WELCOME TO GEORGIA TECH

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About the Welcome Guide

This welcome guide is designed to provide an overview of the policies and procedures at Georgia Tech as well as provide an overview of the many resources that are available during your employment with the Institute.

As policies are subject to change from time to time, any amendments and/or additions to this welcome guide will be issued to employees electronically. Electronic copies have been issued to every employee and will be issued to all new employees. You should familiarize yourself with the Institute's and your department's policies. While this guide strives to be a wide-ranging information resource, it should not be understood as a full-replacement of the Institute's official policies and procedures website. For questions not answered in this guide, please refer to Georgia Tech's policies and/or speak with your Manager. Institute policies can be found by visiting:
http://policies.gatech.edu/administrative

If you require clarification of any aspect of your employment, please ask your Manager, Human Resources or any member your department leadership team.

Georgia Tech's Vision & Mission

Vision

Georgia Tech will define the technological research university of the twenty-first century. As a result, we will be leaders in influencing major technological, social, and policy decisions that address critical global challenges. "What does Georgia Tech think?" will be a common question in research, business, the media, and government.

Mission

Technological change is fundamental to the advancement of the human condition. The Georgia Tech community—students, staff, faculty, and alumni—will realize our motto of "Progress and Service" through effectiveness and innovation in teaching and learning, our research advances, and entrepreneurship in all sectors of society. We will be leaders in improving the human condition in Georgia, the United States, and around the globe

Your Onboarding Experience

Transitioning to Tech

The Office of Human Resources (OHR) New Employees Website provides information and resources regarding your transition to the Georgia Tech community. Information is also available from your Manager, department leadership, and Human Resources Representative.

Please visit OHR's website for new employees via the following link: http://ohr.gatech.edu/employment/general-employment-information/new-employees

Prior to your first day of employment, please complete your new hire forms. The new hire forms can be found on the Office of Human Resources (OHR) website http://ohr.gatech.edu/employment/general-employment-information/new-employees/new-hire-documents Please be sure to follow all the steps mentioned. Under Step 2, you will select 'Classified Staff'

Please bring two forms of identification, as required by the Department of Homeland Security to establish your eligibility to work in the United States.

- Acceptable forms of identification are listed online via the following link: http://ohr.gatech.edu/customerservice/I9Requirements

Prior to your appointment, your department or HR Representative will provide you with a copy of your Personnel Services Form (PSF) to present to the Human Resources Customer Service Center, along with your new hire paperwork.

Visiting OHR

- OHR is located at 500 Tech Parkway, Atlanta, GA 30318
- Upon arrival, please sign in for your appointment
- Present your completed new hire forms, PSF and identification to the HR Customer Service Center Representative
- You will obtain your BuzzCard and temporary parking pass*
- The HR Customer Service Center Representative will also provide you with your benefits packet and schedule your New Employee Orientation

*Affiliates will need to go to the Buzz Card office (located in Barnes & Nobles – Tech Square) to obtain their BuzzCard

New Employee Experience

The New Employee Experience (NEE) is held every two weeks. NEE provides detailed and comprehensive information about Georgia Tech's History, Leadership, Structure, Mission, Strategic Goals, and Ethics. Information regarding Benefits, Training, Career Development, Payroll, Emergency Management & Safety and Human Resources Policies is also discussed.

Buzz Card

Your Buzz Card is an identification card that:
-Gives you access to academic buildings, your parking lot, the Campus Recreation Center, the GT Library, athletic events and more
-Can be used as a declining debit card that is accepted at over 200 locations on Campus
-Gives you access to discounts at multiple campus retail merchants

- The cost to replace a lost or stolen Buzz Card is $30. To obtain visit the Buzz Card Office, located at 48 5th St NW, 2nd floor, Atlanta, GA 30332 (Barnes & Noble @ Georgia Tech)

Parking and Transportation

There are several parking and transportation options on campus. OHR will provide you with a temporary parking permit which is good for one week, allowing the time necessary for your information to flow to the Parking and Transportation Office.

