



UNIVERSITY OF GEORGIA NEW HIRE TOOLKIT

Last modified: 8/5/2021



Welcome to the University of Georgia, the birthplace of public higher education in America.

I am excited that you have chosen to join us in our efforts to fulfill our land-grant mission of teaching, research, and service. As a new employee, you are joining a team that has helped propel this institution to one of the very best public universities in the nation.

At the University of Georgia, every position is important. Therefore, I want to thank you for the contributions that you will make to the overall success of the institution. While you are here, I hope that you will continue to grow both personally and professionally. As you acclimate to your new work environment, I hope that you will build long-lasting professional relationships with your colleagues. The University of Georgia's greatest asset is, and always will be, its people. They have helped make UGA one of the best places to work in the state of Georgia.

I wish you much success in your new position. In taking this role, you are becoming an integral part of making UGA the best it can be, and I look forward to all that we will accomplish together in the years ahead.

Sincerely,

Jere W. Morehead
President

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ABOUT UGA



WHAT IT MEANS TO WORK AT UGA

Working at UGA starts with **You!**

PROFESSIONALISM

Professionalism is not defined by your degrees or how you dress each day at work. It is being accountable to yourself and to others around you, being reliable and consistent in your work, being ethical, and being dependable.

How you conduct yourself while on the job, interact with others at UGA or how you are representing yourself as a member of our Bulldog family.

TEAM WORK

Maintaining positive relationships with others is key to our success. We aim to create a team with a rich variety of strengths, backgrounds, and experiences. The University of Georgia encourages positive working relationships and a healthy work-life balance that is second to none. It is helping yourself and helping others reach a common goal.

This commitment to the team helps us grow to reach new heights and successes.

COMMUNICATION

We value communication with others that is open and honest. We want to ensure all employees are valued and treated fairly. We want our employees to know what is expected of them. Communication can be in the form of offering you feedback on your performance. Communication can be in the form of you expressing your concerns about the workplace. Communication includes listening. Communication is how we get things done.

RESPECT

Treating those around you with respect is essential to your success at UGA. We recognize that we come to work and we have different personalities. Respect does not mean you need to agree with each other or share the same values and beliefs. It means that you can be colleagues and conduct your work in a professional manner that benefits your work and those who are working around you.

For more information on how our Faculty and Staff Relations team can help you, please visit the [Faculty and Staff Relations](#) website or call us at 706.542.2222

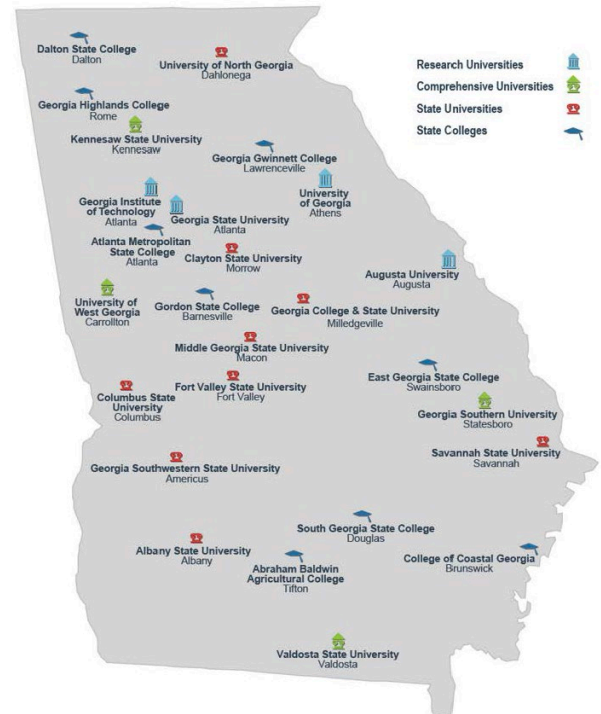
ABOUT THE UNIVERSITY SYSTEM OF GEORGIA AND UGA

The University System

The USG is composed of 26 higher education institutions including four research universities, four comprehensive universities, nine state universities, and nine state colleges. It also includes the Georgia Public Library Service, which encompasses approximately 389 facilities within the 61 library systems throughout the State of Georgia. Additionally, the USG includes the Georgia Archives which identifies, collects, manages, preserves, and provides access to records and information about Georgia.

The Board of Regents

The Board of Regents of the University System of Georgia was created in 1931 as a part of a reorganization of Georgia's state government. With this act, public higher education in Georgia was unified for the first time under a single governing and management authority. The governor appoints members of the Board to a seven-year term and regents may be reappointed to subsequent terms by a sitting governor. Regents donate their time and expertise to serve the state through their governance of the University System of Georgia – the position is a voluntary one without financial remuneration. Today the Board of Regents is composed of 19 members, five of whom are appointed from the state-at-large, and one from each of the state's 14 congressional districts. The Board elects a chancellor who serves as its chief executive officer and the chief administrative officer of the University System. The Board oversees the public colleges and universities that comprise the University System of Georgia and has oversight of the Georgia Archives and the Georgia Public Library Service.



