

## New Faculty Onboarding Checklist

Congratulations on your new faculty appointment and welcome to Georgia Tech. To help with your transition, use this checklist: prior to arrival, upon arrival, and during onboarding.

<b>Prior to Arrival</b> (& after accepting your appointment)			
Steps	Employee Action Item	Institution Contact	Deadline
Employee completes Background Check	<input type="checkbox"/> Visit the <a href="#">screening</a> website <input type="checkbox"/> Complete documents	<a href="#">Talent Acquisition</a>	Submit documents within 48 hours of accepting offer.
Department submits PSF (hiring details) for approval and submission to Georgia Tech Human Resources (GTHR)	N/A	Hiring Department	<ul style="list-style-type: none"> <li>• As soon as new hire clears background</li> <li>• <b>July 18</b>   All PSFs due to Faculty Affairs</li> <li>• <b>July 24</b>   All PSFs due to GTHR</li> </ul>
Employee completes New Hire Documents	<input type="checkbox"/> Complete <a href="#">new employee</a> documents: Include Part I of I-9, personal information, tax forms, direct deposit, etc.	HR Customer Service Center 404.894.4847   <a href="#">More here</a> 500 Tech Parkway Atlanta, 30332	<b>August 1</b>   New Hire Documents must be delivered to GTHR by new hire. (For new hires outside of the Atlanta area, see Remote Hire Instructions.)
Employee completes watches New Hire Benefits Tutorial	<input type="checkbox"/> Watch the <a href="#">tutorials</a> located under Section 2: Review Your Resources	GTHR Benefits benefits@ohr.gatech.edu	Within 30 days of hire date is recommended

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<b>Complete Upon Arrival</b>			
Steps	Action Needed	Institution Contact	Deadline
Employee meets with HR Customer Service Center	<ul style="list-style-type: none"> <li><input type="checkbox"/> Deliver new hire documents and foreign national tax forms to GTHR in person.</li> <li><input type="checkbox"/> Bring original forms of ID from <a href="#">List of Acceptable Documents</a> for proof of eligibility to work</li> </ul>	HR Customer Service Center 404.894.4847   <a href="#">More here</a> 500 Tech Parkway Atlanta, 30332	<ul style="list-style-type: none"> <li>• <b>August 1</b>   Documents must be delivered to GTHR by new employee in person.</li> <li>• Make an <a href="#">Appointment</a> to expedite your process.</li> </ul>
Employee receives Campus ID Card (photo will be taken)	N/A	HR Customer Service Center	During visit at HR Customer Service Center
Employee receives GT Computer Account Information	N/A	HR Customer Service Center	During visit at HR Customer Service Center
Employee receives Temporary Parking Decal	<ul style="list-style-type: none"> <li><input type="checkbox"/> Bring your tag number, make and model of vehicle to receive parking pass</li> </ul>	HR Customer Service Center	During visit at HR Customer Service Center
GTHR files employee's New Hire Documents and PSF	N/A	GTHR will create your official employee file.	N/A
Employee notifies department of completion of Onboarding	<ul style="list-style-type: none"> <li><input type="checkbox"/> Contact hiring department for next steps and to complete any departmental steps</li> <li><input type="checkbox"/> Continue with the <a href="#">New Faculty Orientation</a></li> </ul>	Hiring Department	<b>August 16</b>   New Faculty Benefits Orientation 9 a.m. @ TRSB Aud.

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<b>Ongoing Onboarding</b> (recommended within first 30 days)			
Steps	Action Needed	Institution Contact	Deadline
Benefits Enrollment	<input type="checkbox"/> Enroll in <a href="#">Benefits</a>	GTHR Benefits	<ul style="list-style-type: none"> <li>• Within <b>30 days of start date</b> for health benefits</li> <li>• Within <b>60 days of start date</b> for retirement plan</li> </ul>
Campus Map	<input type="checkbox"/> Learn the campus using the online <a href="#">Campus Map</a> and <input type="checkbox"/> Download Georgia Tech's Official App	Georgia Tech's <a href="#">News Center</a>	N/A
Permanent Parking Decal	<input type="checkbox"/> Visit Parking and Transportation Services to purchase a parking decal	<a href="#">Parking and Transportation</a>	Seven calendar days after receiving your temporary pass
Departmental Technology	<input type="checkbox"/> Contact your Hiring Department's technical support team.	<a href="http://www.twofactor.oit.gatech.edu/department-contacts-enrolling">http://www.twofactor.oit.gatech.edu/department-contacts-enrolling</a>	N/A
Additional Benefits	<input type="checkbox"/> Become familiar with additional benefits available to you throughout the year	<a href="http://ohr.gatech.edu/additional-benefits">http://ohr.gatech.edu/additional-benefits</a>	N/A
Current Faculty Resources	<input type="checkbox"/> Become familiar with <a href="#">New and Current Faculty Resources</a>	Faculty Affairs	N/A
New Hire EVERFI Training	<input type="checkbox"/> Complete <a href="#">EVERFI Training</a>	<a href="#">Workplace Learning &amp; Professional Development</a>	Within <b>60 days of start date</b>
Career Training Resources	<input type="checkbox"/> Become familiar with Learning & Development opportunities	<a href="#">Workplace Learning &amp; Professional Development</a>	N/A