

**From:** All Faculty and Staff <ARCHNEWSFACSTAFF@LISTSERV.UGA.EDU> on behalf of Archnews <archnews@UGA.EDU>  
**Sent:** Friday, August 16, 2013 11:06 AM  
**To:** ARCHNEWSFACSTAFF@LISTSERV.UGA.EDU  
**Subject:** Annual phone directory verification process

TO: All benefit-eligible faculty and staff  
FROM: Human Resources  
SUBJECT: Annual phone directory verification process

Now through September 6, 2013, all regular, benefit-eligible faculty and staff are encouraged to review their work and home address and phone number information prior to the annual publication of the \*printed\* phone directory.

A special web page on the employee self-service site is available until September 6 for directory information verification. To begin the verification process, please visit the Human Resources home page: <http://www.hr.uga.edu>. Under the "HR News" heading, select "Faculty/staff directory verification," and follow the instructions.

Questions about the phone directory verification process may be directed to Dan Baker in Human Resources: [dbaker@uga.edu](mailto:dbaker@uga.edu).