

Georgia Southern University

Digital Commons@Georgia Southern

Five Things You Should Know This Week

University Communications and Marketing

1-23-2023

Five Things You Should Know This Week

Georgia Southern University

Follow this and additional works at: <https://digitalcommons.georgiasouthern.edu/five-things-newsletter>



Part of the [Higher Education Commons](#)

This newsletter is brought to you for free and open access by the University Communications and Marketing at Digital Commons@Georgia Southern. It has been accepted for inclusion in Five Things You Should Know This Week by an authorized administrator of Digital Commons@Georgia Southern. For more information, please contact digitalcommons@georgiasouthern.edu.

Some important things Georgia Southern faculty and staff should know this week, collected by University Communications and Marketing.

>>> It's time to start working on staff performance evaluations

It's time for electronic performance evaluations for staff employees. Evaluations will be completed through OneUSG Connect's ePerformance module just as they were last year. The period of time being evaluated will be from Jan. 1, 2022 through Dec. 31, 2022.

The evaluation process should conclude by Feb. 28, 2023.

All staff employees who completed their 180 day provisional period by December 31, 2022 should have an annual evaluation completed. Human Resources will be hosting three training sessions and open labs once a week throughout the evaluation period.

[For more information, job aids and a video tutorial, go to the HR website.](#)

>>> Green Zone training will be offered next month

The Staff Council Professional Development Committee is sponsoring two opportunities to attend in-person professional development sessions entitled, "Green Zone Training."

The Green Zone training explores the diverse composition of the military-connected student population at Georgia Southern. This session highlights military culture and experiences, helps participants recognize obstacles these students face in higher education, and identifies campus resources that are available for students, faculty and staff.

Sessions are offered in person only on:

- Feb. 2 in the Williams Center Multipurpose room on the Statesboro Campus
- Feb. 9 in the Student Union's Ogeechee Theatre on the Armstrong Campus

[Registration and session details are online.](#)

>>> A new electronic budget amendment form is now available

The University Budget Office has implemented a new [Electronic Budget Amendment Form](#) that will replace the paper version and will be routed electronically to budget managers. Any amendment submitted can be tracked with the [Requestor Dashboard](#). Please see the linked [instructions](#) for a guide on completing the Electronic Budget Amendment Form.

With the implementation of the electronic form, notifications will come from the Budget Office email (budgetoffice@georgiasouthern.edu) to approve the amendments for any budget you manage. In order to approve the amendment, you will need to follow the link provided in the email you receive. This link will take you directly to the form for you to review the amendment and any back-up documentation attached and approve it.

>>> Players needed for fourth annual student vs. faculty/staff basketball game

[Registration is now open](#) for the fourth annual student vs. faculty/staff basketball game.

The faculty/staff team will compete against the team of student leaders from the Armstrong Campus.

The coach for each team will be selected by the University Programming Board, which has scheduled a meet and greet during the week of January 31.

Practice for each team will be determined by the team's availability in February.

Registration closes Jan. 27.