



Business Office

Hiring steps for Graduate Assistant's

____ Salary and account information given to Beverly Martin (dept. spreadsheet)

____ Top portion of blank personnel filled out by person to be hired.

http://www.busfin.uga.edu/forms/personnel_report.pdf

(Give to Beverly before person arrives so information will get in UGA system
So they can start their benefits when they arrive)

____ Online orientation <http://www.hr.uga.edu/ori/orient.html> (Go in on grey side)
This needs to be done on first day of employment.

____ Need to have I-9 on the day they start <http://www.busfin.uga.edu/forms/i-9.pdf>

07/01/2009