



# Atlanta Metropolitan State College Online Orientation

## Greetings New Full-Time Staff Member:

In an effort to serve you better, the Office of Human Resources has implemented this user friendly online orientation process to obtain employment data required by various Federal and State agencies. This process gives great flexibility in completing the new employee orientation while making it more convenient for the potential employee.

For assistance in completing the orientation process, you may contact Regina Ray Simmons, Bernice D. Rector, Tracey Smith or Natasha Johnson in the Office of Human Resources located in the Administration Building room 114 or call 404/756-4047. **Please click on this link for the campus layout:**

<http://www.atlm.edu/maps/campus.htm>

Please print this page to use as your guide. This will ensure that you have completed all the necessary forms required by Federal and State agencies as well as Board of Regents and Atlanta Metropolitan State College.

Listed below are items that are covered during the On-line orientation process:

1. Orientation Cover Sheet
2. Employee Personal Data Form
3. 1-9 Verification Form
4. Security Questionnaire/Loyalty Oath Form
5. W-4 Federal Tax Withholding Form
6. G-4 State Tax Withholding Form
7. Employee Confidentiality Agreement
8. Direct Deposit Form
9. BB&T At Work
10. Atlanta Metropolitan State College Contribution Form
11. Courtesy Fund Enrollment Form
12. AMSC Meal Card
13. Consent Form
14. Military Status Form
15. Acknowledgement Form
16. Affordable Care Act (ACA) Health Insurance Marketplace Notice
17. Workers Compensation Information Sheet
18. Right To Know Training Information
19. Emergency Contact List
20. ADP Self Service Information
21. Sexual Harassment Policy/Online Training
22. Online Ethics Training
23. Teachers Retirement Plan/ORP

**To begin this process, scroll down to the end of this page and click on the "Next" button. You will navigate through the on-line orientation using this process.**

### Employment Forms

During this program, you must read the forms, complete and “Print” forms requiring your signature, which are essential to beginning your employment at Atlanta Metropolitan State College. These forms are needed to process your first AMSC payroll check.

Please click on the following links and “Print” the forms:

- [Personal Data Form](#)
- [U.S. Department of Justice-Employment Eligibility \(I-9\)](#)
  - Copies of personal identification are required (e.g., picture id, social security, or passport) and must be submitted to the Office of Human Resources.
- [Board of regents Security Questionnaire and Loyalty Oath](#) Must be notarized—a notary is on staff in the Office of Human Resources.
- [Federal Tax Withholding Form-W4](#)
- [Georgia State Tax Withholding Form-G4](#)

These forms should be completed within 3 working days from your date of hire. Please submit the completed forms to the Office of Human Resources.

### Employment Policies

It is your responsibility as an employee of Atlanta Metropolitan State College to become familiar with the policies that govern your employment.

➤ [Acknowledgement Form-Please Print](#)

Please review the [Part-Time Faculty Handbook](#), then return to this page. Please note that it is not necessary to read the entire book at this time. You may desire to bookmark this link. If you have any questions about any of these policies, please refer them to your Dean, Vice President of Academic Affairs or the Office of Human Resources.

Review the State of Georgia Worker’s Compensation policies and procedures.

- [Official Notice-Panel of Physicians](#)
- [State Board of Workers’ Compensation Bill of Rights for the Injured Worker](#)
- [State of Georgia Workers’ Compensation Acknowledgement Form](#)
  - [Print and sign form](#)
  - [Bring to the Office of Human Resources](#)

Regarding Worker’s Compensation, please contact Regina Ray Simmons or Bernice D. Rector in the Office of Human Resources.

### AMSC Right to Know Training

The State of Georgia Department of Administrative Services (DOAS) requires Atlanta Metropolitan State College to assure that all employees receive training and information about hazardous chemicals in the work place. DOAS requires proof of this training on each individual employee. Therefore, upon completion of this training, it is required that you print a copy of the certificate acknowledging that you completed the training. The certificate appears at the end of the training. When you enter training, you will need to follow directions within the DOAS Web site. Please complete the State of Georgia DOAS-Right to Know Online Training.

