

New Employee Checklist

Within first week

Task Item	Responsibility	Complete by / within	Resource(s) / Notes
<input type="checkbox"/> Complete UGA Onboarding Packet	Employee	By first day / within first week	
<input type="checkbox"/> Complete Federal Form I-9	Employee & University HR	Section 1 – by first day Section 2 – Within first 3 days of start	UHR: 706-542-2222 or onboard@uga.edu
<input type="checkbox"/> Set up UGA MyID & email	Employee	Within first week	EITS: 706-542-3106 or helpdesk@uga.edu
<input type="checkbox"/> Get UGA OneCard (UGA ID)	Employee & Dept.	Within first week / <i>if applicable</i>	UGA OneCard Office
<input type="checkbox"/> Register for Parking	Employee	Within first week / <i>if applicable</i>	Parking Services ; 706-542-7275
<input type="checkbox"/> Set up Direct Deposit & tax forms** in OneUSG Connect*	Employee	Within first week	- OneUSG Connect Employee Self-Service - How to set up Direct Deposit
<input type="checkbox"/> Add Emergency Contact Info in OneUSG Connect*	Employee	Within first week	OneUSG Connect Employee Self-Service
<input type="checkbox"/> Update voluntary demographic data in OneUSG Connect*	Employee	Within first week	OneUSG Connect Employee Self-Service
<input type="checkbox"/> Register with UGAAlert	Employee	Within first month	UGAAlert

*Note: You cannot log into OneUSG Connect Self-Service portal until your **hire date**.

**For those employees who are not US citizens / US Permanent Residents (including F1, J1, H1 and other visa types), you will complete these forms via GLACIER.

Within first 30 days

Task Item	Responsibility	Complete by / within	Resource(s) / Notes
<input type="checkbox"/> Enroll in Benefits	Employee	Within first 30 days / if applicable	OneUSG Connect Benefits
<input type="checkbox"/> Complete USG Ethics Training (via PEP)	Employee	Within first 30 days	Professional Education Portal (PEP) ethicstraining@uga.edu
<input type="checkbox"/> Select retirement plan	Employee	Within first 60 days / if applicable	Only applicable for Exempt employees
<input type="checkbox"/> Explore professional education	Employee	Within first 30 days (& continuous)	Professional Education Portal (PEP)
<input type="checkbox"/> Complete cybersecurity training	Employee	Twice a year; <i>Check with your dept. regarding this requirement</i>	Cybersecurity Training - EITS

Have questions? Call 706-542-2222 or email onboard@uga.edu for assistance.

For additional department-specific requirements and necessary actions, please reach out to your unit/department representative.