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**From:** BusinessAffairs Advisory Forum [<mailto:BAAF-L@LISTSERV.UGA.EDU>] **On Behalf Of** Kathy R. Pharr  
**Sent:** Tuesday, April 17, 2012 2:02 PM  
**To:** [BAAF-L@LISTSERV.UGA.EDU](mailto:BAAF-L@LISTSERV.UGA.EDU)  
**Subject:** New Onboarding System

Dear BAAF Members:

The means of processing new employees at UGA is about to change for the better. Please see the message below that is being posted on behalf of Becky Lane in HR. If you have any questions about this process, please contact [onboard@uga.edu](mailto:onboard@uga.edu) or 706-542-2222.

FYI,  
Kathy

As most of you may know, UGA will soon go live with a new UGA Onboarding System, designed to electronically collect all required new-hire paperwork. This system will replace the current online orientation process. For anyone whose hire date is May 1 or after, there is no need to send them to the online orientation presentation, which will be deleted from the HR web site on May 2, our "go live" date.

Briefly, the UGA Onboarding System will use data from personnel reports for new hires. For employees who change benefits eligibility status (e.g., go from non-benefits eligible to full benefits eligible), the system will use data from personnels in those situations also. The system will generate emails notifying new hires to log in to the system to complete their paperwork and view benefits information specific to their new positions.

The data will be uploaded to the Onboarding System within 48 hours after the personnel is submitted. For this reason, accuracy is a key to success. In the past year, there were over 600 keying errors on personnels for SSNs alone. Because the SSN is required for the I-9 system, an incorrect SSN on a personnel causes multiple problems for several departments and for the employee. Therefore, please double-check your information prior to submitting personnels and ensure accuracy for:

- Correct spelling of first and last name
- SSN
- Birth date
- Home address (cannot be a PO box; Homeland Security and E-Verify will not allow)

- Valid personal phone number
- Use reason code A for hires new to UGA

Thank you for your attention to these issues. On the plus side, the new Onboarding System will greatly reduce paperwork collecting, moving, and filing! Questions may be directed to [onboard@uga.edu](mailto:onboard@uga.edu) or 706-542-2222.

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