Mentor of the Year

Two employees from the Facilities Management Division were honored recently for their involvement in the Clarke County Mentor Program. Jeremy Daniel and Susan McCullogh were named Mentor of the Year for their respective schools in the Clarke County School System.

Jeremy Daniel was the mentor of the year at Fowler Drive Elementary School. He began participating in the mentoring program in February 2014 and has spent countless hours with his mentee both in school and away from school. According to the school counselor, his mentee admires him and strives to make him proud by improving his behavior in school.

Only a mentor since March of 2015, Susan McCullough has already gone Continued on Page 4

Free Golf Clinic

Nominations are now open for F&A Merit Awards in the categories of Customer Service, Tough Dawg, Unsung Hero and Newcomer. To learn more about the merit award program or to submit a nomination, click here.
Work/Life Balance Coordinator

The Office of Human Resources welcomes Kizmet Adams as the new UGA Work/Life Balance Coordinator. Ms. Adams was most recently at the School of Law and is looking forward to working closely with faculty and staff to help individuals and families, not only at UGA, but in the surrounding communities.

Kiz Adams can be contacted at kizadams@uga.edu.

New Surplus Property Listserv

A new listserv has been created for departments to post surplus equipment ( inventoried and non-inventoried) and supplies that are no longer needed. This listserv provides an easy way to reach other University departments that might have need for the item(s) before they are transferred to UGA’s Surplus Warehouse.

Any individual with a UGA email address may request access to this listserv by sending an email with your name and email address to property@uga.edu. Please note that the items posted to this listserv are property of the University and can only be used for official University business.

University Related Entertainment Form

Based on recommendations from the Business Services Advisory Group, the Reimbursement of University Related Entertainment form has been added to the eCheck Request System. This form may be found in the “Supporting Documents” section under the “Additional PDF forms Not Retained Online” option. The signature line on the form has also been removed and will be replaced by approvals collected in the eCheck request system. This change will allow users to complete the form and save it for uploading within the eCheck request system.

Textbook Price Match

The UGA Bookstore is providing cost-saving opportunities to students through their textbook price match program. If a customer finds an identical in-stock textbook for rent or purchase priced lower elsewhere, the Bookstore will match it at the register. See details.

Retiree Resource Center Helps Retirees Navigate Health Insurance Choices

UGA opened the Retiree Resource Center on Atlanta Highway to assist retirees with the new AON insurance selection process. From September 25, 2015 to January 29, 2016, approximately 1,379 retirees were served at the Center and an additional 224 were helped by phone. Although the Center is now closed, the UGA Benefits Department can still provide assistance with the selection process. Contact Benefits at 542-2222 or benefits@uga.edu.

Request Group or Individual Training from Industrial Hygiene & Occupational Safety

Website: https://esd.uga.edu
Email: ihos@uga.edu
Mail: 240-A Riverbend Rd. Athens, GA 30602

New Payment Options Coming to Coca-Cola Machines

UGA Faculty, Staff, students, and visitors may soon use Bulldog Bucks, Paw Points and other forms of payment including Visa, MasterCard, Discover, Apple Pay, Android Pay, Samsung Pay, Union Pay and JCB to purchase beverages from any Coca-Cola machine on campus. The payment options will become available as new card readers are installed on each machine. This process will be rolled out in phases across campus. Please note: the new payment options will be available on Coca-Cola machines. Vending/snack machines will continue to accept cash and coins as well as Bulldog Bucks, and Paw Points in about 50 locations.

Industrial Hygiene & Occupational Safety

Work-related musculoskeletal injuries (WRMI), especially among office workers, have been receiving growing attention over the last several years. A lot of this attention has been generated by the increasing evidence of computer related WRMIs.

The Industrial Hygiene and Occupational Safety (IHOS) office of the Environmental Safety Division has the capability to identify and correct workplace hazards that can lead to WRMIs through on-site evaluations, assistance in setting up office work stations, training and assistance in the selection of chairs, desks and computer-related equipment. These efforts have helped reduce discomfort, muscle strains and back and shoulder pain for over 150 faculty and staff.

Group hazard awareness training is also available to provide UGA employees basic tools they can use to help them identify possible risks to their musculoskeletal health. This training is designed to be taken home with the employee so that risks at home can be identified and addressed as well.

New UGA Work/Life Balance Coordinator Named

After an extensive search process, the Office of Human Resources welcomes Kizmet Adams as the new UGA Work/Life Balance Coordinator. Ms. Adams was most recently at the School of Law and is looking forward to serving the University in this new capacity. This position, recently at the School of Law and is looking forward to serving the University in this new capacity. This position, recently at the School of Law and is looking forward to...
**Mentor of the Year** (cont. from pg. 1)

the extra mile as a mentor at Howard B. Stroud Elementary School. She meets with her mentee on weekends for different outings and has provided her mentee the opportunity to see her workplace, learn about her job and discover a college campus for the first time. Her mentee expressed that Susan has given her confidence in how to handle problems that may arise at school.

Congratulations to these F&A employees for being named Mentors of the Year alongside two other UGA employees. Read more about all of the UGA employees honored by the Clarke County Mentor Program here.

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**Update to eJV and eTicket Systems**

As a result of recommendations from the Business Services Advisory Group, the eTicket and eJV systems have been updated to allow for greater transparency. Any user with an active UGA MyID may now view any transactions and supporting documentation that have posted to the general ledger.

Instructions to view the documentation in each system may be found using the following links:

- **eTicket Instructions**
- **eJV Instructions**

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**Budget Amendments**

Budget Amendments for fiscal year 2016 should be processed no later than March 16, 2016 to reflect the total projected budget for the current fiscal year.

Contact the University Budget Office at 542-2802 if you have any questions.

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**Spectators Invited to Golf Tournament**

Spectators are invited to attend the Athens Classic High School Golf Tournament at UGA. The tournament is comprised of 27 teams representing all GHSA classifications and schools from all over the state. The UGA Golf Course is honored to host Georgia’s high school teams as they compete on UGA’s championship layout. The tournament will begin with the boys’ teams starting at 8:00 am and the girls’ teams starting at 1:15pm on March 19, 2016 at the UGA Golf Course.