<http://www.usg.edu/ehs/training/rtkbasic/3/phtml>

### **Employee Deductions**

All Part time/Temporary employees are required to contribute to the Georgia Defined Contribution Plan (GDGP), unless the employee meets the following exclusions:

- Currently participate in Teachers Retirement System (TRS) or the Employees' Retirement System (ERS)
- Retirement members of TRS or ERS
- Full time student
- Employed under J-1 or F-1 visas

If you meet one of the above exclusions complete and print the [waiver form](#).

If you DO NOT meet one of the above exclusions complete and print the [enrollment form](#).

Open a new window to access these forms.

### **USG Shared Service Initiative-ADP Employee Self Service**

ADP is an employee self service portal that allows only the employee to access and change their personal information. Through this service employees will be allowed to view their pay statement, request leave and view time. Employees must register with ADP before using this service. Employees will receive a User ID and be allowed to create a unique password.

### **Employee Online Training**

In 2008 the Board of Regents (BOR) adopted an **Ethics Policy** to improve the governance, risk management and compliance within the University System of Georgia (USG). Ethics training is a requirement for compliance programs as defined by the Federal government. The Board's Ethics Policy requires training and certification for all USG employees and the Board of Regents (BOR). Atlanta Metropolitan State College is committed to having full and part time employees complete this **mandatory** ethics training. This training is **mandatory** and each employee is required to score 80 or above on the exam portion of the training.

The ethics training and certification must be completed by **all** employees. To complete this training log on and do the following:

- [www.atlm.edu](http://www.atlm.edu)
- Faculty & Staff
- Georgia Vista (Webct Vista)

- Enter USERNAME and PASSWORD (provided by HR)
- Select “Training Ethics March 2010”
- Select “Start Here” for complete instructions
- View the USG Ethics Policy Presentation before completing the Ethics Course Assessment.

Complete the training and print off assessment score and return to the Office of Human Resources.

Atlanta Metropolitan State College (AMSC) recognizes the importance of dealing with sexual harassment issues on campus. And in keeping with the trend toward online, self-paced learning, a new online education training program is available to assist employees. The online sexual harassment awareness program provides information ranging from definitions of sexual harassment and instructions on how to file a complaint to AMSC and Board of Regents policies and federal laws concerning sexual harassment. **The training is mandatory and is to be used by all employees including those who are newly hired at the beginning of each academic year.**

To complete this online training log on and do the following:

- [www.atlm.edu](http://www.atlm.edu)
- Human Resources
  - Human Resources Link
  - Click on Sexual Harassment Employee Training

Complete the training and print off a copy of the certificate and bring to the Office of Human Resources.

### Forms Checklist

Next, please make sure you have completed and printed the following forms:

- Employee Personal Data Form
- U.S. Department of Justice-Employment Eligibility Verification (I-9)
  - Copies of personal identification are required (e.g., picture id, social security card, or passport)
    - Photo copies can be made in the Office of Human Resources
- Board of Regent’s Security Questionnaire and Loyalty Oath Form
  - Must be notarized
  - Notary on staff in the Office of Human Resources
- Federal Tax Withholding Form-W4
- State Tax Withholding Form-G4
- State of Georgia Workers’ Compensation Acknowledgement Form
  - Official Notice-Panel of Physicians
  - State Board of Worker’s Compensation Bill of Rights for the injured Worker
- State of Georgia DOAS-Right to Know Online Training Certificate
  - Georgia Defined Contribution Plan
  - Enrollment Form

- **Waiver Form**
- **Employee Confidentiality Agreement**
- **Sexual Harassment Certificate**
- **Ethics Training Assessment Score**

**If you are missing a form, you can link to it by selecting the form name above.**

**Please complete all forms as soon as possible after you end this session. Submit the completed forms to the Office of Human Resources.**

**Congratulations! You have completed orientation.**

**Please give us your comments about this process....**

**Submit the completed forms to the Office of Human Resources.**

**If you have any questions regarding your employment at AMSC, speak with your Dean or the Vice President of Academic Affairs.**

**You may contact the Office of Human Resources at any time, we will be glad to assist you.**

**Welcome to Atlanta Metropolitan State College!!!!**