Welcome to the Georgetown University community! This self-guided checklist will support you through the process of onboarding and familiarizing yourself with Georgetown procedures, systems, and resources.

All text that appears underlined is hyperlinked to the associated website or email.

TO DO – PRIOR TO YOUR FIRST DAY

☐ Review your offer letter and complete any remaining new hire paperwork. Sign the confidentiality agreement and any applicable departmental forms or disclosures provided by your hiring manager. Your direct manager can provide information on your mode of work status, weekly schedule, and departmental points of contact such as your Department Administrator.

☐ Locate your I-9 documents. The list of acceptable documents is available on the USCIS website and on page 5 of the Form I-9. All documents must be original and unexpired or they will not be accepted, per federal law. If you have access to the Georgetown Management System (GMS) you should complete Section I of the I-9 Form electronically in GMS.

☐ Review the Coronavirus (COVID-19) Resource Center for information on Georgetown’s response to COVID-19, University Operations, Testing Protocol, Vaccines, and staff resources. COVID-19 Vaccine Mandate: Georgetown requires all faculty and staff, including teleworking employees, to be up to date on their COVID-19 vaccination (i.e., a primary series and, when eligible, an additional dose), or to have an approved medical or religious exemption.

☐ Register for the New Employee Orientation. This orientation session will introduce you to the University community, our campus values and traditions, as well as key policies and procedures. If you do not receive an invitation or do not have access to your NetID, register online at the link above or email learning@georgetown.edu to be scheduled for the next available session. Review the New Employee Welcome Folder in advance.

☐ Register for the Benefits Orientation. This session will introduce you to the benefits available to you through Georgetown University. Sessions are held virtually on Tuesdays following the New Employee Orientation. You can access comprehensive information about your benefits options (including current premium rates and descriptions of each health care plan) and directions for making your elections in the 2022 Benefits Guide.

☐ Activate your Georgetown University NetID. Your NetID is a unique electronic identifier used to access your University email and other online applications. Your NetID is created after you and your department submit all of the necessary paperwork needed to complete your hire, including a successful background check. If your NetID is not available by your first day, contact your direct supervisor or Human Resources Contact for support.

1. Locate your NetID by visiting contact.georgetown.edu.
2. Type your last name in the “Search” field, and click Search. A directory page containing the NetID that matches your search criteria will appear once your NetID has been generated. If your NetID is unavailable, please connect with your HRC to resolve any outstanding tasks or paperwork.
TO DO – ON YOUR FIRST DAY

- **Locate your office/work space** (if working on campus), pick-up laptop (if applicable), and set up computer hardware, phone voicemail, as well as any other technology or office materials. Email help@georgetown.edu for assistance with University technology and systems.

- **Log in to GMS** and complete Section I of the I-9 form electronically *no later than your first day of employment*. Once you have completed Section I, please **schedule an in-person appointment with our I-9 Analyst** to complete Section II *no later than three business days after your first day of hire*. For example, if your first day of employment is Monday, you must complete both sections by end of day Wednesday. *If you are out of state or fully remote, you can complete the Remote I-9 Process.*

- **Complete your State Tax withholding forms.** If your State Tax forms are not completed and sent to the Payroll department prior to payroll processing, you will be taxed at the highest rate.

- **Get connected online.** Download the Georgetown University Mobile App, GU360 App, and One Medical App (also available in desktop format). You can also follow GU on Twitter, Instagram, Facebook, and YouTube to keep up with the latest news and media.

- **Review and sign up for HOYAlert.** HOYAlert is Georgetown University’s emergency notification system, to which all new employee email accounts are automatically enrolled. Log in to GMS to add additional contact information, such as your cell phone number, so that you can receive alerts directly on your mobile device. You can also follow Georgetown’s Office of Emergency Management on Twitter @HOYAlert as an additional way of receiving alerts.

- **Log in to the Georgetown Management System (GMS) and review the GMS New Hire Checklist.** Once logged in, you will see an Onboarding request that will take you to a welcome message, important news, and a checklist to complete your employment record:
  1. Update your Personal, Contact, and Emergency Contact information
  2. Complete your Federal Tax elections
  3. Set up your payment elections for Direct Deposit
  4. If eligible, complete your Benefit elections
  5. If applicable, review process for submitting timesheets – *Hourly employees* will enter time worked in GMS. The Time Tracking Quick Reference Guide can be found on your GMS homepage under the “GMS Training” icon. *For additional support, reference the GMS Employee Self Service page for job aids and tutorials.*

- **Upload your Vaccine Records to our secure GU360 System.** If you will not be fully up to date on your eligible vaccinations by the time you arrive on campus, please submit a COVID-19 Vaccine Extension Request Form. Vaccine and Testing questions can be directed to care navigators@georgetown.edu. Then, review our Campus Testing Protocol and create a free-to-staff OneMedical Account for easy access to COVID-19 testing, records, and counseling support. Contact hello@onemedical.com if you have any questions about creating an account.

- **Retrieve your GOCard.** The GOCard is the official identification card at Georgetown that lets you access restricted buildings, attend events, ride GUTS buses, and pay for parking. Fully remote new employees are not required to obtain a GOCard. Begin by uploading your eligible photo to the GU360 portal.
TO DO – FIRST 30 DAYS

- **Review our Probationary Employment Period Policy.** Policy #204 can be located in the Human Resources Policy Manual. Discuss any questions or expectations and with your manager or your Client Services Partner.

- **Complete mandatory RESPECT Training.** All Georgetown University employees are required to complete two mandatory trainings: Building Supportive Communities (Title IX) and Preventing Discrimination and Harassment. You will receive a link to these training sessions via email from Everfi (automated-message@everfi-foundry.net). If you do not receive an email within three business days of activating your NetID, please notify ideaa@georgetown.edu.

- **Contemplation in action.** Take some time to review the Georgetown Mission Statement and the Spirit of Georgetown to learn more about our guiding Jesuit Values. We encourage you to reflect on these values and identify how they may align with your new role and department. Which value resonates most with you? How might you represent this as a Georgetown University staff member?

- **Set new Hoya goals.** As you settle into your new role, we encourage you to set three short-term goals that you would like to achieve in your probationary period. We recommend setting one professional learning goal, one performance-related goal, and one community engagement or wellness goal.

  You may write these down or track them in GMS. Learn more about setting **SMART goals**.

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- **Care for your whole person.** At Georgetown, our core value of Cura Personalis, “care for the whole person,” guides everything we do. As you settle into your new role, we encourage you to make space in your calendar for your mind, body, spirit, and community.

  Every Hoya Cares
  GU Wellness
  Georgetown Events, Talks, Lectures
  Learning and Development
  Center for Social Justice

**ADDITIONAL HELPFUL LINKS**

- Department of Human Resources
- HR Help Ticket Center
- Human Resources Policy Manual
- HR & Payroll Forms
- Virtual Learning Resources
- University Holiday Calendar
- Payroll Calendar