

BENEFITED EMPLOYMENT DOCUMENTATION
Selective Service Registration

Effective 1998, the Official Code of Georgia Annotated (O.C.G.A.) 45-20-20 prohibits an agency in any branch of state government from hiring a person as an employee if the person is of the age and gender that would require a person residing in the United States to register with the selective service system under federal law, unless the person presents proof of the person's registration with the selective service system, or proof of the person's exemption from registration with the selective service system.

I am required by law to be registered with the selective service system.

I am exempt from Selective Service Registration because:

I am female I am a male who is not between the ages of 18 and 26 years of age

I am a lawful non-immigrant on a visa (e.g. foreign students) Other _____

I certify that the above information is true and correct to the best of my knowledge.

Signature

Date

Important Employee Notifications

Retirement Benefits –If you are a non-exempt (hourly) benefits eligible employee you must elect TRS (Teachers Retirement System). If you are a faculty member or a salaried employee you must enroll in either TRS or ORP (Optional Retirement Plan). You must make this irrevocable decision within 60 days of date of hire; otherwise you will be automatically enrolled in TRS. Contact the Department of Human Resources for further information at 706-864-1440.

Staff Handbook – University of North Georgia Employee Handbook is available online at ung.edu/hr. Please make sure you review the handbook to acquaint yourself with the general rules and regulations governing the employment relationship at this institution. The Employee Handbook and related policies do not constitute an employment contract or an offer to contract with any employee. The University reserves the right to change, amend, or abandon any of the policies contained in this handbook at any time.

Tobacco Use - University of North Georgia campuses are a tobacco-free environment. Tobacco use is prohibited on all campuses—both indoors and outdoors—except in designated smoking areas located outdoors in the periphery of the campus.

Direct Deposit – All employees are required to participate in Direct Deposit of their paychecks. Contact the Department of Human Resources for assistance.

Background Investigation Report – A copy of your background investigation report is available from Public Safety upon request.

Personnel Documents Receipt

I certify that I have been furnished copies of the following:

1. Sexual Harassment Prevention Policy
2. Privacy Rule of the Health Insurance Portability and Accountability Act of 1996 (HIPAA)
3. Use of State Property Statement
4. Confidentiality Statement
5. Drug-Free Work Place Policy
6. COBRA Continuation Coverage Rights
7. FERPA & Right to Know Mandatory Training
8. Workers Compensation

Signature

Date