2019 ANNUAL BENEFIT FAIR
HEALTH BOOTHS, BENEFIT VENDORS, FLU SHOT CLINIC, DOOR PRIZES, AND MORE!

Blue Ridge  Wednesday 10/23  3 PM - 4 PM  WebEx
Gainesville  Wednesday 10/23  8 AM - 1 PM  Nesbitt #3110
Dahlonega   Thursday 10/24  8 AM - 1 PM  Dining Hall
Cumming    Wednesday 10/30  2 PM - 4 PM  Classroom #5
Oconee     Thursday 10/31  9 AM - 11 AM 124/125

WHY IS ONBOARDING SO IMPORTANT?

Effective onboarding has been proven to impact key organizational outcomes and positively influence organizational culture. A few benefits of effective onboarding include:

- Increased retention rates (lower turnover rate)
- Reduces employee ramp-up time
- Increased likelihood of employee engagement

WORLD FOOD DAY
OCTOBER 16, 2019

WFD was established by the Food and Agriculture Organization to raise awareness of the issues behind poverty and hunger. Read more about it here. Special thanks to all faculty, staff, students and volunteers at the UNG Food Pantry! Those wishing to volunteer or donate should email rkent@ung.edu (Dahlonega location) or carly.redding@ung.edu (Gainesville location)

WORLD FOOD DAY
OCTOBER 16, 2019

Food Pantry Dahlonega Location
Food Pantry Gainesville Location

“...My cancer scare at age 44 changed my life. After previously losing my sister-in-law to this horrible disease, I was devastated to think my family had to go through this once again. However, through hope, faith, positivity and family, this was just a hurdle in my life at that moment in time. I am still on a therapy drug for the next 5 years and I still have days that are a struggle but I am grateful to see a new day every day! I encourage all to complete a monthly self-exam and speak with your treating physician regarding mammograms. 🧡

- Sabrina Wall

“...The pain you feel today is the strength you feel tomorrow. For every challenge encountered there is opportunity for growth.” -Unknown

HR Profiles: HR Assistants

Yaneli Solache Arroyo  HR Assistant
Areas of Expertise: New hire/rehire onboarding, employment & income verification, social media administrator, general HR support

Sandy Fortner  HR Assistant II
Areas of Expertise: Route incoming calls, Assisting walk-ins, employment paperwork assistance, employment verification, admin support to HR department

Anna Gillespie  Business & Finance Coord/HR Liaison
Areas of Expertise: HR Liaison for the Oconee campus, general HR questions, initial onboarding and HR processing for Oconee faculty, staff, and student workers.

GUESS WHO!
Click HERE to find the answer to last month’s Flashback photo AND guess the employees in this month’s flashback!

To be featured in our Employee Flashback! Send us your flashback photo along with a current photo.
hrnewsletter@ung.edu

Spot Nigel? Click here to let us know where he’s hidden!

ASK HR!

WHAT CAN SUPERVISORS DO TO SUPPORT THEIR NEW HIRE(S)?

- Call new employee to officially welcome them and to confirm receipt of offer letter.
- Discuss start date/hours, office location, dress code, parking, and reporting information.
- Provide department’s point-of-contact information.
- Complete the onboarding checklist and request a campus mentor (staffcouncil@ung.edu).
- Set up new employee’s work-space, computer, phone, office supplies.

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TRICK OR TREAT Yo’SELF
KEPRO offers resources to UNG employees such as:

Legal Services – 30-minute consultation to help with basic legal questions, adoption, estate planning/wills, real estate, immigration, mediation.

Convenience Services – Complimentary convenience services for car & hotel reservation, cleaning services, dining, moving/relocation service, repairs, destination guides/tours.

Financial Services – 30-minute consultation with financial consultation, bankruptcy alternatives, budgeting, income taxes, education funding, and retirement planning.

Legal Services – 30-minute consultation to help with basic legal questions, adoption, estate planning/wills, real estate, immigration, mediation.

Convenience Services – Complimentary convenience services for car & hotel reservation, cleaning services, dining, moving/relocation service, repairs, destination guides/tours.

Family Care-giving – Resources & referrals on college preparation, assisted living, special needs, prenatal care, in-home care, transportation services, daycare/summer camps.

In Dahlonega you may discover gold and...ghosts? The City of Dahlonega is crawling with activities during the month of October! Take a journey through Dahlonega’s haunted past and explore the streets, back alleys, rows of historic buildings, the local cemetery, and some of your favorite spots in the square.

One evening the owner of Jack’s Café had finished cleaning up and was leaving when she kept seeing what looked like the figure of a man out of the corner of her eye. As she came around the corner from the bathroom...

Click here to continue!

Explore our EAP program!
Code: USGCares

WHAT IS HISPANIC HERITAGE MONTH?
National Hispanic Heritage Month (Sept 15 – Oct 15) is an official celebration of histories, cultures, and contributions that pays tribute to the generations of both Hispanic and Latinx Americans who have and continue to positively influence and enrich our nation and society.