About UGA

Chartered by the state of Georgia in 1785, the University of Georgia is the birthplace of public higher education in America—launching our nation's great tradition of world-class public education. What began as a commitment to inspire the next generation grows stronger today through global research, hands-on learning and extensive outreach. The University of Georgia continues to be one of the best values in public higher education in the nation and thrives in a community that combines a culture-rich college town with a strong economic center. UGA currently has campuses in Georgia in Athens, Gwinnett, Griffin, Tifton and the Terry College of Business in Buckhead. Outside the state and internationally, UGA has campuses in the District of Columbia, England, and Cortona, Italy. For additional information on UGA's campuses please click [here](#).

PLEASE VISIT THE LINKS BELOW FOR MORE INFORMATION ABOUT UGA

[Take a Virtual Tour of The University of Georgia – Athens Campus](#)
[Factbook](#)
[Annual Reports](#)
[Strategic Plan](#)
[University Council](#)

DIVERSITY, EQUITY, AND INCLUSION AT UGA

[The Office of Institutional Diversity \(OID\)](#) leads the university in fulfilling its commitment to be a diverse campus that is enriched and informed by the personal, cultural, and intellectual differences of its students, faculty, staff, and visitors. As UGA grows more diverse, creating a welcoming climate of respect and inclusiveness for all is more important than ever.

Recognizing and appreciating the value of diversity and cross-cultural understanding is critical to UGA's mission. A continuing goal of this office is to ensure that the University of Georgia provides an inclusive environment where all students, faculty, staff, and external partners feel safe, and view our campus as a positive and nurturing academic environment. For more information please visit the [Office of Institutional Diversity](#) website.

Mary Frances Early (M.M.Ed. '62, E.d.S. '67) ringing the Chapel Bell alongside President Morehead. Early played an integral role in the campaign for racial equality that helped open doors for generations of students at the University of Georgia. Her triumph as the first African American graduate of UGA made her a central figure in the struggle to desegregate the University and serves as an example to all.



EQUAL OPPORTUNITY OFFICE

The University of Georgia is committed to a fair and respectful environment for living, working, and study. One of the Equal Opportunity Office's many functions is assisting in the maintenance of this environment by ensuring that UGA complies with all applicable laws and policies regarding discrimination on the basis of race, sex (including sexual harassment and pregnancy), gender identity, sexual orientation, ethnicity or national origin, religion, age, genetic information, disability or veteran status (these eleven categories are known as the "ProtectedCategories"). EOO does so through the administration of the following policies governing the UGA community:

- [UGA's Non-Discrimination and Anti-Harassment \(NDAH\) Policy](#)
 - Prohibits discrimination and discriminatory harassment on the basis of the Protected Categories
 - Governs situations where a non-student member of the UGA community engages in sexualmisconduct
 - Prohibits faculty and staff from having sexual or romantic relationships with students and studentemployees they evaluate or supervise
 - Prohibits romantic relationships between employees on the same reporting line
- [The University System of Georgia's Sexual Misconduct Policy](#)
 - Governs situations where a UGA student engages in sexual misconduct
 - Addresses Title IX

These policies apply to UGA staff, faculty, students, student-athletes, and all visitors to UGA's campuses or otherproperties. They also apply to Campus Transit, Study Abroad, and other UGA programs and activities on and off- campus, whether you're cheering on the Dawgs at the Rose Bowl or enjoying a Zoom meet-and-greet for new departmental employees.

Please visit the [Equal Opportunity Office Website](#) and review these policies and related materials to gain a fuller understanding of what discrimination, harassment, and sexual misconduct mean at UGA.

Some of you (such as administrators, supervisors, faculty, and members of the UGA Police Department) may be Responsible Employees, meaning that you are required to report all instances of discrimination or harassment to EOO; please review the [Non-Discrimination and Anti-Harassment Policy](#) if you are not sure of your reporting obligations. However, all UGA community members are strongly encouraged to help keep our campus collegial, civil, and safe by reporting any instances of discrimination and harassment that you observe or are advised of.

To report a complaint or concern, ask a question, or request policy training for your department or unit, please contact the EOO office:

- **Email:** ugaeoo@uga.edu
- **Call:** 706-542-7912
- **Physical location:** 278 Brooks Hall, directly across from the elevators, on North Campus (between Sanford andDenmark Halls and across from the Law School Library).

Complete and submit an EOO complaint form on the [website](#). The EOO is open from 8 a.m. to 5 p.m. weekdays, but the virtual door is always open for assistance.