- On day 3 or 4, please check with the Parking and Transportation Office to ensure that you are in their system
- Your Parking Permit can be obtained by visiting the Parking and Transportation Office, located at 828 West Peachtree Street NW, Atlanta, GA 30332, between the hours of 7:30am and 5pm Monday-Friday.
  - o Annual Permit Prices for 2014-2015: $739
  - o Temporary Permit Price for 2014-2015: $90/ month (Affiliates)
- Additional information is available at the Parking and Transportation Website
  http://pts.gatech.edu/Pages/default.aspx

ALTERNATIVE TRANSPORTATION
- Georgia Tech promotes and encourages the use of alternative modes of transportation (e.g. vanpooling, carpooling, riding transit, etc.) to get to, from, and around campus instead of single occupancy vehicles. For additional information, please visit:
  http://pts.gatech.edu/Alternative_Transportation/Pages/Alternative%20Transportation.aspx

Benefits at a Glance

Georgia Tech offers a comprehensive total rewards package, including competitive pay, insurance coverage, and an incredible range of other perks, services and benefits.

Heath Insurance

Georgia Tech offers a range of medical, dental, and vision benefits for regular benefits eligible employees and their eligible dependents. Georgia Tech's healthcare premium payments are made on a pre-tax basis. For additional information, please visit: http://www.ohr.gatech.edu/benefits

Retirement

All regular employees of Georgia Tech are required by the Act of the General Assembly of the State of Georgia to participate in a retirement program. Georgia Tech's retirement savings programs give you the tools you need for effective, long-term financial security planning. Georgia Tech contributes 14.24% to employee retirement plans through the Teachers Retirement System and employees contribute 6% (tax deferred). The optional retirement plans listed below may also be available. For additional information, please visit: http://www.ohr.gatech.edu/benefits/retirement

- **OPTIONAL RETIREMENT PLAN** (ORP)
  Eligibility: Employees hired after July 1, 2007 are eligible to participate in the Optional Retirement Plan.

  Contributions: The employee contributes 6% (tax deferred) of salary; the State contributes 9.24%. Vesting is immediate. The employee may allocate funds among select investment companies. These plans provide a flexible and portable retirement program.

- **GEORGIA DEFINED CONTRIBUTION PLAN**
  Eligibility: Available to temporary employees only

  Contributions: Members contribute 7.5 % of gross salary to the plan through payroll deductions.

- **403(B)/ROTH 403(B)/457(B)**
  Eligibility: Available to all regular employees

  403(b)/Roth 403(b)/457(b) are supplemental retirement plans. The employee may allocate funds among select investment companies.

Protection Insurance

Georgia Tech offers short term and long term disability insurance, as well as life insurance coverage that can provide benefits eligible employees with financial protection against the unexpected. For additional disability insurance information, please visit: http://www.ohr.gatech.edu/Benefits/disability

For additional life insurance information, please visit:
http://www.ohr.gatech.edu/Benefits/lifeinsurance

Paid Time Off

Georgia Tech benefits eligible employees receive a generous amount of vacation. Additionally, the Institute recognizes twelve holidays per year. Benefits eligible employees also accrue one day of sick leave per month. For additional information, please visit: http://www.ohr.gatech.edu/benefits/timeoff

Professional Development

Georgia Tech believes strongly in growing the competence of our employees. Whether taking classes through professional organizations or other schools, courses internally at Georgia Tech's Office of Workplace Learning and Professional Development, or classes offered by your department, we want you to continue learning and with your managers will support a segment of this training as related to your job activities.

The Office of Workplace Learning and Professional Development offers training and development courses designed to enhance your performance and your career. For additional information, please visit: http://ohr.gatech.edu/learningdevelopment

Georgia Tech offers several educational assistance programs for its benefits eligible employees. These programs provide a tuition and mandatory fee waiver or reimbursement to full-time employees and research titled faculty who take courses related to their current employment at University System institutions. For additional information, please visit http://ohr.gatech.edu/benefits/education

Work Life

Georgia Tech strives to help our employees find a balance between their work and family life, which allows them to be successful employees. Some work/life balance programs include:

CHILDCARE OPTIONS
- R. Kirk Landon Childcare Center: http://centers.brighthorizons.com/TechHomePark
- Children's Campus @ Georgia Tech: http://child-care-preschool.brighthorizons.com/GA/Atlanta/gtchildrenscampus/

FACULTY/STAFF ASSISTANCE PROGRAM
FSAP is a confidential counseling service that assists employees in addressing emotional and mental health concerns they may be experiencing. The program is at no cost to employees who suffer from personal/emotional problems that may affect performance at work. For more information please visit, http://ohr.gatech.edu/work/life/fsap

FLEXIBLE WORK ARRANGEMENTS
Georgia Tech provides formal flexible work arrangement guidelines that to help staff balance work and personal commitments. Flexible work is based solely on department needs and management approval. Staff interested in flexible work arrangements should discuss their requests with their Manager. Common flexible work arrangements include flextime, telecommuting, compressed work schedule, part-time work schedule and job sharing. For additional information, please visit: http://policies.gatech.edu/employment/flexwork-arrangements

Payroll & Time Reporting Procedures

Payroll Processing

The 2016 Pay Cycle Calendars are available on OHR's webpage: http://www.ohr.gatech.edu/payroll/paycheck Information regarding direct deposit, calculating your paycheck, taxes, deductions, and reporting time can be found on the OHR Payroll website at: http://www.ohr.gatech.edu/payroll

BIWEEKLY TIME DOCUMENTS
Biweekly time documents must be completed by employees that are paid on a biweekly basis. Thoroughly completed time documents must be submitted to the department Financial Team by the communicated deadline date, which is usually on Thursdays no later than 2pm. Time documents submitted late will result in nonpayment for the current pay period, so it is crucial that employees are timely with submitting time documents. A completed sample form is in the appendix for your review.

TIME OFF REQUESTS
Employees requesting time off must complete the Vacation and Sick Request Form and submit it to their manager at least two-days prior to the anticipated time off. Approvals are at the manager's discretion based on business needs. A sample form is in the appendix for your review.

Non-exempt employees
- Non-exempt (biweekly) employees are paid every other Friday. There are twenty-six paydays in the calendar year.
- Bi-weekly employees must complete a timesheet for every pay period http://ohr.gatech.edu/payroll/reportingrequestingtime
- Timesheets are due by 12pm Friday of the week the pay cycle ends

Exempt employees
- Exempt employees are paid monthly, on the last day of the month.
- Vacation and Sick leave are recorded monthly (by the 5th of each month) via TimeOut, our online leave management system.
    - TimeOut enables monthly-paid faculty and staff to request and report vacation, sick, paid military, consulting and court leaves.
    - The system allows employees to submit leave requests electronically to their manager and managers will be able to approve these requests.
    - TimeOut allows for accurate recordkeeping, transparency, automated notifications and real time leave balances.
- Online demos, tutorials and other aids are accessible via the Office of Human Resources website by visiting: http://ohr.gatech.edu/timeout-training-resources
- Answers to most of your TimeOut related questions can be found online at, http://ohr.gatech.edu/timeout-training-resources

Georgia Tech's Performance Management Process

Georgia Tech strives to provide an environment where all employees understand the impact their contributions have on the achievement of Institute goals and are provided the opportunity for ongoing personal growth. One way we accomplish this goal is through strong performance management that culminates in an annual performance review.

Every non-probationary Georgia Tech staff employee is required to receive a written performance review on an annual basis.

General best practices for managing your performance in preparation for an annual review include:

- Document examples of specific performance accomplishments throughout the entire performance review cycle (January 1 – December 31)
- Conduct a self-appraisal of your performance prior to meeting with your Manager. Be prepared to discuss your measurable outcomes for the performance cycle
- Be open to two-way communication and performance feedback
- Discuss and determine available resources needed for achieving performance objectives and standards
- Discuss career and professional development plans
- Be prepared to discuss and recommend key performance standards for the upcoming performance review cycle with your manager

PROBATIONARY PERIOD
Board of Regents and Institute policy requires that all staff employees serve the first six months of employment on a provisional basis. This is designated as the employee's probationary period. Probationary employees are reviewed *after* successful completion of their probationary period.