During Hispanic Heritage month, UNG is proud to announce the formation of The Latinx Committee in an effort to support the growing body of Latinx students, faculty, and staff at UNG. Our developing mission is to support the growing Latinx population at UNG by advocating for resources that will provide the necessary services to increase Latinx student recruitment and retention, with the hope that overall Latinx student graduation rates will also increase. Furthermore, the committee will focus on strategic planning for increasing the recruitment and retention of Latinx faculty and staff. These goals can be achieved with the much-appreciated assistance of every single department at UNG. For more information, please contact Acting Chair, Thalia Escobedo at Thalia.Escobedo@ung.edu.

PLANNED UNG EVENTS TO MARK HISPANIC HERITAGE MONTH

Gainesville Campus
Oct 9 – Keynote speaker Erica Alfaro
Oct 16 – LSA flan in the face

Dahlonega Campus
Oct 2 – Loteria night
Oct 8 – Keynote speaker Erica Alfaro
Oct 9 – Expo Cultural
Oct 16 – Latin Fever dance

Gainesville Campus
Oct 9 – Keynote speaker Erica Alfaro
Oct 16 – LSA flan in the face

Although these events are student-focused, faculty and staff are more than welcome to attend!

Tuition Assistance Program (TAP)
We are pleased to announce that the TAP form will be moving from a paper-based document to digital via SharePoint (MyUNG). Detailed correspondence will be emailed to faculty & staff in November.

Follow and Like us on Facebook!
www.facebook.com/UNGHumanResources/

Stay motivated! #motivationMonday
View current employment opportunities! #teamTuesday & #teamThursday
Get wellness tips! #wellnessWednesday

Let us know what you would like to see in our coming newsletters! Email us at hrnewsletter@ung.edu.

Are you having issues in OneUSG and need to know who to contact? Use the information in the chart below to guide you to the correct point of contact.

<table>
<thead>
<tr>
<th>Issue Description</th>
<th>HRIS Support</th>
<th>OneUSG Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am having issues viewing my full time card.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>I need help updating my personal information, direct deposit, or tax forms.</td>
<td>X</td>
<td>✓</td>
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<tr>
<td>I am having trouble logging into OneUSG and received an oracle/error page.</td>
<td>X</td>
<td>✓</td>
</tr>
<tr>
<td>I can no longer see my employee(s) timecard.</td>
<td>✓</td>
<td>X</td>
</tr>
<tr>
<td>Who do I contact to change/update my work schedule in OneUSG?</td>
<td>X</td>
<td>✓</td>
</tr>
<tr>
<td>I am still seeing an employee that was terminated from my department.</td>
<td>X</td>
<td>✓</td>
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<tr>
<td>My job title is listed wrong in OneUSG.</td>
<td>X</td>
<td>✓</td>
</tr>
</tbody>
</table>

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Click here to continue!

Contact OneUSG
OneUSGsupport@usg.edu or toll free at 877-251-2644

Contact HRIS
HRIS@ung.edu

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Click here to continue!
## Employee Training & Staff Development Calendar

### October 2019

### A message from the AVP of HR

As an employee of the University System of Georgia (USG), you are expected to make every reasonable effort to avoid any activity that can create an actual or apparent Conflict of Interest (COI). An apparent COI exists if a reasonable person would conclude from the circumstances that a conflict exists. USG employees have the ongoing responsibility to report and fully disclose relationships or activities that create an actual or apparent conflict of interest. Additionally, no employee is to engage in any activity that would create a conflict of commitment. Any outside activity must be pre-approved prior to engagement and time doing the additional work may require use of flex time or leave in order to prevent a conflict of commitment.

In a few days, employees will be asked to do an annual declaration of compliance with Conflict of Interest as well as notification of current Outside Activities. A short training video in SkillPort has been created to assist you in understanding the policy. Upon completion of the training, employees will directed to the HR Conflict of Interest website where annual and new Conflict of Interest or Outside Activities can be completed. USG Policy 8.2.18.2.1 Conflict of Interest

### Calendar

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<tr>
<th>SUN</th>
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<td>Supervisor Training Program Cohort; 10-12p, Dahlonega LTC 269</td>
<td>Orientation/New Employee Welcome; 9-12p, Dahlonega DOB 228</td>
<td>Orientation/New Employee Welcome; 9-12p, Gainesville ADM 112</td>
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<td>Supervisor Training Program Cohort; 10-12p, Dahlonega LTC 269</td>
<td>Leadership Topic Discussion - Open to all; 11-12p, Dahlonega DOB 228</td>
<td>Leadership Topic Discussion - Open to all; 11-12p, Gainesville ADM 112</td>
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If you need this form in an additional format, please reach out to Michael McLeod - Michael.McLeod@ung.edu