

WELCOME



State Properties Commission (SPC):

The State Properties Commission is the steward of the State's Real Property Assets by providing accountability in the acquisition and disposition of all state-owned real property and real property interest.



Georgia State Financing & Investment Commission (GSFIC):

The Georgia State Financing and Investment Commission is responsible for the proper application of proceeds from general obligation debt and the issuance of all public debt by the State. No agency or authority can incur debt or employ other financial or investment advisory counsel, without Commission approval.



Georgia Building Authority (GBA):

The Georgia Building Authority is responsible for all services associated with the management of 35 buildings and various facilities located in the Capitol Hill Complex in Atlanta, Georgia. This includes the Georgia State Capitol building and the Governor's Mansion in northeast Atlanta.

Reporting for Orientation:

On your first day with GBA, you will report to the Human Resources Office at 8:30 a.m. for your New Employee Orientation (NEO). It is ***very important*** that you bring all completed forms with you to the orientation. You may park at the Pete Hackney parking lot located at the intersection of Jesse Hill Jr. Drive and Decatur Street for \$10.00 per day or you may prefer to take MARTA to the Georgia State Station. If you would like to request a parking assignment on Capitol Hill, you may request one through the Parking Office. The monthly fee for state employees varies from \$20.00 - \$30.00 and you will need to pay your first month in advance. Payment is permitted via personal check and debit or credit card. However, cash is ***not*** accepted. After you complete NEO, you will have the opportunity to request assigned parking.

Georgia Building Authority
Attn: Human Resources
First Floor
270 Washington Street, SW
Atlanta, GA 30334

For questions or concerns, please contact Human Resources.

Jesse Moyer, Director of Human Resources ~ (404) 463-5658

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Sharon Burrow, Special Projects Facilitator ~ (404) 652-1600

Enclosed Forms and Requirements

(Please note all required documents were included in one of the multiple emails sent to you prior to today.)

The following information is included in your agency's new hire packet:

- Welcome Letter
- State Holidays
- Workers' Compensation Handbook (Employee or Supervisor version, as applicable)
- Employee Personal Data Sheet
 - ❖ Fill in your name, social security number, address, and all other applicable data.
- W-4 Federal Withholding Allowance Certificate
 - ❖ Fill in your name, social security number, and address. Check the correct box for marital status and enter the number of allowances for dependents (including yourself) that you are claiming. **Please sign and date the form.**
- G-4 State Withholding Allowance Certificate
 - ❖ Fill in your name, social security number, and address. Check the correct box for marital status. Read the instructions at the top of the form carefully and complete items 4-7. **Please sign and date the form.**
- Direct Deposit Authorization Form
 - ❖ Provide a VOIDED check.
- Designation for Outstanding Wages
- I-9 Employment Eligibility Verification
 - ❖ Complete Section 1 by printing your last name, first name, middle initial, other last names used (if any), address, date of birth, and social security number. Check the correct box that indicates your immigration status. If you check Box #3, enter your 7- to 9-digit USCIS or A-Number in the space provided. If you check Box #4, enter the date that your employment authorization expires, if any, in the space provided, along with either your USCIS A-Number, I-94 Admission Number, or Foreign Passport Number and Country of Issuance. Please review Page 2 of this form and bring the acceptable documents listed.
- Acknowledgement of Workers' Compensation Treatment
- Code of Ethics Acknowledgement
- Unclassified Position Acknowledgement
- Drug-Free Workplace Notice
- Fair Labor Standards Act Understanding
- Secondary Employment Form
- GSEPS Auto Enrollment
- Policies
- Benefits – Health and Flexible Information
- ERS Retirement Information

Pay and Leave Time

Payday: The 15th and last day of each month
(If payday falls on a weekend or holiday, then it shifts to the last workday of the pay period.)

Direct Deposit: Employees are eligible for direct deposit.

Leave: Benefits eligible positions earn leave when the individual works a minimum of 40 hours or more within the pay period. Leave is awarded at the end of each pay period and is accrued at the following applicable rates:

- Sick Leave – 5 hours per pay period
- Annual Leave – Varies with years of service

| Years of Service | Leave Earned Each Pay Period |
|--------------------|------------------------------|
| Less than 5 years | 5 hours |
| 6 - 10 years | 6 hours |
| More than 10 years | 7 hours |
| Holidays | 13 per year |

Benefits: Employees are eligible for benefits on the first day of the month following their first full month of service. If you do not enroll in benefits before the deadline, you will not be eligible to participate until the next open enrollment period or qualifying event.

Open Enrollment: Each year an open enrollment is held between October and November to allow you to select new health and flexible benefit options. You will be notified of the dates and provided with information regarding all available selection options.

Employment Status: All GBA, GSFIC, and SPC positions are unclassified.

Performance Reviews: All employees will receive midterm and annual performance reviews.

FLSA Status: Non-Exempt employees covered by the Fair Labor Standards Act (FLSA) may not work over 40 hours in a work week without compensation (either overtime or compensatory time). Division Directors must grant prior approval for any time worked in excess of 40 hours in a week.

Transferring Employee: Current Health Insurance and Flexible Benefit selections will remain in effect until the open enrollment period.

Other Benefits:

- Parking
- Vanpool
- MARTA Breeze cards
- Full service credit union
- Peach State Reserves / (Aeon Hewitt-GaBreeze)
- Public Service Loan Forgiveness
- Employee Assistant Program