Policy Acknowledgement

My signature indicates that I *have reviewed* and *had the opportunity to discuss with my manager or human resources* any questions that I have regarding Institute employment policies.

I understand that I have an obligation to immediately inform my manager and Human Resources of any changes in my personal information – including, but not limited to, my home phone number and address. I also accept responsibility for contacting my manager or Human Resources if I have additional questions or concerns or need further explanation about Institute policies.

I recognize that the original, signed "Policy Acknowledgement of Receipt" document will be placed in my personnel file and I have kept a copy for my records. I also understand that the Institute's official policies and procedures are available online at: http://www.policylibrary.gatech.edu/employment-0

Institute Employment Policies	
Business Ethics	
Campus Disability Compliance	
Compensation	
Conflict of Interest	
Employee Benefits & Services	
Employee Relations	
Employment	
General Work Rules	
Non-Discrimination and Affirmative Action	
Open Records Act	
Payroll	
Performance Management	
Personnel Records	
Safety & Security	
Time Away from Work	
Employee Name (Print):	**GTID#:**
Employee Signature:	**Date:**

General Office Policies & Procedures

OFFICE HOURS
Work hours are 8am – 5pm (unless otherwise indicated by your Supervisor). Full-time employees are required to work 8 hours a day with a minimum 30-minute lunch break.

ATTENDANCE
Employees are required to contact their manager by phone or email prior to their appointed start time in the event that they are not being able to arrive at work on time or to report an unexpected absence. Supervisors have the discretion of requiring more advanced notice (based on business needs), but in no case should the notice requirement be more than two hours.

VACATION AND SICK LEAVE
Institute policy states that you cannot use sick leave or vacation leave before it has accrued.

DRESS CODE
Office policy requires that workplace attire and grooming must be neat, clean and appropriate for the work being performed and the setting in which the work is performed. Employees should wear business professional attire appropriate for their job and interaction with customers. When dealing with customers and the public, employee's attire should always reflect a professional image. As always, Supervisors are responsible for determining appropriate dress for their team's work environment.

The normal dress code is relaxed during the summer to allow business casual attire (beginning of the summer semester and ending after the Labor Day holiday).

CUSTOMER SERVICE
Employees are expected to provide excellent, responsive, and professional customer service to anyone they come in contact with.

TELEPHONE/VOICEMAIL GREETING
Voice mail greetings should reflect appropriate business information, i.e. name, title, availability, when a return call can be expected, or re-direction to another number for assistance

SIGNATURE LINE
E-mail signature blocks should appropriately reflect your professional position with Georgia Tech including your name, title, department, contact information, and web page if appropriate. A tagline reflecting your personal philosophy or religious beliefs should not be included.

Please direct any questions to your supervisor. A comprehensive list of Institute polices can be found by visiting: http://www.policylibrary.gatech.edu/administrative

Information Technology Policies

Georgia Tech users are required to keep their accounts and passwords secure and must not share their Institute provided account or password information with anyone without the express written permission of his or her supervisor. Users that choose to do so accept the risk that the user account and password may be used to access resources other than the mail account.

Users may not intentionally allow access to Georgia Tech resources by unauthorized users. Unauthorized access to GT resources is explicitly denied.

Users of Georgia Tech resources must not attempt to access data or systems they are not authorized to access and are expected to respect the integrity of Georgia Tech IT resources.

Users of Georgia Tech IT resources are responsible for upholding the confidentiality and integrity of data to which they have access. Users are prohibited from inspecting, copying, altering, distributing or destroying anyone else's files or network traffic, including but not limited to those related to Institute business, research, and teaching, without proper authorization.

Proper authorization may be required not only from the person from whom the data originated, but also from Institute management or Institute data stewards. If there is a question, users are encouraged to check with their management before attempting to access the data without permission.

Users who are authorized to access sensitive data (e.g. student data) are not authorized to distribute this data to other uses or grant other users access to the same data without permission from the Data Steward. Permission to access sensitive data may be obtained through Data Stewards per the Data Access Procedures.