While visiting the EOO website, please review other available resources. EOO houses UGA's Americans with Disabilities Act/Section 504 Coordinator. If a [disability accommodation](#) is needed of a required [service animal](#), EOO can answer questions and provide guidance. EOO coordinates [UGA's Ombudsperson Program](#). If a problem or question arises, call or email UGA's [staffombudsperson](#) for a friendly ear and assistance navigating the issue. A compilation of [university and community support services and other resources](#) are also available. Be sure to visit EOO online!

UNIVERSITY OF GEORGIA'S STAFF COMPETENCY MODEL



Here at UGA, we take lifelong learning to heart. From onboarding to career progression and beyond, we encourage and support your professional development.

One tool that will help you define your position and support your growth is the *Staff Competency Model*. A component of the Engage & Learn initiative, the Staff Competency Model is a collection of competencies that are woven through the lifecycle of staff positions and careers.

Core Competencies



Acts with Integrity



Communicates Effectively



Learns & Shares



Makes Sound Decisions



Serves Others

Leadership Competencies



Champions Innovation



Supervises Others

For more information, please visit the [Engage and Learn Website](#).



GETTING STARTED AT UGA

EMPLOYEE BENEFITS FAQs

Who is Eligible for Benefits?

- Employees who work a minimum of **75% time** in one or more "regular" positions are eligible for all health and welfare benefits listed below.
- Employees who work at least **50% but less than 75% time** in one or more "regular" positions are eligible for retirement and leave benefits.
- Employees who work in "**temporary**" positions (any % time) are not eligible for health and welfare benefits or leave accrual.

What are the Health and Welfare Benefits?

- Health insurance
- Life insurance
- Dental insurance
- Accidental death & dismemberment insurance
- Short-term disability insurance
- Long-term disability insurance
- Vision insurance
- Accident insurance
- Critical illness insurance
- Hospital indemnity insurance
- Flexible spending accounts
- Health savings accounts (high deductible health plan participants only)
- LegalEase Legal Plan
- Retirement
- Leave accrual

When Does Coverage Start?

On hire date IF

Hire date is first day of the month and employee enrolls during the first 30 days of employment

Example

Hire date = March 1

Benefits will begin March 1

First day of month after hire date IF

Hire date is after the first day of the month and employee enrolls during the first 30 days of employment

Example

Hire date = March 17

Benefits will begin April 1

January 1 of the following calendar year IF

Employee does not enroll within 30 days of his/her hire date and the employee enrolls during the fall open enrollment period

Example

Hire date = March 27

Attempted enroll date = May 1

Benefits may be elected during the fall open enrollment period and will begin January 1 the following year

Newly-hired ACADEMIC CONTRACT FACULTY ONLY:

Benefits coverage will begin on the first day of the contract IF the contract date is the first day of the month. Otherwise, benefits coverage will begin on the first day of the month following the contract date. New faculty should remember to meet the initial 30-day enrollment deadline or they must wait until the fall open enrollment period to enroll in benefits.

Shared Leave

The Shared Sick Leave Program provides a means for USG employees to donate paid sick leave to a shared leave pool and for fellow employees who meet the eligibility provisions set forth in this policy to request leave from the pool. Only regular benefit eligible employees who have completed their BOR provisional period shall be eligible to enroll in the Shared Leave Program. The Shared Leave enrollment period runs concurrently with the Benefits Open Enrollment period each Fall.

Sick Leave

Benefit-eligible employees earn 8 hours of sick leave per month (Pro-rated based on FTE). Sick leave is cumulative and there is no cap. Sick leave may be used for illness/injury, doctor's appointment, quarantine in the employee's household and for illness, injury, or death of an employee's immediate family member (spouse, child, parent.) Documentation from a doctor may be required if an employee uses more than 5 days of sick leave. For monthly employees the accruals are granted on the last of the month but available for use beginning the first of the following month. For biweekly employees leave accruals are granted during the pay period that contains the last day of the month but are available for use at any point with that pay period.

Annual Leave

Benefit-eligible, twelve-month employees who have completed less than 5 years of service earn 10 hours of annual leave per month. Benefits-eligible twelve-month employees who have 5-9 years of service earn 12 hours of annual leave per month. Those who have 10 or more years of service earn 14 hours of annual leave per month. An employee is eligible for leave after being active for 15 days. For monthly employees the accruals are granted on the last of the month but available for use beginning the first of the following month. For biweekly employees leave accruals are granted during the pay period that contains the last day of the month but are available for use at any point within that pay period. Leave accruals are pro-rated based on FTE. There is a 360 hour/45 day cap on annual leave. Any amount of annual leave that exceeds 360 hours on December 31 will be lost. Leave is accrued on the last day of the month and may be used the following month.

BENEFITS OVERVIEW

Holidays

UGA offers employees 13 paid holidays each calendar year.

For a list of Holidays please visit: [UGA's Holiday Schedule website](#)

Retirement

All employees of the University of Georgia employees who work a total of at least 50% time in one or more "regular" positions are required by the Act of the General Assembly of the State of Georgia to participate in a retirement program.

