UGA New Faculty Checklist

UGA MyID: Set up your UGA MyID password and profile. myid.uga.edu You will use your UGA MyID to access many university services. You should have received an email invitation to the UGA Onboarding System to set up their email. Please contact the Business Office in your home department if you did not get the email.

ArchPass: Enroll a Device in ArchPass. You will need ArchPass, UGA's two-step authentication service, powered by Duo, to access many UGA systems, including eLC, Athena and OneUSG Connect. You can enroll a smartphone, cell phone, landline phone, or tablet, and you can enroll multiple devices. Get started at archpass.uga.edu.

I-9: As part of the University's employment process, you are required to complete a Federal Form I-9. Complete the I-9 form and give it to the Business Office in your home department if you have not already done so. All U.S. employers are responsible for completion and retention of Form I-9 (Employment Eligibility Verification) for each individual hired for employment in the United States, including citizens and non-citizens.

Set up Employee Benefits: This must be done within 30 days of the start of your employment. Benefit selection can be done online: https://hr.uga.edu/employees/benefits/. Benefits orientations are offered biweekly (every other Friday) by UGA Human Resources, and you can make an appointment to meet with a benefits coordinator. Check out the Onboarding site: https://hr.uga.edu/Prospective_Employees/Hiring_Process_Before/

Get a UGACard: https://tate.uga.edu/ugacard/ Check with your supervisor to ensure your hiring paperwork has been routed, or download the Request Form before coming to the UGACard Office in the Tate Student Center. See this page for more information: https://tate.uga.edu/ugacard/ugaonecard/onecard-faculty-staff/

Register with Parking Services: New faculty can request a parking permit by following the procedure for faculty on the Faculty/Staff permits page: https://tps.uga.edu/permits/faculty-staff.html You may use payroll deduction to pay for your parking and select your preferred lot by reviewing the parking map at https://tps.uga.edu/maps/. Parking Services is located at 80 Carlton St, Athens, GA, 30602

Find the UGA academic calendar: https://reg.uga.edu/general-information/calendars/

Review campus policies: Academic affairs policy manual can be found here: https://provost.uga.edu/policies/

Sign up for football tickets: You will have one opportunity to purchase seasons tickets. The Athletics Office will email you in the spring after your start date to offer you a chance to purchase your tickets.

Access UGA maps and bus routes: Go to the Transportation and Parking services website: https://tps.uga.edu/transit/ or download the UGA app to get interactive bus and campus maps.

See the Faculty dining plan: The 10 Block Plan offers 10 meals in campus dining halls at a discounted rate. For more information, go here: https://dining.uga.edu/meal-plans/faculty-staff-meal-plan/

Exchange your Driver License: To exchange a valid out-of-state driver license for a Georgia driver license, please visit this site to make sure you have a complete list of documents with you when you apply: https://dds.georgia.gov/georgia-licenseid/new-licenseid/apply-new-ga-license

Register your motor vehicle: Motor vehicle registration occurs through the Georgia Department of Revenue. The procedure for registration depends on your county of residence. Please go to this website to learn the registration process for your county: https://dor.georgia.gov/motor-vehicles/motor-vehicle-titles-and-registration

Join the Ramsey Center: Join the UGA gym for a low monthly fee: https://recsports.uga.edu/

Identify and start to use your support resources: UGA has many resources to help you be successful in your new role. Browse these websites and take advantage of these resources!

- Office of Research: https://research.uga.edu/
- Teaching: Improve your teaching and access instructional technologies such as eLC; http://www.ctl.uga.edu/
- Faculty and Leadership Development: https://provost.uga.edu/faculty-affairs/Faculty_and_Leadership_Development/
- Office of Institutional Diversity: http://diversity.uga.edu/
- HR Learning and Development: https://hr.uga.edu/employees/training/
- HR Well-being resources: https://hr.uga.edu/Current_Employees/Benefits/Well-being/wellbeing/
- University System of Georgia's Employee Assistance Program: https://benefits.usg.edu/work-life/employee-assistance-program
- National Center for Faculty Diversity and Development – Faculty professional development webinars, articles and programs on topics related to faculty success. UGA is a member school: https://www.facultydiversity.org/
- Additional professional development can be found on LinkedIn Learning. UGA has a subscription; learn more on this UGA Enterprise Information Technology Services (EITS) site for LinkedIn Learning: https://eits.uga.edu/learning_and_training/linkedinlearning/