Information regarding the Office of Information Technology Computer and Network Usage and Security Policy can be accessed by using the following link: http://policies.gatech.edu/information-technology/computer-and-network-usage-and-security

Standard Employee New Hire Checklist

FIRST DAY

- ☐ Meet with your manager to discuss questions concerning your transition to department
- ☐ Tour the work area, become familiar with where everything is located (e.g., restroom, parking, entrances/exits, supplies, equipment, break room, mail, etc.)
- ☐ Discuss emergency, safety, security and general business procedures
- ☐ Complete new hire paperwork
- ☐ Visit the Office of Human Resources for Parking & Transportation and BuzzCard
- ☐ Discuss your job responsibilities, the team's objectives and structure, as well as learn how your role contributes to meeting these goals.

FIRST WEEK

- ☐ Discuss time reporting processes (time documents, time off requests, compensated absence forms, etc.)
- ☐ Review Institute and department policies and procedures such as customer service, dress code, holidays, anti-harassment policy, general work rules, etc.
- ☐ Familiarize yourself with other service areas and teams
- ☐ Discuss Institute and department strategic plans
- ☐ Review job description; discuss performance objectives, Georgia Tech's performance review process, etc.
- ☐ Discuss the Institute's six month probationary period
- ☐ Discuss department structure (org chart, etc.)
- ☐ Meet department leadership team
- ☐ Discuss schedule for staff meetings, etc.

FIRST 30 DAYS

- ☐ Complete benefits enrollment process
- ☐ Tour department's website and revisit the Institute's policy website. Sign, date and return Policy Acknowledgement
- ☐ Meet with supervisor to discuss your progress and transition
- ☐ Complete the Institute's online harassment and complete Ethics Training

FIRST 90 DAYS AND BEYOND

- ☐ Conduct follow-up meetings to discuss any concerns or questions with your supervisor
- ☐ Conduct follow-up meetings with supervisor to obtain performance feedback
- ☐ Continue learning about department and Institute processes and best practices

Useful Institute Information & Tech Lingo

TECH WORKS (EMPLOYEE SELF SERVICE)
The Employee Self-Service system provides the ability for *all* Georgia Tech employees – faculty, staff and student employees – to view their HR data online. With just the click of a mouse, employees have convenient and secure access to their personal, payroll, and benefits information. For example, employees can use the system to:

- View and update personal contact information (e.g., name, address, phone, emergency contacts)
- View earnings statements and compensation history
- View information about the benefits in which they are enrolled
- View and update direct deposit information
- Change federal tax withholding.

Simply log on to https://techworks.gatech.edu and enter your GT account and password.

ETHICS POINT
Each member of the Georgia Tech community shares in the responsibility to advance the Institute's mission and to ensure proper stewardship of the resources entrusted to us. As a demonstration of senior leadership's commitment to these principles, Georgia Tech has partnered with EthicsPoint, Inc. to provide an opportunity for members of the Georgia Tech community to confidentially and anonymously report issues of concern to management via the EthicsPoint internet-based reporting system:
https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7508

ETHICS
As members of the GT community and employees of the University System of Georgia, all faculty, researchers, staff members and student employees have a responsibility to behave ethically. You may familiarize yourself with the USG policy and Georgia Tech's Code of Ethics. http://www.president.gatech.edu/about-office/institute-ethics

OPEN RECORDS ACT
As a public institution, Georgia Tech is subject to the Open Records Act, O.C.G.A. § 50-18-70 et seq. (the "ORA"). The law requires that Georgia Tech make public documents available for public inspection. All documents prepared or maintained by Georgia Tech, as well as documents prepared or maintained by its employees as part of their job responsibilities, are subject to the ORA. The ORA includes computer based or generated information. There are certain exemptions under the law for personal or confidential information, such as Social Security numbers and proprietary information. The Office of Legal Affairs ("OLA") has been designated by the President of the Institute as the office to respond to ORA requests.

