Q: When do my benefits start?
A: Benefits begin at the first of the following month that a complete hire packet was submitted and processed and the Faculty Benefits Orientation was attended. For faculty beginning in Fall Semester, if the hire packet was submitted in July, and the benefits orientation was attended on or before July 31, benefits are effective August 1, 2016.

Q: How do I get my benefits?
A: To access the Benefits Orientation Schedule and select benefits follow this link: http://employees.hr.gsu.edu/benefits/new-hire-understanding-your-benefits/new-faculty-benefits-orientation/. You must pre-register. Walk-ins are not accepted.

Q: When is the first pay date/pay day?
A: The first check will be issued on August 31, 2016, and future “pay days” will occur on the last business day of each month. NOTE: If your local address is different from the address submitted with your hire packet, please be sure to change your address on file with the university through GSU HR. Otherwise, your first check will be mailed to the address from your new hire packet.

Q: How do I get the following access?
   o Parking Permit/Marta Pass
   o Panther Card
   o GSU Email
A: Once the hire information has been entered, it takes at least 10 business days for the information to be fully loaded in the system and to be activated and access given. GSU email address will be generated upon hire approval; Parking/Marta and Panther Card are to be obtained from Auxiliary Services, located on 2nd floor of the University Center Annex.

Q: How do I get access to the class schedule, GOSOLAR and keys?
A: Your home department grants this access, so it’s best to check in with the departmental business manager.

Q: Do I have to go to New Employee Orientation and Benefits Orientation?
A: In order to understand GSU and what it has to offer, as well as understanding benefits, it is STRONGLY encouraged that you attend the new employee orientation. Attendance is required at the Benefits orientation. You must pre-register. Walk-ins are not accepted. Information about the New Employee Orientation is available online at http://employees.hr.gsu.edu/new-hires/what-you-need-to-do-in-your-first-30-days/neo/.