



UGACard Office

UGACard Office Use Only

Issue date _____

Initials _____

New entry? Yes No

This form is **not** to be used for student employees

New faculty/staff request for services

This completed form may be used to obtain services prior to the new employee being reflected in the payroll/personnel database.

To be completed by the supervisor

Employee name (First) (MI) (Last) Date of birth

Job title Job class code Department name Department number

Female Not eligible for benefits Regular Faculty Pay type: Academic
 Male Eligible for benefits Temporary Staff Monthly

Start/contract date Standard magnetic stripe card Salaried
End date (if known) Proximity card Hourly

By my signature below, I certify the named person above has been hired at the University of Georgia to start on the date indicated.

Name of department head or designee Signature of department head or designee

Phone number of department head or designee Date

Instructions for the new faculty/staff member (ask your supervisor for assistance with the items below)

You may take this **completed, signed** form to obtain the following services available to UGA faculty and staff.

Do this FIRST

Take this completed form to the UGACard Office (706-542-9226) to obtain your UGACard, which will have your 9-digit employee UGAID number. Bring a photo ID and be ready to provide your Social Security number. Your new UGACard is necessary to take advantage of many UGA services. The cost of a standard UGACard is \$20.00. Proximity cards cost \$25.00. If your department is covering the cost of your card, you must present a signed Department Charge form when you arrive at the UGACard Office.

(<http://ugacard.uga.edu/>)

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YOUR UGAID (Employee ID #)

- UGA MYID:** With your UGAID number, you may obtain your UGA MyID, which allows you to create an email account at UGA. Visit the MyID Web site for more information: <https://myid.uga.edu/>
- Parking:** This completed form (with your employee UGAID number) and a valid e-mail address are required to register for parking. Bring these to the Parking Services office (1) to obtain a parking permit immediately in a lot with spaces available and (2) to request lots nearer your work location, if necessary. Parking Services can be reached by phone (706-542-7275) or e-mail (parking@uga.edu). (<http://www.parking.uga.edu>)
- Libraries:** Take this completed and signed form **and** your UGACard to either the Main Library or Science Library Access Services Department to obtain library privileges. If you have questions, you may contact the Main Library at maincirc@uga.edu (706-542-3256) or the Science Library at science@uga.edu (706-542-4535). (<http://www.libs.uga.edu/maincirc/index.html>)
- Ramsey Student Center for Physical Activities:** With your UGACard **or** the 9-digit employee UGAID number plus a photo ID, you may join the **Ramsey Center** (706-542-5060). (<http://www.recsports.uga.edu>)
- Bulldog Bucks:** Your full 16-digit UGACard number is your Bulldog Bucks account number. For information on how to activate and use your account, contact the **Bulldog Bucks Office**. (706-542-8257) <http://bulldogbucks.uga.edu>

Generally, you will be "active" in the payroll/personnel database within 6-8 weeks of your employment/contract date. At that time, you will no longer need this letter to obtain UGA services for which you are eligible.