CAMPUS DIRECTORY
You can search for Faculty, Staff and Students at Georgia Tech by using the Campus Directory:
https://www.directory.gatech.edu/

Be sure to update your campus phone number, GT mail code and location in Techworks
http://techworks.gatech.edu/ under Personal Information Home, so you'll be listed correctly in the directory and receive campus mail at the proper location.

CAMPUS MAP
Our campus map is available online, printed and via IPhone App. For access to the map, please use
http://map.gtalumni.org/

NOTARY SERVICES
The Georgia Tech Student Center currently has several notaries who are available Monday - Friday between the hours of 8:00 a.m. and 5:00 p.m. There is no charge for notary services offered at the Student Center.

GT EMERGENCY PREPAREDNESS
Review the GT Emergency Preparedness website and sign-up for applicable services:
http://www.police.gatech.edu/emergencypreparedness/index.html

GT IMPORTANT LINKS

Georgia Institute of Technology Website	http://www.gatech.edu/
About Georgia Tech	http://www.gatech.edu/about
Strategic Plan	http://www.strategicvision.gatech.edu/
Life @ Tech: Faculty & Staff (Resources)	http://www.gatech.edu/life-at-tech/faculty-staff
GT Police	http://www.police.gatech.edu/
GT Policy Library	http://www.policylibrary.gatech.edu/
TechWorks (Employee Portal)	http://www.techworks.gatech.edu
GT News	http://www.news.gatech.edu/
GT Office of Human Resources	http://www.ohr.gatech.edu/
GT Holidays	http://www.ohr.gatech.edu/holidays
GT Offices & Departments	http://gatech.edu/offices-and-departments

TECH LINGO

- **AE** — Aerospace Engineering, Daniel Guggenheim School of
- **A-T** — Alexander-Tharpe Fund, fundraising arm of the Georgia Tech Athletics Association
- **ATAS** — Aerospace, Transportation, and Advanced Systems Laboratory (GTRI)
- **ATDC** — Advanced Technology Development Center

- **BME** — Biomedical Engineering, Wallace H. Coulter Department of
- **Buzz** — Campus mascot (a yellow jacket; not a bee)
- **Burger Bowl** — Large green space adjacent to the Campus Recreation Center's Roe Stamps Fields (west campus).

- **CATEA** — Center For Assistive Technology & Environmental Access
- **CCDD** — Center for Career Discovery and Development
- **CEISMC** — Center for Education Integrating Science, Mathematics, and Computing
- **CE (or CEE)** — School of Civil and Environmental Engineering
- **CETL** — Center for the Enhancement of Teaching and Learning
- **CHBE (or CHEM E)** — School of Chemical and Biomolecular Engineering
- **CM** — Computational Media
- **COA** — College of Architecture
- **COC** — College of Computing
- **COE** — College of Engineering
- **COS** — College of Sciences
- **Co-op** — The Cooperative plan in which students work and attend classes on alternating semesters

- **CRC** — Campus Recreation Center
- **CS** — Computer Science, School of
- **CSE (or CMPE)** — Computational Science and Engineering, School of

- **EAS** — Earth and Atmospheric Sciences, School of
- **ECE** — Electrical and Computer Engineering, School of
- **EI2 ("EI-squared")** — Enterprise Innovation Institute (commercialization services)
- **ELSYS** — Electronic Systems Laboratory (GTRI)
- **EOSL** — Electro-Optical Systems Laboratory (GTRI)

- **FASET** — Familiarization and Adaptation to the Surroundings and Environs of Tech (freshman orientation program)
- **Flag Building** — Officially the Charles A. Smithgall Jr. Student Services Building

- **GRA** — Georgia Research Alliance
- **GTAA** — Georgia Tech Athletics Association or Georgia Tech Alumni Association
- **GTAB** — Georgia Tech Advisory Board
- **GTCN** — Georgia Tech Cable Network
- **GTF** — Georgia Tech Foundation
- **GTISC** — Georgia Tech Information Security Center
- **GTMI** — Georgia Tech Manufacturing Institute (located in the Fuller E. Callaway Jr. Research Building)
- **GTRC** — Georgia Tech Research Corporation
- **GTRI** — Georgia Tech Research Institute

