

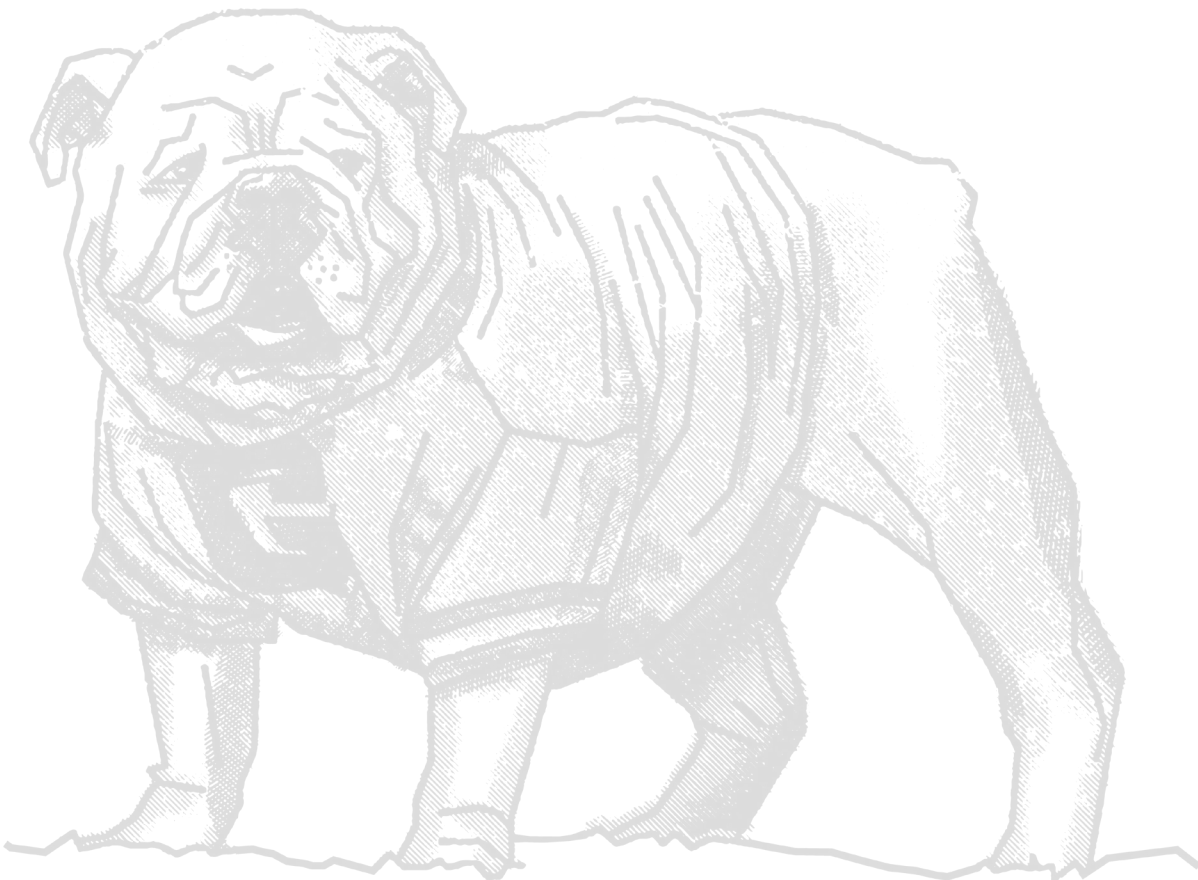
5-5-5

New Employee Onboarding Experience



UNIVERSITY OF
GEORGIA

Development & Alumni Relations





Welcome to the University of Georgia

We are so glad that you have decided to be a part of our team. In this packet, you will find pages filled out by your supervisor that outline your first 5 days, 5 weeks, and 5 months in this position. You will also find information about resources the university offers as well as the contact information from your buddy, a coworker assigned to you by your supervisor who will help you in your transition to your new role. If you have any questions, feel free to reach out to [Krislyn Johnson](#). Again, we are so glad you are here, and we hope you have a smooth start to your new job.

First Five Days

Day 1

Time

Day 2

Time

Day 3

Time

First Five Days

Day 4

Time

Day 5

Time

Five Weeks

Five Months

Onboarding Training Checklist

Human Resources Required Training

Ethics/NDAH Training

Jackie Holladay will send employee an email with details and instructions.



10 Minutes



Within 30 days of employment



New UGA employees



Jackie Holladay

Date

Complete

N/A

SecureUGA

Jackie Holladay will send employee an email with details and instructions.



10 Minutes



Within 30 days of employment



New UGA employees



Jackie Holladay

Date

Complete

N/A

Emergency Preparedness

Jackie Holladay will send employee an email with details and instructions.



