Go to this URL: https://hrx.talx.com/webmanager/LoginClientKey.aspx to log on to the Administrative site for the UGA Onboarding System. The Employer Code is 13990 for our system. Then press the Continue button.

Your User ID is your UGA 810 number. If you do not remember your UGA 810 number, go to this website: https://idm.uga.edu/IDMProv/jsps/login/Login.jsf to retrieve your 810 number.
Enter your default or temporary PIN. Your temporary/default PIN is your date of birth (MMDDYYYY) without any dashes, spaces, or slashes.

Select the **Enroll Now** button to set up several security features on your account.
Always select **No**! Do not let the site “remember” your password. There is too much sensitive information in this system!

Select an image you will remember.
Select security questions and provide answers. There are six questions you must select and provide an answer.

Provide your contact information. You should put your work phone number only.
Review your selected image and your answers to all of the security questions.

You will see a “Congratulations” message after you have completed the security steps.
Enter your birth date (MMDDYYYY) in the Current PIN box. Next, you will create a new PIN for the Onboarding System. Then press the **Save** button.

Finally, you are in the UGA Onboarding System. You have two menu options to choose from the menu on the left. The first menu option is “Lookup.” You will click on the Lookup option to see your employees and if the employee has completed the new hire packet.
Once you click on “Lookup,” you will have two ways to view your employees. You can enter the last four digits of the employee’s SSN or you can type the employee’s first and last name to see your employee. See the examples below.

Example 1: You have entered the last four digits of the employee’s SSN and selected the View button. You can view the packet status in the box called “State.” In this example, the new hire has completed the packet. In the State box you may also see “Filling Out Personal Information,” or “Filling Out Final Instructions.” These messages will tell you where the employee has stopped in the process of completing the new packet.
Example 2: You may want to look up your newly-hired employees by name. You will need to enter the employee’s first and last name, then select the View button. You cannot enter the first or last name only. Once you have the employee in the display area, click on the employee’s name and the employee’s information will display.
On the employee display page, you may do several things to help your employees.

You can find:

1. Login ID
2. Reset the password to the default (date of birth – MMDDYYYY) if an employee forgets a password
3. Resend an invitation (email) if the employee requests a resend. Always check the email address first
4. Check the status of the I-9
5. Go directly to section 2 of the new hire’s I-9 if the status is “pending.” The Complete I-9 button does not show up as an option until the employee’s new hire packet is completed
If you click on the **Documents** tab, you will see a heading for each section in the new hire packet. You may click on each heading to view the page yourself. Every new hire packet will have some of the same elements. Remember: the W-4, G-4, direct deposit and the GDCP application form are still paper. The I-9 instructions and the I-9 section will be different for those who have a Social Security number and for those who must apply for their SSN. You should take time to look at one or more of these packets just to become familiar with what the employee reads and sees. The new hire packet is customized according to the employee’s benefit eligibility. Always contact HR (onboard@uga.edu) if you have comments or suggestions.

If you click on the **I-9 Management** link, you will be taken to the I-9 Express system. You will no longer log in to the I-9 Express system separately, unless you want to do so.
On this page, you may check on the status of all your pending I-9s. At any time, you may return to the UGA Onboarding system by pressing the back button.

Any questions about the Onboarding System? Email onboard@uga.edu or call 706-542-2222.