Two plans are available: **Teachers Retirement System** (TRS - defined benefit plan) and the **Optional Retirement Plan** (ORP - defined contribution plan).

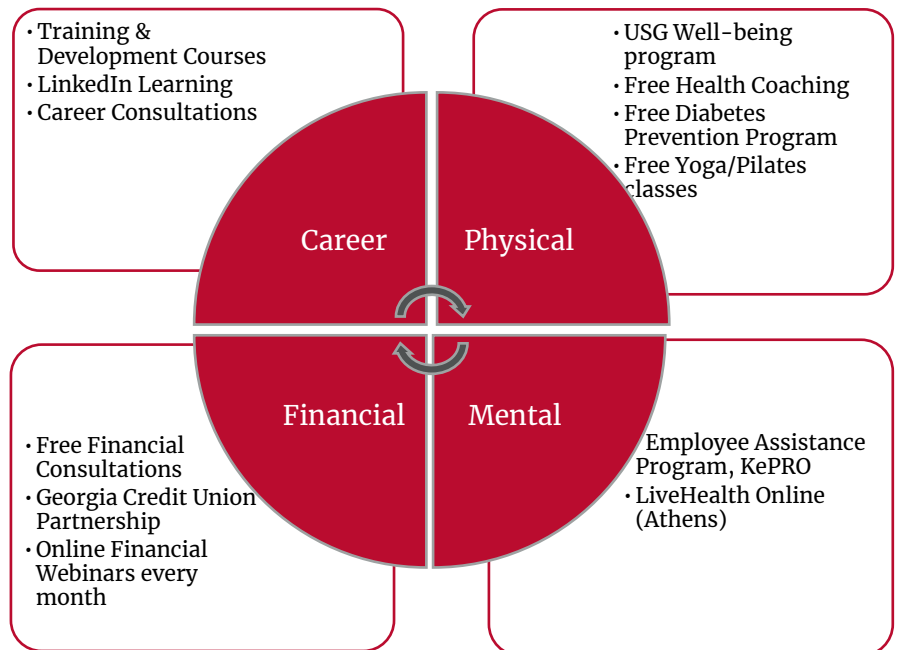
- **Faculty and all benefit-eligible staff in exempt positions** have the option of participating either in the Teachers Retirement System of Georgia or an Optional Retirement Plan.
- **All other staff** must participate in the Teachers Retirement System of Georgia.

For more info and to sign up for an informational session please visit [UGA HR Benefits Website](#).

Well-Being Resources

UGA offers several kinds of well-being resources that help with career growth, and physical, financial, and mental well-being.

For more information, contact Kiz Adams:
wellbeing@uga.edu, 706.542.7319 or 706.255.3592



Please remember: You must enroll in benefits within 30 days of your hire date!

OTHERWISE, YOU WILL HAVE TO WAIT UNTIL OPEN ENROLLMENT IN NOVEMBER. FOR MORE INFO AND TO SIGN UP FOR AN INFORMATIONAL SESSION, PLEASE VISIT OUR [UGA BENEFITS WEBSITE](#).

STARTING YOUR JOURNEY

Policy Portal & Employee Relations

Policies and procedures that apply to all University of Georgia students, faculty, and staff are developed and approved through appropriate governance and administrative processes and maintained by the offices responsible for their implementation. For more information please visit the [policies page](#).

One Stop Shop

The Auxiliary Services' [One Stop Shop](#), which opened in 2018, is designed to house a centralized staff able to assist with matters related to the UGA Bookstore, Dining Services, Golf Course, Transportation and Parking Services, and Vending Services. Located in Tate Plaza, next to the UGA Bookstore and behind the ATMs, the One Stop Shop offers a streamlined customer service experience in a central campus location for students, faculty, staff, and visitors. The location's proximity to the Tate bus stop also makes it easy for customers to access via UGA Campus Transit.

Parking

Transportation and Parking Services offers online permit registration for students, faculty, and staff. Due to the limited parking spaces on the UGA Campus, a parking permit is required to be able to park without receiving a citation. While you may choose to park in the pay-by-the-day parking decks, for most employees it is more cost-effective for an employee to purchase a parking permit. Electric vehicle charging stations are available in the North, South, and East Campus decks.

Information about how to sign up for your pass may be found [here](#).

Additional parking options such as Park and Ride, carpooling, and alternative transportation options can be found on the [Transportation and Parking Services website](#). Please visit our [Bus Route Map](#) website for more information about the UGA Transportation.

Helpful New Hire Policies

[Probationary Period](#)

[Job Description & expectations \(including professional behavior\)](#)

[Culture of Honesty](#)

19,000 parking spaces
are managed on
campus.

30,000 drivers are
accommodated daily.

GETTING SET UP

A woman with dark hair tied back, wearing a green sweater and a red lanyard, is sitting at a wooden desk in a library. She is looking at a computer monitor and typing on a keyboard. On the desk, there is a small wooden storage unit, a pink folder, and a green phone. In the background, there are tall wooden bookshelves filled with books.