- **HTS** — History, Technology, and Society, School of
- **The "Hill"** — The historic area of campus where the offices of senior Institute administrators are located

- **IAC** — Ivan Allen College of Liberal Arts
- **IBB (or "IB squared")** — Parker H. Petit Institute for Bioengineering and Biosciences
- **IC** — Interactive Computing, School of
- **ILE** — Institute for Leadership and Entrepreneurship
- **INTA** — International Affairs, Sam Nunn School of
- **IPaT** — Institute for People and Technology
- **IRI** — Interdisciplinary Research Institute (there are 12 on campus)
- **IRP** — Institutional Research and Planning
- **ISYE** — Industrial and Systems Engineering, H. Milton Stewart School of

- **LMC** — Literature, Media, and Communication, School of
- **GT-Lorraine** — Georgia Tech's campus in Metz, France

- **ME** — Mechanical Engineering, George W. Woodruff School of
- **MIRC** — Microelectronics Research Center
- **MRDC** — Manufacturing Related Disciplines Center
- **MSE** — Materials Science and Engineering, School of

- **NAA** – North Avenue Apartments and Dining Hall
- **'Nique** – See "Technique," below

- **OHR** — Office of Human Resources

- **OIE** — Office of International Education
- **OIT** — Office of Information Technology
- **OMED** — Office of Minority Educational Development
- **OSP** — Office of Sponsored Programs

- **PCS** — Printing and Copying Services
- **PSP** — President's Scholarship Program

- **Ramblin' Wreck** — 1930 Model A Ford car that serves as a school symbol; the student body is also called the Ramblin' Wrecks from Georgia Tech
- **RATS** — Freshmen (Recently Acquired Tech Students/Recruit At Tech)
- **ResNet** — Network, television and telephone support for the Department of Housing
- **RHA** — Residence Hall Association

- **Scheller —** Ernest Scheller Jr. College of Business
- **SEAL** — Sensors and Electromagnetic Applications Laboratory (GTRI)
- **SEI** — Strategic Energy Institute
- **SGA** — Student Government Association
- **The "Shaft"** — Richard C. Kessler Campanile outside the Fred B. Wenn Student Center
- **SPP** — School of Public Policy

- **Team Buzz** — Tech's annual campus-wide community volunteer initiative
- **Tech Green** — Large green space adjacent to the Richard C. Kessler Campanile, near the Fred B. Wenn Student Center
- **Tech Trolley** — Stinger bus that runs to Technology Square
- **Technique** — Student newspaper
- **Technology Square or Tech Square** — Area of campus east of the Downtown Connector that includes the Ernest Scheller Jr. College of Business, Barnes & Noble Bookstore, Georgia Tech Hotel, Global Learning and Conference Center, and several restaurants
- **The Good Word** — To Hell With Georgia!
- **THWG** — To Hell With Georgia!
- **TSRB** — Technology Square Research Building

- **West Campus** — Residence halls on the west side of campus (newer dorms)
- **The Whistle** — The steam whistle that marks five minutes before each hour; also the faculty/staff newspaper
- **WLC** — Women's Leadership Conference
- **Word** — Results of old exams used for studying
- **WRC** — Women's Resource Center
- **WREK** — Campus student-run radio station

- **Yellow Jackets** — Name of all sports teams

Important Contacts

HR Related Matters	HR Rep/ Contact		
Building/ Facilities (office keys)	Building Manager		
Emergency Procedures	Building/ Facilities Mgr		
Order Office Supplies	Your Manager/ Admin		
Order Business Cards	Your Manager		
Parking/ Transportation	P&T Office	http://www.parking.gatech.edu/	404-385-PARK (7275)
Technology matters	Local IT staff / OIT	http://www.oit.gatech.edu/	404-894-7173
Buzz Card	Buzz Card Office	http://www.buzzcard.gatech.edu/	404-894-2899
Employment Verification	Help Line	http://ohr.gatech.edu/resources/employmentverification	404-894-6911
GT Counseling Center			404-894-2575
Inclement Weather Hotline			404-894-0500
Police (Non-Emergency)			404-894-2500
In case of a Police/ Fire/ EMS emergency			9-1-1

