Georgia Tech Human Resources is your gateway to employee benefits like insurance and pay, as well as access to tools you’ll need in your new role at Georgia Tech. To make your onboarding a seamless and rewarding experience, GTHR offers a special session for new faculty. This is a great opportunity to meet with the GTHR team and speak directly with vendors about your benefits choices.

**New Faculty Orientation**

*Tuesday, August 16, 2016*

9:30 a.m.-12:00 p.m.

Wardlaw – Gordy Room

### Before attending, please do the following:

- **Visit** [http://ohr.gatech.edu/employment/general-employment-information/new-employees](http://ohr.gatech.edu/employment/general-employment-information/new-employees), and complete electronic Form I-9.
  - Bring original documents from *List of Acceptable Documents* for proof of eligibility to work in the United States
  - Bring a document from List A OR one each from Lists B and C ([www.ohr.gatech.edu/customerservice/I9Requirements](http://www.ohr.gatech.edu/customerservice/I9Requirements))

- **Complete New Hire Documents**
  - Go to [http://ohr.gatech.edu/new-hire-documents-0](http://ohr.gatech.edu/new-hire-documents-0)
  - Click on classification (Academic Faculty or Research Faculty)
  - Do not sign documents requiring a notary
  - Click on the State of Georgia Employee’s Withholding Allowance Certificate to fill out and print the Georgia Form G-4 link
  - **Print and bring your completed packet with you.**


### While at New Faculty Orientation, GTHR can assist with:

- Identifying your GT Account and providing your initial password, if needed
- TechWorks information
- Benefits
- Obtaining a BuzzCard (Inside Barnes & Noble)
- A free, two-week parking pass: 8/15-8/21 (Required: Tag # & Make/Model)

**Unable to attend or have specific questions?**

**Make an Appointment:** [www.genbook.com/bookings/slot/reservation/30050910?bookingSourceId=1000](http://www.genbook.com/bookings/slot/reservation/30050910?bookingSourceId=1000).

**Email:** hr.ask@ohr.gatech.edu

**Visit:** 500 Tech Parkway, NW Atlanta, GA 30332

**Call:** (404) 894-4847