MyID

The UGA MyID is the sign-on name that students, faculty, and staff use to access a wide range of online services at UGA. Each MyID has a password associated with it that needs to be supplied when accessing these services.

For new students and employees, additional information about your MyID is available on the [EITS Help Desk Web Page](#) site.

[MyID Tools and Information](#)

ArchPass

Some UGA systems require more than your MyID and password for access. For these systems and applications, you'll need to use ArchPass, UGA's two-step login solution, which is powered by Duo.

This two-step login process adds an extra layer of security to help protect your UGA accounts. Students begin using ArchPass as soon as they are assigned a UGAMail address.

UGA applications protected by ArchPass will ask you to:

Enter your UGA MyID and password.

You can verify your ID with the Duo Mobile app, a text message, or a phone call to your Duo-enrolled phone or tablet.

You can enroll a phone or tablet through the Self-Service Portal. You can find instructions for enrolling devices on the Help Desk site.

[ArchPass Webpage](#)

Please visit our [Faculty and Staff Tech Guide](#) and our [New To Campus Guide](#) for additional information.

ONEUSG CONNECT

Overview

OneUSG Connect is the University System of Georgia's HR and Payroll System, a part of the University System of Georgia initiative to develop and implement streamlined human resources and payroll policies, procedures, and technology solutions that benefit all USG institutions.

Payroll

Getting Started with “The Basics”

As part of your onboarding process, you will gain access to OneUSG Connect on your hire date. This will be the site where you will view and make any updates to your personal information. OneUSG Connect is where you can also enter your time worked, request leave time, enroll in and manage retirement savings plans, and view other HR, payroll, and benefits information.

First, access the OneUSG Connect Self-Service portal by visiting our [OneSource page](#). Starting on your hire date, you will find lots of useful information on the Employee Self-Service site, including your personal information. Like many UGA systems, you will need a [MyID](#) and [ArchPass](#) to access this portal.

Personal Information

View your personal information tile and confirm that your information is correct, including your Home Address. Please take a moment to update your Emergency Contact Information and the voluntary disclosure information where applicable.

Direct Deposit

All employees are required to enroll in direct deposit within thirty (30) days of hire and are to remain enrolled in direct deposit for the duration of their employment unless granted an exemption. Paper checks sent to employees prior to enrolling in direct deposit are sent to the “Home Address” listed in OneUSG Connect, not to the “Mailing Address.”

Taxes: W-4 and G-4

UGA employees can set up federal and Georgia state tax withholding information through OneUSG Connect Employee Self-Service. Please note if you do not make selections regarding your federal and/or state tax withholdings, the maximum amount will be deducted.

- What if I do not work in Georgia? For those not working in the state or requiring a non-Georgia state tax, state withholding forms will have to be submitted to UGA Central Payroll. Please contact our Payroll office at payroll@uga.edu for more information.
- If you are not a US Citizen or Permanent Resident, you will be receiving an email via GLACIER. Please follow the instructions in the email regarding your tax withholdings and next steps.

Electronic W-2 Consent

The W-2 form is available electronically. Consent must be provided in order for an employee not to receive a paper W-2 in the mail. If you consent for an electronic W-2 and you resign or separate from employment before the end of the year, you should remove your consent so a paper W-2 form will be mailed to the “Home Address” listed in OneUSG Connect.

The UGA Payroll Team can assist with any payroll or tax inquiries for the University community. Please contact our Payroll office at payroll@uga.edu for more information.

Time & Labor

Biweekly (Hourly) Employees

In order to be properly compensated for your time worked at UGA, you are required to submit time on your timesheet. All biweekly (hourly) employees must enter time to be paid. The biweekly pay week runs Sunday – Saturday. You are responsible for reviewing your timesheet in OneUSG Connect to ensure that it is accurate. All work performed should be indicated on the timesheet, and you should not perform any job duties off the clock.

Employees are typically given a meal break during their scheduled shifts. A meal break should be uninterrupted time during which the employee does not have to perform job duties. A meal break should be at least 30 minutes or longer.

Please consult with your supervisor to determine which time entry method you should be using. Your timesheet can be found by accessing the OneUSG Connect Employee Self-Service portal by visiting our [OneSource page](#).