Name of Building	
Building Address	
Building Manager Name/ Phone Number	
Fire Alarm Control Panel location	
Fire extinguisher location	
Emergency exit location	
Tornado Shelter location	
Person(s) trained in CPR	
Evacuation Assembly Area	

Navigating the Phone System

TO MAKE A CALL

Calling an on-campus number

5-digit dialing is available by dialing the last 5 digits of the campus phone number

Calling an off-campus number

Dial 9 + the 10-digit telephone number

Placing a long distance call

Dial 9 +1 + the 10-digit telephone number

VOICEMAIL

Voice Mail Access Number	404-385-TECH (on campus 5-8324)
Voice Mail Help Line	404-894-7173 (on campus 4-7173)

Listed below are all of the voice mail box commands. You may obtain detailed information for any of these commands by logging into your mail box and dialing 7 for message commands or 8 for mailbox commands.

Message Commands	Message Options	Mailbox Commands
XX - Reply XX - Play Envelope XX - Forward 3 - Delete XX - Send	8 - Urgent Delivery 2 - Confidential/Private Delivery 7 - Receipt Request 3 - Future Delivery	* - Log On 2 - Record Greeting 4 - Change Greeting 9 - Log Off 7 - Change passcode 5 - Distribution Lists

LISTEN TO MESSAGES

- 7 - Play
- 2 - Answer
- 4 - Give
- 5 - Keep
- 6 - Make a New Message
- 3 - Discard

Discounts and Perks

Georgia Tech employees can receive discounts on a range of perks and services.

PUBLIC TRANSPORTATION PASS
Discounts are available for MARTA, GRTA Xpress, Cobb County Transit, and Gwinnett County Transit. Pre-tax payroll deduction available. For additional information, please visit: http://www.ohr.gatech.edu/benefits/other

AUTOMOBILE DISCOUNT
Faculty and staff are eligible to take the advantage of the Ford College Partner Recognition Program, General Motors Supplier Discount Program and the Mercedes-Benz Fleet Incentive Program. For additional information, please visit: http://www.ohr.gatech.edu/benefits/other

FOOD
Georgia Tech employees are eligible for a 5% reward at GT Dining locations when making purchases with a BuzzCard. For additional information, please visit: https://www.mystuff.gatech.edu/buzzcard/diningrewards/

TRAVEL
Discounts are available for international and domestic trip itineraries, budget hotels, travel insurance, tours and packages, and travel gear from STA Travel (requires purchase of a $22 card, good for one year). For additional information, please visit: http://www.statravel.com

RECREATION AND ENTERTAINMENT
Campus Recreation Center
Faculty and staff can enjoy one of the best campus recreation facilities in the country for as little as $24 a month. For additional information, please visit: http://www.crc.gatech.edu/plugins/content/index.php?id=11

RETAIL DISCOUNTS
Georgia Tech employees can receive discounts from the following retailers:

Barnes & Noble@Tech location: during campus appreciation weeks (fall and spring semesters), employees can receive a discount on certain purchases. Please call 404-894-2515 for additional information.

Computers: Exclusive pricing from Apple, Dell and Lenovo, please visit http://techstuff.gatech.edu/

Telecommunications: For discounts and preferred plans available from AT&T, Sprint, T-Mobile and Verizon, **please visit:**
AT&T: https://www.wireless.att.com/businesscenter/business-programs/college/index.jsp
Verizon: http://www.verizonwireless.com/b2c/employee/eleuLanding.jsp
Sprint: http://www.sprint.com/georgiatech
T-Mobile: http://www.ohr.gatech.edu/benefits/other#tmobile

DePoe Eye Center provides convenient access to low-cost, time-saving optical services directly on campus to students, faculty, staff, and alumni. Please call 404-385-2701 for additional information.

MISCELLANEOUS DISCOUNTS
Dish Network, You Decide, Will Preparation, Banking and Credit Union discounts are also available. For additional information, please visit: http://www.ohr.gatech.edu/benefits/other