOYEE</td>
<td>□ Employee follows email instructions from <a href="mailto:accounts@uga.edu">accounts@uga.edu</a> to set up UGA email account.</td>
</tr>
<tr>
<td>EMPLOYEE</td>
<td>□ Employee follows instructions at archpass.uga.edu to set up 2-step Archpass and enroll device.</td>
</tr>
<tr>
<td>EMPLOYEE</td>
<td>□ Employee completes online employee orientation from <a href="mailto:onboard@uga.edu">onboard@uga.edu</a>. Identification to complete I-9 compliance are to be brought when meeting with the HR Coordinator on the first day.</td>
</tr>
</tbody>
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<th>RESPONSIBILITY</th>
<th>FIRST DAY OF WORK</th>
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<tbody>
<tr>
<td>HR Coordinator</td>
<td>□ HR Coordinator meets with employee to go over HR Onboarding Checklist and complete I-9.</td>
</tr>
<tr>
<td>HR Coordinator</td>
<td>□ HR Coordinator provides key(s) to employee.</td>
</tr>
<tr>
<td>HR Coordinator</td>
<td>□ If employee is non-exempt, HR Coordinator explains the process for clocking in and out.</td>
</tr>
<tr>
<td>SUPERVISOR</td>
<td>□ Supervisor provides introduces to faculty/staff and provides building tour including: location of office, mail procedures, copier machines, supply room, break room, and restrooms.</td>
</tr>
<tr>
<td>SUPERVISOR</td>
<td>□ Supervisor explains expectations for work schedule, notification when ill or tardy, and breaks/lunch schedule.</td>
</tr>
<tr>
<td>EMPLOYEE</td>
<td>□ Employee emails Director of Communications to set up meeting for professional headshots for the College of Family &amp; Consumer Sciences online directory, if needed.</td>
</tr>
<tr>
<td>EMPLOYEE</td>
<td>□ 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></td>
</tr>
<tr>
<td>EMPLOYEE</td>
<td>□ Employee obtains parking permit from Parking Services, if needed. <a href="http://www.parking.uga.edu">www.parking.uga.edu</a></td>
</tr>
<tr>
<td>EMPLOYEE</td>
<td>□ Employee registers for UGA alert. <a href="http://ugaalert.uga.edu">http://ugaalert.uga.edu</a></td>
</tr>
<tr>
<td>EMPLOYEE</td>
<td>□ Employee sets up an online profile for the College of Family &amp; Consumer Sciences online directory. <a href="http://www.fcs.uga.edu/people/login">www.fcs.uga.edu/people/login</a></td>
</tr>
<tr>
<td>EMPLOYEE</td>
<td>□ 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></td>
</tr>
</tbody>
</table>
### RESPONSIBILITY WITHIN 30 DAYS OF START DATE

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<tbody>
<tr>
<td>EMPLOYEE</td>
<td>Employee completes USG Ethics Course and Secure UGA Course through eLearning Commons.</td>
</tr>
<tr>
<td>EMPLOYEE</td>
<td>Employee completes W-4, G-4, and direct deposit information in the OneUSG Connect Employee Self Service website. onsource.uga.edu</td>
</tr>
<tr>
<td>EMPLOYEE</td>
<td>Employee enrolls for benefits online using MyBenefits within 30 days of employment hire date. Employee may attend Q &amp; A Benefits Information Session (1st and 3rd Mondays, 9:00-10:30 a.m. @ UGA HR, Training &amp; Development).</td>
</tr>
<tr>
<td>EMPLOYEE</td>
<td>If in an exempt position, employee may enroll in ORP retirement plan. If not, employee will be automatically enrolled in TRS retirement plan.</td>
</tr>
<tr>
<td>EMPLOYEE</td>
<td>Employee updates home address in OneUSG Connect Employee Self Service website, if needed. onsource.uga.edu</td>
</tr>
<tr>
<td>SUPERVISOR</td>
<td>Supervisor discusses specific training program(s) for new employee based on position.</td>
</tr>
<tr>
<td>SUPERVISOR</td>
<td>Supervisor explains performance standards and employee evaluation procedures and provides a copy of the position description.</td>
</tr>
<tr>
<td>HR Coordinator</td>
<td>Answers any human resources questions from the employee, such as benefits or retirement.</td>
</tr>
</tbody>
</table>

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:  