

IMPORTANT NOTES FOR STUDENTS ON FUNDING

Students who are being funded by the University of Georgia must go online and do the New Employee Orientation. The website URL is as follows:

<http://www.busfin.uga.edu/staff/orient.html>

and should be followed all the way through. Do not try to cut corners and just do forms, if you do you will miss some of the required forms. **Warning** : Most problems with the online orientation process occur when people don't follow the instructions during the presentation. **Please read and follow instructions carefully.** This needs to be done during before classes start so you will be insured of getting you paycheck.

You will be considered Non-Benefit Eligible Staff when doing your orientation.

There are two payroll forms in your packet:

Request for Direct Deposit of Net Pay (REQUIRED). Please bring with other payroll forms from online orientation with a voided check to Loretta Scott in the Main office.

Electronic Advisement Election (REQUIRED). Fill out the form and sign it. Then bring it to Emily Duggar in the Main office. **Do Not Mail it to Payroll.** She will mail them for you.

International Students

International students who on funding must also go the Social Security Office and acquire a social security card if you have not already done so.. Your first check will be held at payroll if you do not do so.