Depending on your time entry, links to training tutorials can be found here to assist you:

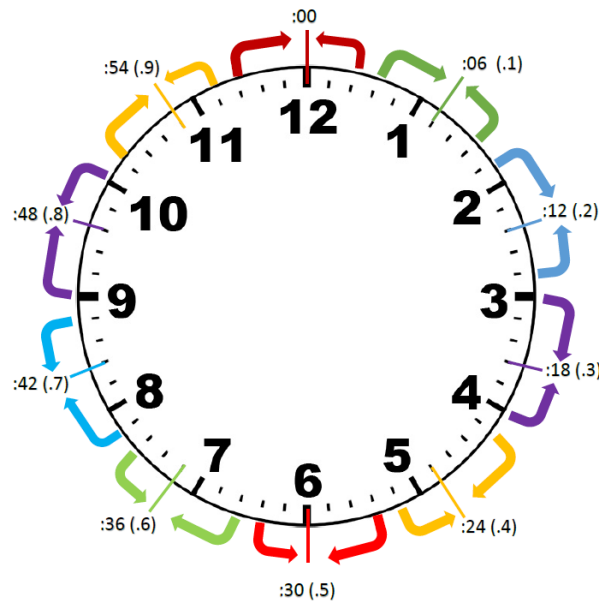
- [Entering Time Using Web Clock](#)
- [Entering Time Using Kaba Clock](#)
- [Entering Time Using Pay From Schedule](#)
- [Entering Time Using Manual Time Entry](#)

Overtime/Compensatory Time

If you are approved to work more than 40 hours in a work week, you are eligible to receive overtime or compensatory time depending on your department. Overtime is paid as time and a half for those hours worked over 40. Compensatory time is earned in lieu of overtime, and is added to your leave balance at time and a half hours instead of receiving pay. Please ask your department which is applicable for your position.

Other Timesheet Specifics

- All time entered on the timesheet will round to one decimal point.
- Punches round based on 6 minute intervals for each punch.



- **Understanding the difference between Reported Time and Payable Time**
Reported Time is the hours entered on the timesheet. Payable Time is the hours that will be paid to the employee. Payable Time includes overtime and special calculations, while Reported Time does not.
- **Helpful tools for understanding your time:**
 - [Rounding Rules in OneUSG Connect](#)
 - [Reported Time vs. Payable Time](#)

Monthly (Salaried) Employees

If you are paid monthly (salaried), no timesheet entries are needed for recording your daily work hours.

Absence Management

Using Sick/Annual (Vacation) leave:

Everyone will need time off occasionally to rest and recharge. It is necessary for you to become familiar with your departmental protocols for requesting leave. It is your responsibility to communicate and ensure that this time away is approved by your manager/time approver.

All employee absences are requested using OneUSG Connect Employee Self-Service. Absences must be approved by your manager/time approver to be processed.

Links to Training Tutorials are found below and can assist you with these processes:

- [Submitting an Absence Request](#)
- [Viewing Your Leave Balance](#)
- [Viewing Your Submitted Absence Request](#)

A full-page photograph of a university campus in autumn. On the left, a brick building with white columns and a black metal railing is visible. In the foreground, three students are walking on a path: a woman with a backpack, a man, and a woman. The background is filled with trees with vibrant red and orange autumn leaves. A red arrow-shaped graphic points from the right towards the text.

CAMPUS AWARENESS

UGA SAFETY



UGA Police Department

The University of Georgia Police Department (UGPD) works tirelessly to provide a safe and secure environment for our students, employees, and visitors. Police officers and 911 communications personnel are on-duty around the clock. UGPD personnel work closely with members of the University community to achieve its public safety mission, and the department actively seeks opportunities to work collaboratively in this spirit. As a “full-service” law enforcement agency, the department offers the usual capabilities expected of municipal law enforcement agencies—such as patrol, emergency communications, and investigations—as well as a number of special teams that facilitate the needs of our campus.

To Report Emergencies:

Call the University Police at 911
[TTY: (706) 542-1188]

Non-Emergency contact:

(706) 542-2200

Please visit The University of Georgia Police Department website for more information.

UGA Alert

Stay connected and up to date with the latest information with *UGAAlert*. This notification will allow you to receive emergency messages on multiple devices. You can receive notifications from *UGAAlert* on one landline phone number, two mobile phone numbers (text and voice), and receive alerts on three e-mail addresses. To register, you must have a valid UGA MyID.

You can register for *UGAAlert* at the [UGA Alert Website](#).

UGA Alert
Emergency Notification System

Office of Emergency Preparedness (OEP)

The Office of Emergency Preparedness (OEP) provides a comprehensive security and emergency management program for the University of Georgia in order to save lives, protect property, promote continuity of operations, and reduce the overall effects of large-scale disasters. Emergency Preparedness provides employees with a wealth of information, tips, and resources. Check out its website at www.prepare.uga.edu for emergency video scenarios, volunteer opportunities, and more!

Live Safe

A personal safety mobile app that provides a quick, convenient, and discreet way to communicate directly with University of Georgia safety officials, enhancing your overall safety and allowing University of Georgia Police to better protect you. *UGAAlert* notifications are also pushed via the LiveSafe app.



Electric Buses

Largest electric campus transit fleet. Enjoy the ride!



Solar Farm

1MW UGA renewable energy system.



Lake Herrick

Experience outdoor recreation on campus.