10 Minutes



Within 30 days of employment



DAR Division Staff



Jackie Holladay

Date

Complete

N/A

I-9 Completion

New employees will complete form with Jackie Holladay in DAR HR on their first day of work.



15-20 Minutes



Within 3 days of employment



New UGA employees



Jackie Holladay

Date

Complete

N/A



Onboarding Training Checklist

Human Resources Required Training

Electronic W-2 Enrollment



10 Minutes



You will be able to complete this step after your first check has processed



UGA employees



[UGA Payroll Office](#)

Date

Complete

N/A

Benefits Overview Session



1.5 hours



The *first* and *third* Monday of each month.



New UGA employees



Training & Development
(706)-542-7062

Date

Complete

N/A

Benefits Enrollment



Self-paced



Within 30 days of employment



New UGA Employees



[OneUSG Connect - Benefits Website](#)

Date

Complete

N/A

Retirement Plan Selection



Self-paced



Within 60 days of employment



New UGA employees



For questions or to make an appt. with a benefits counselor please call HR at 706-542-2222

Date

Complete

N/A



Length



Timing



Audience



Contact

Onboarding Training Checklist

Human Resources Required Training

OneUSG Connect: Employee Self-Service

All UGA employees can access the Employee Self Service page in OneUSG Connect. This is where employees can view personal information, update W4 and G4 information, update direct deposit information, and enter time and leave requests.



1–2 hours



Within 30 days of employment



This module is associated with five different variations of the Employee Self Service course, tailored to the way that different audiences will use the system

- Employee Self Service MB for Monthly, Benefited Employees
- Employee Self Service BB for Biweekly, Benefited Employees
- Employee Self Service BNB for Biweekly, Non-Benefited Employees (including student workers)
- Employee Self Service FAC for Faculty
- Employee Self Service GA for Graduate Assistants



[For questions or issues, contact OneSource Training Library Help](#)

Date

Complete

N/A



Length



Timing







Audience











Contact





Onboarding Training Checklist

DAR Required Training

New Employee Photos		
	20 Minutes	
	Within first 5 weeks of employment	
	New DAR Staff	
	Edwin Hammond	
Date	Complete	N/A

DAR 101		
	Occurs once per semester; 8:30 am-4:30 pm	
	Within first 5 months of employment	
	New DAR Staff	
	Krislyn Johnson	
Date	Complete	N/A





		
		
		
		
Date	Complete	N/A

		
		
		
		
Date	Complete	N/A











Onboarding Training Checklist

DAR Required Training

   		
Date	Complete	N/A

   		
Date	Complete	N/A

   		
Date	Complete	N/A

   		
Date	Complete	N/A

FY21/22 Important Dates

Development Meetings: For all Development Staff

- Monday, October 25, 2021 @ 9:00 AM – location TBD
- Monday, January 10, 2022 @ 9:00 AM – Tate Grand Hall
- Monday, May 16, 2022 @ 9:00 AM – Tate Grand Hall

Division Meetings: For all Division Staff

- Monday, August 16, 2021 @ 8:30 AM – Mahler Hall @ Georgia Center
- Monday, November 15, 2021 @ 9:00 AM – Tate Grand Hall
- Monday, March 21, 2022 @ 10:00 AM

DAR 101: Onboarding Day for New DAR Employees

- Tuesday, October 12, 2021 @ 8AM – location TBD
- Thursday, April 14, 2022 @ 8AM – location TBD

Buddy-Up Bulldogs!

Meet your Buddy

Name

Job Title

Phone Number

E-mail address

DAR Dictionary

DAR	—	Development and Alumni Relations
UGA	—	University of Georgia
Uga	—	The name of UGA's mascot
The Arch	—	Significant UGA landmark at the entrance to campus
GAIL	—	Giving and Alumni Information Link
MGO	—	Major Gift Officer
SCUD	—	School, College, Unit Director
DARCOMM	—	Development and Alumni Relations Communications
Terry	—	Terry College of Business
Franklin	—	Franklin College of Arts and Sciences
Grady	—	Grady College of Journalism and Mass Communications
SPIA	—	School of Public and International Affairs
Warnell	—	Warnell School of Forestry and Natural Resources
GMOA	—	Georgia Museum of Art
COE	—	College of Education
FACS	—	Family and Consumer Sciences
Tate	—	Tate Student Center

Resources for New Employees

[DAR Website](#)

[The Pulse](#)—DAR Monthly Newsletter

[UGA's 2020 Strategic Plan](#) (Building on Excellence)

[UGA Foundation site](#) (including policies & forms)

[Reports to Donors](#)

[GAIL website](#)

[FAME](#)

[UGA Training and Development](#) (in person training)

[E- Learning Opportunities](#) (You will need your myid and password to access some of the eLearning opportunities.)