



**College of Family and Consumer Sciences**  
**UNIVERSITY OF GEORGIA**

**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 to position for new hire.
HR Coordinator	<input type="checkbox"/> HR Coordinator sends employee new hire email with instructions and schedules to meet employee on first day.
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.
HR Coordinator	<input type="checkbox"/> HR Coordinator obtains room key from Facilities Manager.
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 employee orientation from onboard@uga.edu. Identification to complete I-9 compliance are to be brought when meeting with the HR Coordinator on the first day.

RESPONSIBILITY	FIRST DAY OF WORK
HR Coordinator	<input type="checkbox"/> HR Coordinator meets with employee to go over HR Onboarding Checklist and complete I-9.
HR Coordinator	<input type="checkbox"/> HR Coordinator provides key(s) to employee.
HR Coordinator	<input type="checkbox"/> If employee is non-exempt, HR Coordinator explains the process for clocking in and out.
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. <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>

RESPONSIBILITY		WITHIN 30 DAYS OF START DATE
EMPLOYEE	<input type="checkbox"/>	Employee completes USG Ethics Training through Professional Education Portal (PEP) - <a href="http://www.pep.uga.edu">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. <a href="http://onesource.uga.edu">onesource.uga.edu</a>
EMPLOYEE	<input type="checkbox"/>	Employee enrolls for benefits online using MyBenefits within 30 days of employment hire date. Employee may attend Q & A Benefits Information Session (1st and 3rd Mondays, 9:00-10:30 a.m. @ UGA HR, Training & Development).
EMPLOYEE	<input type="checkbox"/>	If in an exempt position, employee may enrolls in ORP retirement plan. If not, employee will be automatically be enrolled in TRS retirement plan.
EMPLOYEE	<input type="checkbox"/>	Employee updates home address in OneUSG Connect Employee Self Service website, if needed. <a href="http://onesource.uga.edu">onesource.uga.edu</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 employee evaluation procedures and provides a copy of the position description.
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 HR Coordinator to be filed in the official personnel file.

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

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

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