

[The Office of Postdoctoral Services](#) has created a [Before and After Arrival Checklist](#) as a guide during the onboarding process.

For school-level questions, concerns, and conflicts, please reach out to your college or school representative on the [Postdoc Advisory Council](#).

## Getting Started (Administrative Tasks)

### **E-mail and Software**

- [IT services](#)
- [GT Account services](#) (e.g., password, contact information)
- [How to enroll in GT two-factor authentication](#)
- [GT IT available software](#) (e.g., EndNote, SPSS, MATLAB)
- [Discounted licenses](#) for Microsoft products through USG IT Services

**Tech Lingo:** <https://www.gatech.edu/tech-lingo>

### **Workday**

Workday is a platform that Georgia Tech uses to process financial transactions, which includes items such as conference travel and reimbursement, or ordering supplies.

You can access trainings for these processes through the Genius Learning Management System (LMS):

1. Go to [Genius LMS](#).
2. Click "GT Login" and use your GT Login (if not already logged in).
3. Click "View Course Catalog".
4. Search for the name of the training you want to take.
5. Click the green "Register" button on the card of the class you want to take.
6. Click "Proceed to Checkout" at the top right of the page.
7. Click "Confirm", then "Go to Dashboard".
8. Click on the name of the course (in the "Active Courses" box).
9. In the new window, if you see multiple courses, click on the one you wish to take.
10. To get started, click "Modules" link on the left navigation menu to begin the selected training.



Depending on your responsibilities, potential trainings might include:

- **OneUSG Connect Introduction to Employee Self-Service (ESS):** You will learn basic ESS concepts, processes, and transactions, such as: logging into the system, changing address, changing personal information, viewing and downloading your paycheck, and many more.
- **OneUSG Connect Absence Request in Employee Self-Service:** You will learn the processes, and transactions related to Leave and Absence, including but not limited to: viewing absence/leave balances, viewing extended absence history, submitting absence request, editing submitted absence request, viewing forecast leave balances, etc.
- **Workday Overview and Basics:** This course is designed to give an overview of the general functions Georgia Tech is using in Workday.
- **Workday Procurement:** This course will focus on how to create requisitions, how to locate the status of your requisition or purchase order, how to request a change order, and how to create receipts.
- **Procurement Policies and Procedures:** This course will take users through policies and procedures related to purchasing items at Georgia Tech.
- **Travel Expense Training (e.g., conference travel):** The course will provide an overview of how to create, view, edit and cancel Spend Authorizations for travel in Workday, a summary of Expense Preparers preparing complex expense reports, understanding expense line items, preparing non-trip expense reports, and understanding Workday Reporting. This course will also provide the Fundamentals of Travel Policies and Procedures.

### **Submitting Vacation and Sick Time**

At some point during your time at Georgia Tech, you will likely take [time away from work](#). You can view the [sick leave policy](#) and [vacation policy](#) for employees for additional details.

To submit an absence request:

1. Go to [OneUSG Connect](#).
2. Click "Georgia Tech" and use your GT Login (if not already logged in).
3. In the Employee Self Service window, click "Time and Absence".
4. Click "Request Absence".
5. Choose the appropriate Absence Type and Absence Name (e.g., Sick, Vacation).
6. Indicate the appropriate Start Date and End Date.



7. Duration can be 8.00 hours, or under “Partial Days” you can choose “All Days” or “Start Day Only” if you worked part of the day.
8. Click “Check Leave Balance” to determine if you have accrued enough hours.
9. Click “Submit”.
10. The request will then be sent to your supervisor for approval.



The following list contains contacts that you may need during your postdoctoral experience at Georgia Tech.

## Emergency Services

### Georgia Tech Police Department

- Phone: 404-894-2500
- *On campus landlines only*, you can dial 4-2500 or 911
- Call to report emergencies that require police, fire, and/or paramedics

## Family Accommodations and Support Groups

### Employee Benefits

- A variety of information to support you and your family, including summer camps, childcare, and lactation stations

### Employee Resource Groups

- Find community with employees from different backgrounds

## Health and Well-being

### Employee Assistance Program

- Phone: 1-844-243-4440 or go to [usg.mylifeexpert.com](https://usg.mylifeexpert.com) (company code: USGCares)
- Offers no cost counseling and work/life balance assistance to employees and their family members

### Wellness Empowerment Center

- Phone: 404-894-9980
- Health and well-being educational programs, events and workshops, nutrition counseling, and sexual violence prevention, education and response

### GT Health Services

- Phone: 404-894-1420
- As employees, postdocs have access to the flu clinic, pharmacy, and immunization and travel clinic; other services are for students

### COVID-19 Resources

- Stay informed about information and resources related to Covid-19



## Human Resources (HR)

### Human Resources (Employee)

- Phone: 404-385-1111
- [Benefits](#)
- [Global Human Resources](#) (tax resources for international scholars)

### Office of International Education International Student and Scholar Services

- General questions: [info@oie.gatech.edu](mailto:info@oie.gatech.edu)
- Onboarding and visa process for international scholars is managed through the [iStart system](#)
- Information for [J-Scholars](#), and [upcoming orientation events](#)
- [Spouse and family resources](#) (e.g., cultural transitions, international spouse support group, language institute)

## Research Training

### Responsible Conduct of Research

- Required for postdocs who are funded by NIH and NSF grants only
- Provides training on topics such as research misconduct, avoiding plagiarism, etc.

### Biological Safety

- Phone: 404-894-6120
- Biosafety Officer: Kristy Jennings

### Environmental Health & Safety (EHS)

- Phone: 404-216-5237
- Provides 24/7/365 emergency response
- Take their [Training Tool](#) to determine what training to complete based on your research
- Refer to their [chemical and biological shipments](#) page if you work with those materials

### Hazardous Waste

- Hazardous Materials Manager: Vanessa Keel Biggers
- Cell: 470-495-1512

### Institutional Animal Care and Use Committee (IACUC)

- Director: Mary Beran
- Cell: 404-290-2160



**Institution Review Board**

- Director: Melanie Clark
- Phone: 404-894-6942

**Lab & Chemical Safety**

- Laboratory & Chemical Safety Officer: Alicia Wood-Jones
- Phone: 404-964-5596

**Radiation Safety**

- Radiation Safety Officer: Christina Tabor
- Phone: 404-894-3621