

Unit Name Here
Semester Checklist

Spring Second Friday of January
Summer Last Friday of May
Fall Last Friday of August

Please update the following documents and save in your unit Dropbox folder at the beginning of each semester:

Unit Student Handbook

Unit Emergency Contact List

Student Employee Info and Contact List

Technology Inventory

Unit Staff Schedule (add lines as needed)

Name <i>Last Name, First Name</i>	Schedule <i>M-F Hours</i>

Employee Flex Time/Telecommute Forms

*(any employee with a schedule exception to Monday thru Friday, 5-days/week,
within the hours of 7 am – 6 pm)*

_____ Please confirm that building access has been updated to remove access for employees departing your unit.

Once your forms are complete and uploaded to your unit Dropbox folder, please sign below and email to oue_hr@gatech.edu. (Note due date schedule above.)

All forms updated and uploaded to (unit name here) Dropbox Folder

Signature

Date

Printed Name