UGarden

11,000 pounds of fresh produce donated annually!

IS THAT RECYCLABLE?

YUP.

Place clean items in recycling bins.



EMPTY CANS AND BOTTLES



CLEAN & EMPTY PAPER CUPS



MIXED PAPER



CARDBOARD

NOPE.

Other disposal methods available.



PLASTIC BAGS
Bring your own bag.



STYROFOAM
Just say nope.



FOOD
Try composting. It's easy.



PAPER TOWELS
They're compostable, too.



PITCH IN!

Contact your Building Services Supervisor to request a self-service Deskside Waste Reduction System.

Exchange your wastebasket for a 7-gallon recycling bin and a small side-saddle landfill bin.

Participants commit to empty both bins into nearby common area containers, freeing up frontline staff to focus on more critical cleaning tasks.

HOW YOU CAN HELP

Purchase Wisely

Sustainable purchasing can maximize state resources and improve UGA's social and environmental impact.

Recycle Right

Learn the Yup/Nope list and ask your building services supervisor for a deskside waste reduction system.

Compost More

Avoid sending compostable waste to the landfill and email compost@uga.edu to get a bin for your building

Turn it Off

You can save energy and reduce emissions at UGA.
Turn off electronics when they are not in use.

PERKS

EMPLOYEE PERKS



UGA offers their employees a variety of work perks. The list below highlights a few of the perks you have access to.

USG Perks at Work

Perks at Work is designed to help you find perks that matter to you; from employee-only discounts and programs, to savings at your favorite brands. ([Verizon](#), [Apple](#), [GE](#), etc.)

– Access your account at [Perks at Work](#). If you are a first-time user, click “Register for Free” and follow the instructions on screen.

University Childcare Center

Providing a warm, engaging learning environment to the children of UGA faculty, staff, and students as well as to families of the Athens community.

[University Childcare Center Website](#)

Child Development Lab at McPhaul

We provide developmentally appropriate programs on a full-day basis for children ages 8 weeks to 5 years of both University and community families.

[Child Development Lab Website](#)

University Golf Course

Open to the public. UGA faculty and staff receive a discounted rate. For more information visit the [UGA Golf Course Website](#).

Tuition Assistance Program

The USG and its institutions encourage full-time faculty, staff, and administrators to participate in development activities and study by remitting tuition for those activities that have been authorized by the employee’s institution. Participation in the Tuition Assistance Program (TAP) shall be available to full-time, benefit-eligible employees who have successfully completed at least six months of employment in a benefits-eligible position as of the date of the TAP application deadline for the desired academic semester.

For more information visit the [UGA TAP Website](#).

UGA Bookstore

- 10% off everything in the store. Excludes computers/tablets
- Apple certified repair center located on the 2nd floor
- Apple offers an exclusive faculty and staff sale each year on Apple products
- Discount varies between 5–20%

[UGA Bookstore Website](#)

Ramsey Student Center

Memberships are available to faculty, staff and UGA retirees, as well as their spouses, for \$20 for a single month commitment or \$15 per month for a multi month commitment.

Limited access memberships are available for dependent children under 18 years of age for the cost of \$5/month/child. Children are permitted to use the facility on weekends (from Friday at 5 pm through Sunday at 9 pm) during the academic year and daily during the summer. All children who come into the facility must have a membership and must be directly supervised by an adult member at all times.

Memberships for dependent children ages 18–26 are also available for the cost for \$20 for a single month commitment or \$15 per month for a multi month commitment. [Ramsey Center Website](#)

UGA Meat Science Technology Science Store

The Meat Science and Technology Center (MSTC) located in the Animal and Dairy Science Department at the University of Georgia is a fully functional meat animal processing facility that is federally (USDA) inspected (est. # 7421A) to ensure that all animals are treated with their welfare in mind and to ensure the wholesomeness of the meat products that are produced.

Meat sales are open to the public every Friday 10:00–4:30 pm.

For more information visit the [Meat Science and Technology Center Facebook](#).

Dining Services

10 meals in any dining commons | \$101.52

- Available to full-time benefit eligible faculty and staff members
- Post-tax payroll deductions available • Additional blocks can be purchased in 10-block increments at any time
- Block plans do not expire and are non-refundable
- Access to 5 dining commons located across campus
- Use your UGA OneCard to redeem the block plan

For more information visit the [Dining Services website](#).

State Botanical Garden of Georgia Plant Sale

The State Botanical Garden of Georgia is a free resource with 33 acres of cultivated space, including a children's garden, and more than five miles of trails through wooded natural areas.

Native, cultivated and tropical plants are available for purchase at the gift shop Tuesday through Sunday.

Employees who become "Friends of the Garden" will enjoy a 10% discount on all purchases. Friends of the garden also receive emails and newsletters with information about current events, including the upcoming holiday light show. For more information visit their [website](#).

Many more perks are available to our employees. For more information regarding additional perks, please talk with your supervisor!

