UNIVERSITY OF GEORGIA
College of Education

Welcome to the University of Georgia College of Education! We are thrilled that you will be an integral part of our mission as we seek to make a difference in our community, state, country and world.

Background: The University of Georgia and the College of Education

The University of Georgia is a land-grant and sea-grant university with statewide commitments and responsibilities. We are also the state's oldest, most comprehensive and most diverse institution of higher education. Our motto, "to teach, to serve, and to inquire into the nature of things," reflects the University's integral and unique role in the conservation and enhancement of the state's and the nation's intellectual, cultural, and environmental heritage.

The University of Georgia was among the first Southern universities to establish a school of education. The mission of the College of Education at the University of Georgia is to enhance the well-being of society through scholarship, teaching, and outreach.

Today, the College of Education at the University of Georgia delivers top-quality instruction while providing its world-class faculty a climate for both basic and applied research and a service and outreach program designed to meet the needs of the educational and health communities of Georgia and beyond. Perennially ranked among the top education colleges in the country, Georgia's COE is home to several nationally ranked programs.

The College of Education is housed in four buildings.

> Aderhold Hall - home to the Dean's Office, the Departments of Communication Sciences and Special Education, Counseling and Human Development Services, Educational Psychology, Educational Theory and Practice, Language and Literacy Education, Mathematics and Science Education, the Torrance Center for Creativity and Talent Development, and the Center for Latino Achievement and Success in Education

> River's Crossing - home to the Department of Career and Information Studies and the Department of Lifelong Education, Administration, and Policy

> Ramsey – home to the Department of Kinesiology

> Administrative Services Annex – home to the Georgia Center for Assessment and Test Scoring and Reporting Services

The latest COE Annual Report will give you a glimpse into the many accomplishments of the college's faculty, staff, and students: https://coe.uga.edu/news/publications/annual-report. Similarly, our newly launched alumni magazine will help you learn about the amazing accomplishments of our former students: https://coe.uga.edu/publications/alumni-magazine.

We welcome the addition of your unique set of experiences as you join the COE and make it stronger, better, and richer. Below are links and information to provide a smooth transition as you begin your employment with us.

The Basics
MyIDs for new employees are assigned and include the employee's initials and five random digits (example: gwb12345). Please check with you departmental office manager to find out your MyID. Information about managing your MYID, including changing your email address to it is different from your My ID can be found at: https://eits.uga.edu/access_and_security/myid/.

Complete I-9 verification on your first day of employment. The link to complete section one is http://www.newi9.com/, and the code for the University of Georgia is 13990. After you complete section one, provide your unit's HR liaison with 1 or 2 forms of identification to complete the process. For a list of acceptable documents see https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents

Obtain a UGA Faculty/Staff Card. The UGACard is the official University of Georgia identification card for students, faculty, staff, official campus visitors, and their dependents.
http://tate.uga.edu/ugacard_content_page/ugacard-faculty-staff

Obtain a parking permit. You must visit Parking Services in person to obtain a parking permit. The Aderhold lot is S-08; Ramsey is E-09, and River's Crossing is E-15.
http://www.parking.uga.edu/

UGA Holiday Schedule
http://www.uga.edu/holiday_schedule/

Safety, Security & Ethics
Register for UGA Alert, the campus emergency alert system. You can receive notifications via email, phone, and/or text.
http://ugaalert.uga.edu/

You can also download the app LiveSafe, which allows direct communication with University safety officials in the event of an emergency, provides direct links to resources, and a SafeWalk feature for those walking alone.
http://www.prepare.uga.edu/livesafe/

Complete the USG Ethics Course online in eLearning Commons (eLC) within 30 days of employment. This is a mandatory requirement of the Board of Regents.
http://www.hr.uga.edu/bor-ethics-training

Complete SecureUGA training. SecureUGA is an online, self-paced security awareness training program required for all employees of the University of Georgia. SecureUGA helps UGA employees and contractors understand, identify, and act appropriately to information security threats.
https://eits.uga.edu/access_and_security/infosec/security_awareness/secureuga/

Emergency Procedures
Make sure that someone in your unit (likely your supervisor) has information about who to contact in the event of an emergency as well as any information that could be critical in an emergency (such as the location of an epi pen). New employees should review procedures for a fire emergency (location of alarms, extinguishers, and evacuation routes), tornado or weather emergency (where to go), what to do for bomb or other threats, and various other safety concerns.

Office of Emergency Preparedness
http://www.prepare.uga.edu/EE/Home

Payroll and Benefits
You will receive an email invitation to visit UGA Onboarding System and complete the new hire packet. The email will include a default login and password. You will use this system to register for benefits. Some forms will need to be printed out and signed and submitted. Per Board of Regents' policy, you must enroll for health and other insurance benefits on or before your contract effective date for your benefits to be effective on your contract effective date. Otherwise, your benefits will become effective the first day of the month following the enrollment date. Please note: A faculty member on academic contract may enroll prior to his/her contract date, but coverage cannot become effective prior to his/her contract date. See the Employee Benefits section of the Human Resources website at http://www.hr.uga.edu/ for complete benefits information.

Benefits information sessions (recommended) are held the 1st & 3rd Mondays of the month from 9:00-10:30 at the Training & Development Center.
http://hr.uga.edu/employees/benefits/benefits-overview-sessions/

To view electronic check stub, W2s, leave balances, and other relevant information go to the University's Self Service web site.
https://employee.uga.edu/FacStaff/index.jsp.

The Ramsey Center offers memberships to its recreational sports facilities.
https://recsports.uga.edu/content_page/memberships

The University has a work-life balance coordinator who provides individual and group services.
http://hr.uga.edu/employees/training/work-life-balance/

The Employee Assistance Program provides *free*, confidential services to employees and dependents, including counseling, referrals (legal services, child care, adoption, eldercare, etc.), and *free*, brief consultations on legal, financial, and identity theft matters. There is a web site and an app (search for ESPYR or EAP Expert).
https://espyr.com (company ID is USGCARES)

Training & Development provides classes for professional development.
https://coe.uga.edu/intranet/resources/professional-development

UGA Campus Transit is the campus bus service.
http://www.transit.uga.edu/

USG Perks at Work (employee discounts)
http://www.usg.edu/hr/benefits/2016_benefits/usg_perks

Athletic Tickets
To be eligible to purchase athletic tickets, you must complete an eligibility certification form.
http://georgiadogs.com/documents/2017/6/23//staff_active_eligibility.pdf?id=892

COE Specifics
COE web page
http://coe.uga.edu

COE Directory Profile
Please complete your directory profile on the COE website within your first week of employment. Go to the COE website (http://coe.uga.edu), click on Intranet in the top right-hand corner. Under Faculty/Staff Actions on the right click *edit my directory profile* and you will be prompted to login. Your UGA MyID will be your user name, but you will need to set a password. (It says "forgot your password?" but it is the same screen you use to get a link to set your initial password.) Once you have your password, please log in and complete your profile. To add a professional photo to your profile get your picture taken at the Georgia Center for free or upload a photo you already have. If you have any questions, submit a web request and the web team will assist you as quickly as possible.

Office of Information Technology
https://coe.uga.edu/directory/offices/information-technology

If you are having trouble locating any policy or service please contact Terrie Franklin at 706-542-2696 or terrie.franklin@uga.edu.