



Business Office

Hiring steps for Post Docs

_____ Request to fill approved by Dept Head (if applicable)
http://www.busfin.uga.edu/forms/request_to_fill_position.pdf

_____ Background check http://www.busfin.uga.edu/forms/bi_consent.pdf
(Department contact name should be Beverly Martin bjm@rx.uga.edu 2-5877 (if no social security #, then not applicable) This should be done as soon as job is accepted.

_____ Salary and account information given to Beverly Martin

_____ Top portion of blank Personnel filled out
(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 benefit stuff when they arrive)

_____ Routing Form/Checklist from OVPR website—
<http://www.ovpr.uga.edu/docs/forms/research/Postdoctoral-Workflow.pdf>
(Send only complete packages to Business Office)

_____ Online orientation <http://www.hr.uga.edu/ori/orient.html> (go in on grey side)
This should be done on the first day of work.

_____ Need to have I-9 on the first day of work.
<http://www.busfin.uga.edu/forms/i-9.pdf>

07/01/2009