



General Information

Building Hours:

- Buildings hours: M – F 7:00am – 6:00pm.
- ID card required for entry outside those hours.
- No entry on game days.

Emergencies:

- 911 or UGA Police - 706-542-5813
- Weather closings issued via Archnews email
- UGA SafeApp prepare.uga.edu

Keys:

- Pick up an office key from the front desk admin staff in the JSB.

ID Card:

- Each employee is responsible for purchasing a UGA ID card.
- [UGACard](#)

Mailboxes:

- Located in the Admin Suites of the JSB.

Office Phones:

- CED utilizes TeamsPhone

Business Cards:

- Submit at [Business Cards](#)

Office Supplies:

- Basic office supplies are located in the cabinets in the JSB Admin suite.
- For specific inquiries, please contact the front desk admin staff.

Classroom Support

Classroom Maintenance and Technical Issues:

- Contact CED IT cedhelp@uga.edu for any electronic equipment problems or technical assistance
- For minor building issues, such as burned-out lightbulbs or water damage, contact the front desk admin staff.



Room Reservations:

- Reserve CED rooms at [CED Calendars - UGA - College of Environment + Design](#)
- JSB lecture rooms 123 and 125 are reserved via 25Live at [Search](#)
 - Use JSB building number 0040.

Vehicle Reservation:

- For UGA-class field trips, contact the front desk admin staff.

Communications

CED Master Calendar:

- [CED Events](#)
- [Submit an Event to the CED Calendar](#)

Event Announcement:

- Contact the front desk admin staff with announcements to be shared on CED listservs.

Social Media:

- [Instagram](#)
- [Facebook](#)
- [LinkedIn](#)

Bulletin Boards:

- Bulletin board space can be reserved for posting CED classwork under 'Pinup spaces' [CED Calendars - UGA - College of Environment + Design](#)
- For class/club-related flyers, contact the CED Communications Director for permission.

Business Office

Purchasing and Reimbursements:

- [Business Office Resources - UGA College of Environment + Design](#)

Travel:

- Complete travel training at [PowerPoint Presentation](#)
- [UGA Travel Policy](#)
- [CED Travel Request Form](#)



Human Resources

Absences:

- Refer to UGA HR policy [Current Employees](#)

Payroll:

- [Direct Deposit – UGA OneSource](#)
- [Paycheck Description](#)
- [New Employee Checklist](#)
- W-2 [OneSource](#) (Click “payroll”; “taxes”)