



UNIVERSITY OF GEORGIA

College of Engineering

New Employee Checklist

Within first week

Task	Contact	Completed
Set up UGA MyID and email	EITS: 706-542-3106 or helpdesk@uga.edu	
Complete Federal I-9 form	UHR: 706-542-2222 or onboard@uga.edu	
Complete UGA onboarding packet	UHR: 706-542-2222 or onboard@uga.edu	
UGAID	UGACard Office: 706-542-9226 or ugacard@uga.edu	
Register for parking	Parking services: 706-542-7275	
Direct deposit in OneUSG	Direct Deposit Instructions OneUSG Employee Self Service	
Complete tax forms in OneUSG	OneUSG Employee Self Service For non-US citizens/Permanent Residents, please complete the tax forms via Glacier	
Add emergency contact info to OneUSG	OneUSG Employee Self Service	
Update voluntary demographic information in OneUSG	OneUSG Employee Self Service	
Enroll in benefits	Benefits Portal	
Select retirement plan	Bi-weekly employees are automatically opted in to TRS Monthly employees – to view both plans, click here	

Within first month

Task	Contact	Completed
Register for UGAAlert	UGA Alert	
Attend orientation	Visit here to learn about UGA's different orientation series	
Complete ethics training	ethicstraining@uga.edu	
Review College contact list	The College's internal IT phonenumber can be found here – it is regularly updated	

Within first three months

Task	Contact	Completed
Faculty: attend recurring College of Engineering faculty orientation series	Held once a month during the fall semester – recurring series each month featuring different topics	
Attend orientation	Visit here to learn about UGA's different orientation series	
Visit professional education portal	pep.uga.edu	
Read about TAP program	Tuition Assistant Program information here	