ATHLETICS

Season Tickets Eligibility

Only full-time employees will be eligible for Faculty/Staff tickets. This means F/S classified as 100% Full-Time Equivalency by HR at UGA. Additionally, the following two criteria are used to establish eligibility for Faculty/Staff who wish to purchase football tickets:

- Support/Demonstrated Interest in the football program.
- Length of continuous service to the University of Georgia

Qualifications for Use of Faculty/Staff Tickets: To be qualified to use F/S tickets, an eligible employee must be actively employed on the date of the first game and not on terminal leave.

Faculty/Staff Ticket Distribution: Eligible F/S members may purchase a MAXIMUM OF TWO TICKETS. Anyone can use the faculty guest ticket, provided they are accompanied by the F/S ticket holder with a valid UGA ID card whose name appears on the ticket.

Use of Faculty/Staff Ticket: F/S Tickets CANNOT be converted to full price tickets or replaced or refunded if lost or stolen. These are FOR USE BY THE F/S MEMBER AND GUEST ONLY.

Season Tickets Sports

Season Tickets can be purchased for the following sports:

- Football
- Men's Basketball
- Women's Basketball

(All University of Georgia Faculty and Staff are admitted free to Women's Basketball. Each UGA employee must present his or her UGA I.D. card at the Will Call window between Gates D & E at Stegeman Coliseum to receive up to 2 free tickets.)

- Gymnastics
- Baseball

For more information on Season Tickets please visit the [Faculty/Staff Ticket website](#).

To complete the eligibility form for season tickets, please go to the [ticket eligibility form](#).



ATHENS PERKS

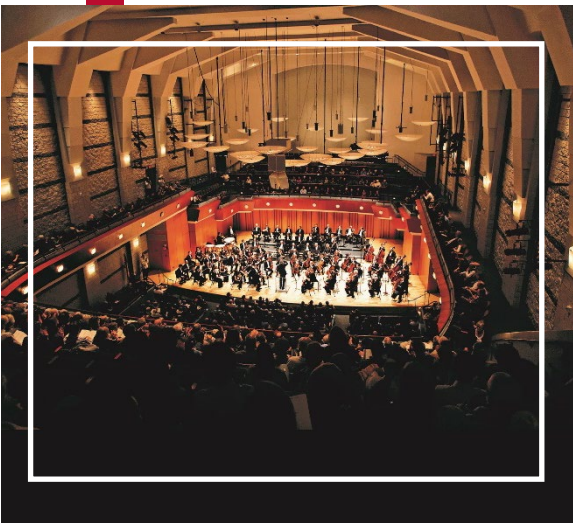
The University of Georgia, Athens Campus, is home to many highlights of the state. We encourage you to take advantage of employee discounts and access to events.



UGA State Botanical Garden of Georgia

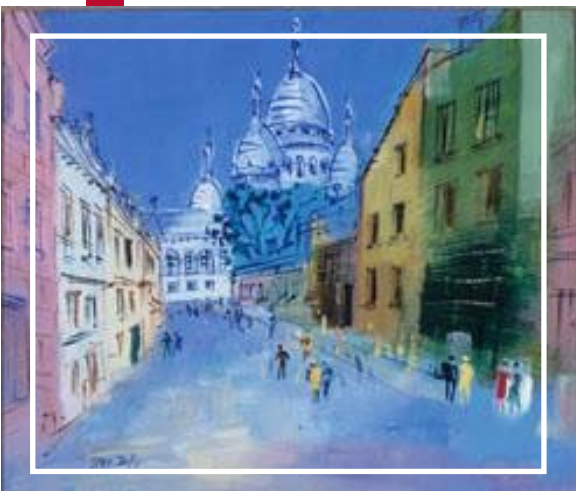
As a unit of Public Service and Outreach at the University of Georgia, the State Botanical Garden of Georgia creates and nurtures an environment for learning, inspiration, and engagement through horticulture, conservation, science-based programs, and lasting partnerships.

[State Botanical Garden of Georgia website](#)



UGA Performing Arts Center

In 1987, Dr. Charles Knapp, newly appointed President of the University of Georgia, declared that UGA needed to develop a “cultural fabric” that could best be realized through major artistic presentations in an appropriate cultural center. From this commitment came a new Performing and Visual Arts Complex on East Campus, which included the Georgia Museum of Art, the School of Music, and the multi-venue Performing Arts Center. [UGA Performing Arts Center website](#)



Georgia Museum of Art

The Georgia Museum of Art, on the campus of the University of Georgia, in Athens, is both an academic museum and, since 1982, the official art museum of the state of Georgia. The permanent collection consists of American paintings, primarily 19th- and 20th-century; American, European, and Asian works on paper; the Samuel H. Kress Study Collection of Italian Renaissance paintings; and growing collections of southern decorative arts and Asian art. [Georgia Museum of Art website](#)