

EMPLOYEE INFORMATION

Division of Student Affairs

Office of the Vice President

306 Memorial Hall

Athens, GA 30602

Please provide the following information for our records. If any of the below information changes during the year, please notify Susan Cowart promptly.

Full Name: _____

Name you would like us to call you: _____

SSN: please provide first day of employment _____ Date of Birth: _____

UGA ID #: 810 _____ UGA MyID: _____

Home Address: _____

Home Telephone Number: _____ Current/Prev UGA Employee? _____

Work Address (Dept Name) & Telephone Number: _____
(include room #)

email address: _____

marital status: _____ Citizen of what country: _____

sex: _____ Highest degree earned: _____

race: _____ Have you ever worked for UGA? _____

If yes, last day worked? _____

3-digit department # _____

Print all forms, complete & return to Susan Cowart: hand deliver, fax, mail, or email to scowart@uga.edu

You will receive an email from UGA Human Resources regarding new employee orientation (OnBoarding) to include various forms and benefits information. During the OnBoarding process (online), there will be a portion of the I-9 for you to complete prior to your first day of employment. On or prior to your first day of employment, the remainder of the I-9 form must be completed in our office. As identification to verify I-9 info, please bring to me, either your 1) current Passport or 2) current driver's license and social security card.

Questions? 706-542-6778

Fax: 706-542-8225

Office Use Only:

Start Date:

Salary: \$

Classification:

Job Class Code:

Budget Position #: