

# Fall Student Hiring Information Session

*Focus on Fall*

Georgia Tech Human Resources  
June 27, 2024



# Before we get started...



Keep questions focused on the discussion.



Please add your questions in the Chat.



We will share this presentation after today's call.



We will follow-up on any unanswered questions.

# Agenda

- Welcome
- Administrative Services Center
  - WFA
  - Client Relations
  - Onboarding & Hiring
- Global HR
- Federal Work Study
- Office of Graduate Studies

# Welcome!

## ***HR Topics for Student Employment*** is a meeting series specifically for student employers

- Hosted by GTHR's [Student Employment](#) team in anticipation of upcoming semester
- Provide semester-specific reminders, best practices, tools and resources; plus answer YOUR questions
- Our goal is to ***Improve the student employee experience at Tech!***

### **Learning goals for today's *Focus on Fall* session:**

- Understand actions that should be taken [now](#)
- Know the steps to follow to appropriately employ a student for fall semester
- Be aware of hiring best practices
- Know where to go for hiring resources, and how to contact [ASC](#)

# Update: Administrative Services Center (ASC)

Sterling Dunkley, Onboarding and Hiring Manager

Jakela Mabry, Workforce Administration Manager

Camara Jenkins, Client Relations Manager



## Direct Hiring Requests (eRequests)

# Key Reminders

- July 31 is the last day to **submit eRequests** for fall hires.
- Hiring requests submitted outside of recommended timeframes may result in delays in student employees being paid on time. If you do submit outside of the recommended timeframe, we suggest that you alert your student employees that they may receive a late payment.
- eRequests should be used to **hire** or **rehire** a student employee.
- To support hiring efficiency for units and the ASC team, we no longer integrate GradWorks and ServiceNow for student hiring. Please submit an eRequest to hire or rehire students. *GradWorks should only be used for its intended purpose within your units.*
- Employees **who have never worked at Georgia Tech, have been rehired after not working for two or more years, or have previously been hired as an affiliate should not start working** until, they have completed the Employee Onboarding process.

# Helpful Tips and Reminders



- If you need a guide for student hiring, use the [Student Employment Process Tips](#).
- To initiate new student hires and rehires, use the [Direct Hire eRequest](#).
- To hire or rehire a group of 10 or more, use the [Bulk Student Hiring eRequest](#).
  - Review the [How to Submit a Bulk Student Hiring eRequest](#) knowledge article.
- Visit the [Resources for Student Employers Webpage](#).
- Visit the [knowledge base](#) for additional information about student hiring



# Employee Onboarding Process

# Employee Onboarding Process

Onboarding is a two-step process



## Pre-Boarding (aka New Hire Online Documents)

Receive login ID and password via email from [DoNotReply@Equifax.com](mailto:DoNotReply@Equifax.com)

Complete New Hire Online Documents



## Onboarding (I-9 Verification and Security Questionnaire)

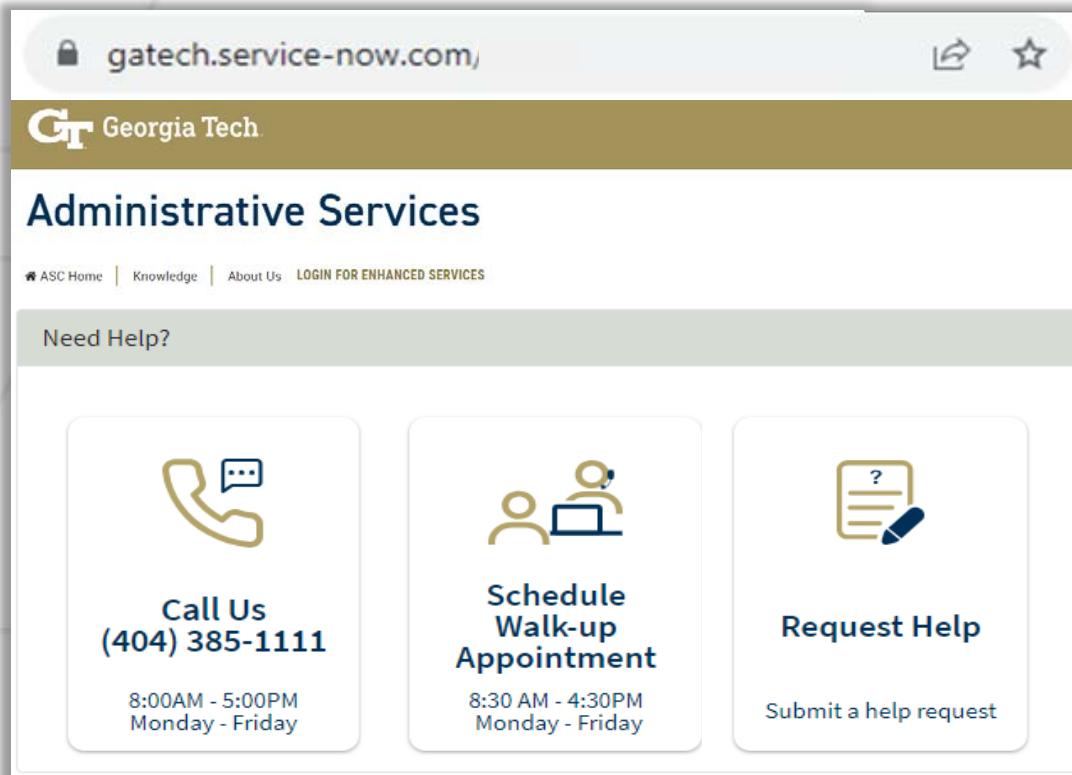
Completion of I-9 identity verification and witnessed signing of GA Security Questionnaire

Can only be done after online onboarding documents are finished and can only be completed in the United States

***I-9 Verification and Security Questionnaire must be completed no later than 3 days after new employee's start date!***

# In-Person I-9 Verification and Security Questionnaire

For Employees in the Metro-Atlanta Area:



- Book an appointment with the ASC through the [Administrative Services portal](#)
- Visit ASC for appointment
  - (Currently at 755 Marietta Street, NW, Atlanta, GA 30318)
  - After July 8 - 500 Tech Parkway, NW, Atlanta, GA 30318
- Present original documents to prove eligibility to work in the United States
- A list of acceptable original and unexpired documents can be found here: [Identification Requirements | Human Resources \(gatech.edu\)](#)

**\*Must be completed In-Person if the employee lives in the Metro-Atlanta Area\***

# Remote I-9 verification and Security Questionnaire

For Employees Outside of the Metro-Atlanta Area: Option 1: Virtual ASC Onboarding Appointment

<p><b><u>Step 1</u></b></p> <p>Book a virtual appointment with the ASC through the <a href="#">Administrative Services portal</a>.</p>	<p><b><u>Step 2</u></b></p> <p>Prepare original documents to prove eligibility to work in the United States. A list of acceptable original and unexpired documents can be found here: <a href="#">Identification Requirements   Human Resources (gatech.edu)</a></p>	<p><b><u>Step 3</u></b></p> <p>Join appointment using the Microsoft Teams link provided by the ASC via email.</p>	<p><b><u>Step 4</u></b></p> <p>Present <b>original</b> documents to prove eligibility to work in the United States. - A list of acceptable original and unexpired documents can be found here: <a href="#">Identification Requirements   Human Resources (gatech.edu)</a></p>
<p><b><u>Step 5</u></b></p> <p>Print the Security Questionnaire.</p>	<p><b><u>Step 6</u></b></p> <p>Sign the Security Questionnaire in front of a Notary.</p>	<p><b><u>Step 7</u></b></p> <p>Guidance on how to find a Notary can be found here: <a href="https://www.nationalnotary.org/resources-for/public/find-a-notary">https://www.nationalnotary.org/resources-for/public/find-a-notary</a></p>	<p><b><u>Step 8</u></b></p> <p>Mail a copy of documents used to prove eligibility, signed Form I-9, and signed and notarized Security Questionnaire to</p> <p><i>Georgia Tech Administrative Service Center Temporarily at 755 Marietta Street, NW, Atlanta, GA 30318*</i></p>

# Remote I-9 verification and Security Questionnaire

For Employees Outside of the Metro-Atlanta Area: Option 2: College and University Professional Association (CUPA) Consortium Appointment

<p><b><u>Step 1</u></b></p> <p>Call the ASC at 404.385.1111 to request a CUPA Consortium appointment.</p>	<p><b><u>Step 2</u></b></p> <p>Schedule an in-person appointment with a CUPA Consortium institution through the ASC representative.</p>	<p><b><u>Step 3</u></b></p> <p>Visit CUPA Consortium institution for appointment.</p>	<p><b><u>Step 4</u></b></p> <p>Present original documents to prove eligibility to work in the United States. A list of acceptable original and unexpired documents can be found here: <a href="#">Identification Requirements   Human Resources (gatech.edu)</a></p>
<p><b><u>Step 5</u></b></p> <p>Print the Security Questionnaire.</p>	<p><b><u>Step 6</u></b></p> <p>Sign the Security Questionnaire in front of a Notary.</p>	<p><b><u>Step 7</u></b></p> <p>Guidance on how to find a Notary can be found here: <a href="https://www.nationalnotary.org/resources-for/public/find-a-notary">https://www.nationalnotary.org/resources-for/public/find-a-notary</a></p>	<p><b><u>Step 8</u></b></p> <p>Mail a copy of documents used to prove eligibility, signed Form I-9, and signed and notarized Security Questionnaire to:</p> <p><i>Georgia Tech Administrative Service Center Temporarily at 755 Marietta Street, NW, Atlanta, GA 30318*</i></p>

# Student Employee Onboarding Event

Wednesday, August 14 – Friday, August 16

The event is for all newly hired graduate and undergraduate student employees and rehires who have not worked at GT in the last two years who need assistance completing their in-person onboarding requirements.

Located at the School of Industrial and Systems Engineering (ISyE)  
College of Engineering (Across from the Exhibition Hall)  
755 Ferst Drive, NW Atlanta GA  
9 a.m. – 4 p.m.



# Student Employment Basic Reminders

- **Students should not start working until their job is active/hired in OneUSG Connect.**
  - It is in violation of labor law AND Georgia Tech cannot pay them until their employment record is active in the system (Note: approved in GradWorks is not "hired" in OneUSG)
- Practice proactive troubleshooting:
  - If you are experiencing delays/issues with a transaction you submitted, use your ASC dashboard to request a status update on the transaction
  - If you have concerns about a hiring transaction that you did not initiate, generate an inquiry by calling the ASC at (404) 385-1111 or via the [ASC portal](#) (Select "General HR Request -> Hiring and Recruiting")



# Workforce Administration and MSS Transactions

# Key Reminders

- MSS transactions should be used to update or change position attributes, change salary OR if the employee is transferring to a different position.
- Students **no longer active at Georgia Tech or will not be actively employed in the fall** should have their employment terminated.
- Reminder to change job codes for undergraduate students working during summer to fall from **03C to 03T if they are enrolled in classes for the Fall.**

# Critical Fall Hiring Dates

- **July 29** – Last day to modify any fall student positions (biweekly and monthly)
- **July 31** – Last day to **submit eRequest** for fall hires\*
- **August 5** – Last day to initiate transfer transactions
- **August 5** – Last day to initiate Short Work Break (SWB) transactions
- **August 5** – Last day to initiate terminations
- **August 14-16** – Student Onboarding Event

# Helpful Tips



**Manager Self-Service (MSS) Transactions Toolkit**

The transactions listed below are available for managers to complete during the hiring process. More information can be found in the [Administrative Services portal](#) (login required). Click the honeycomb below for the transaction you would like to complete.

**CONTACT US**

Visit [asc.gatech.edu](http://asc.gatech.edu)  
Call (404) 385-1111  
Submit a [General HR Request](#)

**ADDITIONAL RESOURCES**

- [Biweekly Student Employment Timeline](#)
- [Monthly Student Employment Timeline](#)
- [Federal Work Study \(FWS\) Student Employment Timeline](#)
- [Academic Calendar](#)

**GT** Georgia Tech  
Administrative Services Center

**Transactions:**

- Ad Hoc Salary Change
- Employee Transfer
- Employee Termination
- Miscellaneous MSS Request
- Short Work Break
- Direct Hire eRequest
- General HR Request

- For guidance on creating new positions, use the **Creating a New Position article**.
- Visit the **knowledge base** for additional information about student hiring.

Manager Self-Service (MSS)  
Transactions Toolkit

# Resources

- [Canvas Student Employee Onboarding Tutorial](#)
- [Resources for Student Employers Webpage](#)
- [2024 Monthly Student Employment Timeline](#)
- [2024 Biweekly Student Employment Timelines](#)
- [Payroll Calendars](#)
- [Academic Calendar](#)
- [Adding/Changing Position Funding](#)

# How to Contact Us



Visit [asc.gatech.edu](http://asc.gatech.edu)



Call (404) 385-1111



Submit a [General HR Request](#)



CRM

Client Relations  
Managers

# Services

## CRM Commitment

- Continue to Listen and Learn
- Create Moments that Matter
- Improve Service Delivery
- Reinforce the Culture of Excellence



## CRM Service Offerings

- Communication and Outreach
- Client Education
- Client Focused Support
- Escalation Gateway
- Solution Finding
- Surveys and Data Analysis



# Update: Global HR

Lori Jones, Manager Global HR



# International Student Considerations

- **International students MUST apply for a Social Security Number (SSN) as soon as possible!**
  - SSA representatives will be on campus August 28-30 and September 17-19 in the Exhibition Hall
  - Departments are required to provide SSN support letters ([Social Security Numbers \(gatech.edu\)](http://Social%20Security%20Numbers%20(gatech.edu)))
  - For SSN details visit: [Social Security Numbers | Office of International Education \(gatech.edu\)](http://Social%20Security%20Numbers%20%7C%20Office%20of%20International%20Education%20(gatech.edu))
- **Reminders**
  - Work dates should reflect employment eligibility dates on status documents (e.g., an international student shouldn't have a job start date of August 1 if their I-20 shows a start date of August 19)
  - International students CANNOT begin working until they have arrived in the United States
- Detailed information about hiring international students can be found here: [Hiring International Students, Scholars, or Student Interns | Office of International Education \(gatech.edu\)](http://Hiring%20International%20Students,%20Scholars,%20or%20Student%20Interns%20%7C%20Office%20of%20International%20Education%20(gatech.edu))

# Update: Federal Work-Study

Trevor Long, Student Financial Aid Program Manager



# Federal Work Study (FWS) Information / Reminders

- The Federal Work-Study (FWS) program provides part-time jobs for undergraduate students with financial need, enabling them to earn money for educational expenses while encouraging community service and career-related work.
- At Georgia Tech, FWS is awarded to eligible undergraduate students demonstrating financial need. Awards typically range from \$600 to \$1,800 per semester and are earned during enrollment. Positions can be on-campus, or in community service-related positions.
- Only students with FWS awards can apply for FWS positions posted on the FWS site. To request funding review for a student without FWS, email [fws@finaid.gatech.edu](mailto:fws@finaid.gatech.edu) with the student's GTID. Students can access their Financial Aid Notification (FAN) in OSCAR; our office does not have the ability to retrieve these on the student's / department's behalf.
- All students must be hired or re-hired for the 2024-2025 academic year through an ASC eHire Request. Work may only begin once students are officially hired in OneUSG and all HR requirements are fulfilled. When hiring students, ensure you select the appropriate employment type (901X01 – Federal Work Study) and pay group (03W).
- Students will be hired for the full academic year unless they are attending for only one term, reducing excess requests and processing times.
- Federal regulations prohibit students from working during course or exam times, regardless of cancellations. Students are limited to reporting no more than 20 hours per week.
- For FWS employment resources, such as the FWS Handbook, Student Employment Timeline, and recorded training presentations, please visit the '[Resources for Student Employers](#)' section on the GT Human Resources webpage.
- Trevor Long must approve all OneUSG MSS transactions related to FWS students for them to take effect. Requests lacking proper ad-hoc approval from the FWS Management team will be denied.

*For all FWS questions or inquiries, please contact [fws@finaid.gatech.edu](mailto:fws@finaid.gatech.edu).*

<https://finaid.gatech.edu/undergraduate-types-aid/federal-work-study>

<https://finaid.gatech.edu/manage-aid/work-study-student>

# How to Request a FWS Position

- To participate in the Federal Work-Study (FWS) program, departments must complete the 2024-2025 position request form, which is accepted throughout the academic year.
- Departments that have hired FWS students previously should have received an email with the new form. Contact us at [fws@finaid.gatech.edu](mailto:fws@finaid.gatech.edu) if you need the form or haven't received the notification.
- When completing the form, specify the requested position level (e.g., Student Assistant, Lab Assistant).
- Provide contact details for your department's HR Partner and a full-time GT employee who will supervise the FWS position(s). Notify the FWS Management team of any supervisor changes.
- Include a valid, non-federally funded work-tag for your department. Federal Work-Study funds cannot be combined with other federal tags for student payments.
- Ensure the form includes a description outlining the tasks the FWS student will undertake.
- All requests must be signed via DocuSign. Sign, download, and email the document to [fws@finaid.gatech.edu](mailto:fws@finaid.gatech.edu) for processing. Do not send it to [fws@finaid.gatech.edu](mailto:fws@finaid.gatech.edu) or [tlong63@gatech.edu](mailto:tlong63@gatech.edu) for signature.
- Once processed, jobs will be posted on the FWS Job Board.
- The ASC requires signed documents to avoid delays. Do not proceed with the eHire Request until you have a complete PRF and the student's financial aid notification (FAN) from OSCAR.
- **FWS employment may not:**
  - Impair existing service contracts,
  - Displace employees,
  - Fill vacancies due to employee strikes,
  - Involve the construction, operation, or maintenance so much of any facility as is used or is to be used for instruction that is predominantly devotional and religious or as a place for religious worship, except to the extent that excluding such work would impose a substantial burden on a person's exercise of religion,
  - Include employment for the U.S. Department of Education.

# Federal Work Study Updates

- **Higher Pay Rates!** All positions have been increased by at least \$2.00 per hour to enhance competitiveness campus-wide and with other employers:

- Tutors: \$11.00-\$16.00/hr.
- Student Assistants: \$8.80-\$15.20/hr.
- Research Opportunities: \$9.35-\$15.20/hr.
- Technical Opportunities: \$9.35-\$15.20/hr.

**\*Monitor Earnings! Increased rates may deplete funding faster, potentially necessitating termination or transition to a regular student assistant position until the next term. Supervisors and HR partners will be notified if this occurs, and departments are responsible for covering any overages.\***

- **Updated Employment Dates for 2024-2025:**

- Fall Semester: August 19th, 2024 - December 12th, 2024
- Spring Semester: January 6th, 2025 - May 1st, 2025 (Tentative pending Spring 2025 academic calendar)
- Full Academic Year: August 19th, 2024 - May 1st, 2025

- **Updated Termination Dates:**

- Fall: December 13th, 2024
- Spring: May 2nd, 2025 (Tentative pending Spring 2025 academic calendar)

- **New FY 25' FWS Funding Work Tags:**

- FWS FY 25' Regular Grant (75/25% Funding)- GR00027521
- FWS FY 25' AmeriCorps (100% Community Service Funding - CEISMC) - GR00027522
- FWS FY 25' Jumpstart (100% Community Service Funding – Civic Engagement) - GR00027523
- FWS FY 25' Other Community Service Positions (75/25% Funding) - GR00027524

- **FWS Funding:**

- 75/25 Split: Federal Work Study funding covers 75% of the student's pay, with departments responsible for the remaining 25% to participate.
- Community Service: Approved positions may qualify for 100% Federal Work Study funding.

# Update: Office of Graduate Education

**Dr. James Black**

*Director of Student and Academic Affairs*

**Corey McAllister**

*Academic Coordinator for Graduate Hiring*



# Fall GradIO (Graduate Institute Orientation)

## 1. Synchronous, 1-hr orientation sessions

- A. In person: August 15 at 10 am, 2 pm, and 4 pm in the Instructional Center, Room 103
- B. Virtual the following days:
  - August 6 at 9 am
  - August 8 at 2pm
  - August 9 at 10 am
  - August 13 at 11 am
- C. Registration is now open

## 2. Asynchronous orientation resources delivered via modules in Canvas

- Self-enroll link to be published in early August
- Admitted students that register for orientation will be added to the site
- Anyone at Tech can self-enroll when the link is published
- Key conduit for information: links directly to Student Employee Onboarding Tutorial in Canvas

<https://grad.gatech.edu/orientation-gradexpo>

# New Out-of-Country Tuition Classification

- Effective fall 2024, the USG has implemented a new "out-of-country" tuition classification
  - In state
  - Out of state
  - Out of country (new)
- For students hired as GRAs or GTAs, new tuition waiver codes will be utilized for students classified as out of country

Waiver Code	Description
1	GRA who is an out-of-state student
2	GRA who is an in-state student
TBD	GRA who is an out-of-country student
3	GTA who is an out-of-state student
4	GTA who is an in-state student
TBD	GTA who is an out-of-country student

# Graduate Student Hiring Options

## **GRA or GTA appointment** (Must be hired for 33%- 50% FTE) - paid monthly

- Must be registered for 12+ credit hours
- Eligible for tuition waiver; academic unit enters tuition waiver in Banner
- Must meet the Institute Minimum Stipend amount.
- *If active-duty Military GRA, use unpaid Affiliate job code 995X07*

## **Graduate Assistant/GA** (Usually hired for 25% FTE or less)

- Must be registered for 3+ credit hours
- Use **GA-Monthly** (905X02) only if concurrent job with GRA or GTA appointment - paid monthly
- Use **GA-Hourly** (909X01) if not also a GRA or GTA - paid bi-weekly and must report hours

## **Student Assistant (SA) - in Pay Group 03C** (Hired up to 100% FTE)

- Use only if temporarily not registered for classes (or registered for <3 credit hours) for one or two semesters and working over 20 hours per week
- Paid bi-weekly and must report hours as worked
- Not allowed if a student is continuing to work on a research project and hired as a GRA in the previous term
- *Replaces the need to hire as a Tech Temp during non-registered semesters*

# Graduate Student Employee Hiring Reminders

Office of Graduate Education: Corey McAllister, Academic Program Coordinator

<https://grad.gatech.edu/>; email: [cmccallister9@gatech.edu](mailto:cmccallister9@gatech.edu)

- Out of State Waiver Requests (OOSW's) are due by **August 1<sup>st</sup>** to Coryn Shiflet
- GRA/GTA Tuition Waivers entered in Banner by **August 23rd**.
- For Student Hiring, the last day for **late hiring period (late waiver entry)** a GTA or GRA is TBD. Email Corey McAllister for approval and more information.
- GTA/GRA students must register for **12 hours** of credit (**9** hours must be graded or pass/fail)
  - Thesis/Dissertation hours count towards Pass/Fail.
- Stipend minimums for PhD and Master's for 2024-25 are TBD.
- Any GRA/GTA hired outside of the Colleges must have prior approval from the Vice Provost for Graduate and Postdoctoral Education (GTPE GTAs are pre-approved and do not require the request form) [GRA form](#) and [GTA form](#) (Deadline is **August 5th**)

# Questions?

Primary Contact: **Corey McAllister**  
Academic Program Coordinator for Grad Hiring  
[cmcallister9@gatech.edu](mailto:cmcallister9@gatech.edu)  
<https://grad.gatech.edu/>

Secondary Contact: **Dr. James Black**  
Director of Student and Academic Affairs  
[jblack@gatech.edu](mailto:jblack@gatech.edu)

# Appendix

# Best Practices, Resources & Tools

# Fall Dates/Programming

- **Housing Move-In:** As early as August 10
  - For new graduate students (no additional charge)
- **Week of Welcome:** August 12-18
  - <https://welcomehome.gatech.edu/>
- **GradExpo:** August 15, 10am-4pm, Exhibition Hall
  - New student resource fair (student orgs, services)
  - <https://grad.gatech.edu/gradexpo>
- **Graduate Student Welcome & Fall Picnic:** August 23
  - Brock Indoor Football Practice Facility, exact time TBA

# Review the Updated Policy

## Eligibility for Student Employment Policy

- Many of your questions are answered in the policy - *revised March 2023*
- The policy provides guidance to campus hiring units by outlining the eligibility criteria for each type of student job at Georgia Tech. Additionally, it clarifies situations when eligibility or maximum allowed employment hours may vary
- The revised policy is available in the GT Policy Library  
at: <https://policylibrary.gatech.edu/employment/eligibility-student-employment>
- Please bookmark the policy and review it when you have questions about student employment eligibility

# Student Positions (*only for GT/USG Students*)

Job Code	Description	Employee Class	Pay Group	Frequency
900X01	<b>Student Assistant</b> (aka: SA, Tutor, UTA, Paid Intern, Lifeguard,...)	Student	03T (03C)	Hourly
900X02	<b>Resident Assistant</b> (Housing RAs <u>only</u> )	Student	03T	Hourly
900T01	<b>Student Assistant - PURA</b> (Courtney Hoffman) (President's undergrad research award recipients <u>only</u> )	Student	03T	Hourly
901X01	<b>Work Study</b> (Trevor Long) (Same roles as SA; with FWS award and approval <u>only</u> )	FWS	03W	Hourly
909X01	<b>Graduate Assistant (GA - Hourly)</b>	Graduate Assistant	03T	Hourly
907X01	<b>Graduate Research Assistant (GRA)*</b>	GRA	03G	Monthly
908X01	<b>Graduate Teaching Assistant (GTA)</b>	GTA	03G	Monthly
905X02	<b>Graduate Assistant (GA - Monthly)</b> <u>(only if concurrent with GRA/GTA position)</u>	Graduate Assistant	03G	Monthly

\* For active-duty military GRAs use Affiliate job code 995X07

**Note:** High school students, non-USG students, and graduated students cannot be hired into USG student job codes; they must be hired into Tech Temp or staff positions.

# Undergraduate Student Hiring Options

## Student Assistant (SA)

- Used for wide range of student jobs including Tutor, Teaching Assistant, Research Assistant, and Office Assistant)
- Can start/end at any point during the year

## Resident Assistant (RA)

- Used only by Housing

## Student Assistant - PURA - *Only for students with PURA awards*

- Competitive award for one semester; Fall recipients have been announced
- Fall PURA employment: **Start Date: 8/19/2024, Termination Date: 12/14/2024**

## Federal Work Student (FWS) - *Only for students with FWS awards in pre-approved positions*

- Fall FWS employment: **Start Date: 8/19/2024, Termination Date: 12/13/2024**
- Fall and Spring FWS employment: **Start Date 8/19/2024, Termination Date 5/2/2025** (tentative-pending Spring 2025 academic calendar)
- FWS questions or inquiries can be sent to [fws@finaid.gatech.edu](mailto:fws@finaid.gatech.edu)

## Student Assistant (SA) - in Pay Group 03C (Hired up to 100% FTE, 40 hours/week)

- Use only if temporarily not registered for classes for one or two semesters and working over 20 hours per week
- Undergraduate students registered for <6 credit hours, Graduate students registered <3)

# Department Considerations:

New GT  
Student  
Starting Fall

International  
Students

Returning  
Students

Returning from  
Short Work  
Break (SWB)

Graduating in  
Summer?

*Communicate  
to Students!*

# New GT Student Employee Starting in Fall

- New employees require extra steps/longer process
  - For new employees starting in August, submit new hire transactions as early as possible so that students can complete onboarding asap or at onboarding event
    - Wednesday, August 14th – Friday, August 16th
    - School of Industrial and System Engineering (ISyE) - Across from Exhibition Hall
- We need your help to ensure students understand what is expected and where to access resources
  - Inform students of pay frequency (bi-weekly or monthly) - and how to report their time (if bi-weekly)
  - Direct students to [Student Employee Resources](#) on the Student Employment website

**NOTE:** New students cannot start working as student employees before their first enrolled semester.

# Returning Students

- Students who have an Employee ID# and previously worked for OneUSG (within the past 2 years), do not need onboarding
- Check if student is already 'active' in OneUSG and can/should be transferred to new position
  - *Reminder:* some Student Assistant positions were kept 'active' since the student was returning to campus. Whenever possible, **transfer instead of terminating and rehiring**
- If student worked over the summer in **03C pay group**, please update the pay group and standard hours or transfer to a regular student pay group when classes begin
  - *Reminder:* while in 03C pay group, students will have GDCP deducted from their pay. **After they leave 03C pay group, they can request a refund of GDCP contributions**

# Graduate Students Returning from SWB?

If your **GRA/GTA** was placed on Short Work Break (SWB) because they are not working this summer, but will be returning to work in August...

Then, make sure that as early as possible BEFORE August payroll is processed on **August 22, 2024**, that you **submit a return-to-work date** (if the date wasn't included in the comments of the original SWB request)

*Short Work Break (SWB) Reminders:*

- SWB is only an option for students in 03G pay group (monthly)
- It moves employee to a non-pay status until return-to-work date
- Put return-to-work date in initial request comments, or leave date open-ended (until you submit an additional SWB with return date)
- Make sure to specify return date before return month's payroll is processed

# Short Work Break (SWB)

## Navigator > Manager Self Service > Forms > Manager Self Service Request

- *Effective Date:* First day of action (*either the first day of break OR their first day back from SWB*)
- *Request Type:* Miscellaneous
- *Request:* "Short Work Break"

X Exit Submit Manager Self Service Request ⋮

1 2

MSS Request Detail Review & Submit

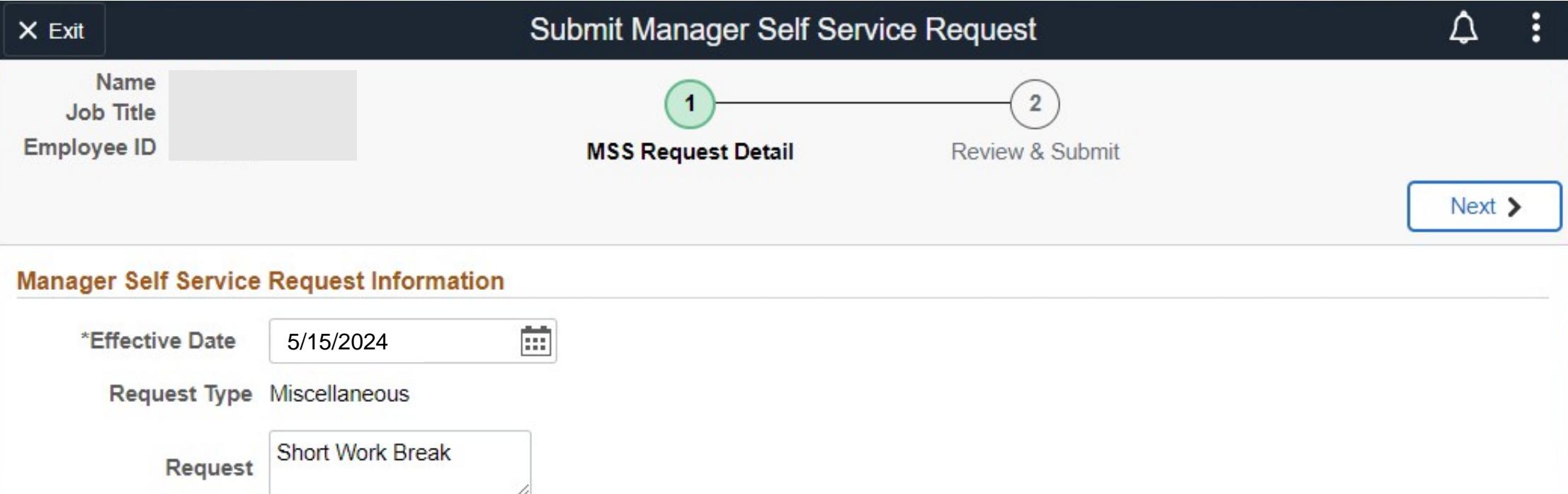
Next >

**Manager Self Service Request Information**

**\*Effective Date**  Calendar icon

**Request Type**

**Request**



# Short Work Break (SWB) (*continued*)

- Include return to work date in comments section (e.g., "GRA/GTA will be returning to work on 8/19/24")

[X Exit](#) [Submit Manager Self Service Request](#) [Bell](#) [:](#)

Name  Job Title  Employee ID

1 [MSS Request Detail](#) 2 [Review & Submit](#)

[Previous](#) [Submit](#)

**Manager Self Service Request Information**

Effective Date 5/15/2024

Reason Short Work Break

**Comments**

Graduate student will be returning from short work break effective 8/19/2024

**Attachments**

No documents have been attached.

[Add Attachment](#)

● Changes Made  
\* Required Field

# Student Employees Graduating at End of Summer?

- **Determine graduation plans and set termination dates.**
- If your student is graduating in August, these are the last dates they can work in a student position:
  - Paid Hourly: August 3 (termination date = August 4, 2024)
  - Paid Monthly: August 31 (termination date = September 1, 2024)
  - International students can only work until the semester end date on their status document (I-20 or DS -2019)
    - e.g., I-20 has end date of 8/3/2024 – then termination date = 8/4/2024
    - Verify status document date with student or OIE
- **If you want/need your student to work after graduating, you must hire them into a Tech Temp or staff position**
  - Allow time for required job posting and background check

# Communicate with Students about Job

## Work Expectations

- Job description, duties, supervisor, etc.
- Pay rate and frequency
- How and when to report time
- Hired hours
- What to do when they can't work (*illness, class conflicts, etc.*)

## Where to go with questions and problems

- Within work unit
- ASC:
  1. Logon to the website and submit a help request: <https://gatech.service-now.com/asc>
  2. Submit an inquiry via email: [support@asc.gatech.edu](mailto:support@asc.gatech.edu)
  3. Call Customer Service support: 404 385-1111
- GTHR Student Employment [website](#)

# Communicate about Campus Employment

- Refer student employees to the [\*\*GTHR Student Employment\*\*](#) website for onboarding, time reporting, payroll and other helpful resources, including the [Student Employee Onboarding Tutorial](#) in Canvas
- Inform students that they **cannot be hired for more than 20 hours per week** between all their on-campus positions combined (unless they are *temporarily* not registered for classes one or two semesters)
- **Students should not start working until they are hired in OneUSG Connect**, it is in violation of labor law AND because Georgia Tech cannot pay them until their employment record is active in the system
- If hiring transactions were submitted late, or were not approved before payroll processing deadlines, **let students know that their pay will be delayed**, and refer them to financial resources when needed
- Remind student employees that they should immediately notify their supervisor when they graduate or **if their registration does not meet the minimum credit hour requirements** for student employment as outlined in the [Eligibility for Student Employment](#) policy

# Recruiting and Hiring Best Practices

- Consider posting your department's student employee positions on [CareerBuzz Job Board](#) or [Campus Job Board](#)
- Review the [Resources for Student Employers webpage](#) for timelines, templates, process maps, and other resources
- Confirm a student's email address, GTID, and if a student is already hired via the [IAT Dashboard](#). Provisioned Initiators or unit HR Representatives should review/use before submitting eRequest
- Confirm and use LEGAL names when submitting an eRequest
- Only new hires, rehires after not working for two or more years, and affiliates who never completed the I-9 verification process require "onboarding;" refer student employees to [Student Onboarding](#) for Canvas tutorial and process questions
- Enrolled student employees (registered for 50%+ credit hours) cannot be hired for more than 20 hours per week between all on-campus positions combined; refer to the [Eligibility for Student Employment Policy](#)

# Helpful Campus Websites

Bursar and Treasury Services:

<https://www.bursar.gatech.edu/>

Office of Graduate Education:

<https://grad.gatech.edu/>

Office of International Education (OIE) - International Student & Scholar Services:

[https://iss.s.oie.gatech.edu/Administrators\\_Faculty](https://iss.s.oie.gatech.edu/Administrators_Faculty)

President's Undergraduate Research Awards (PURA):

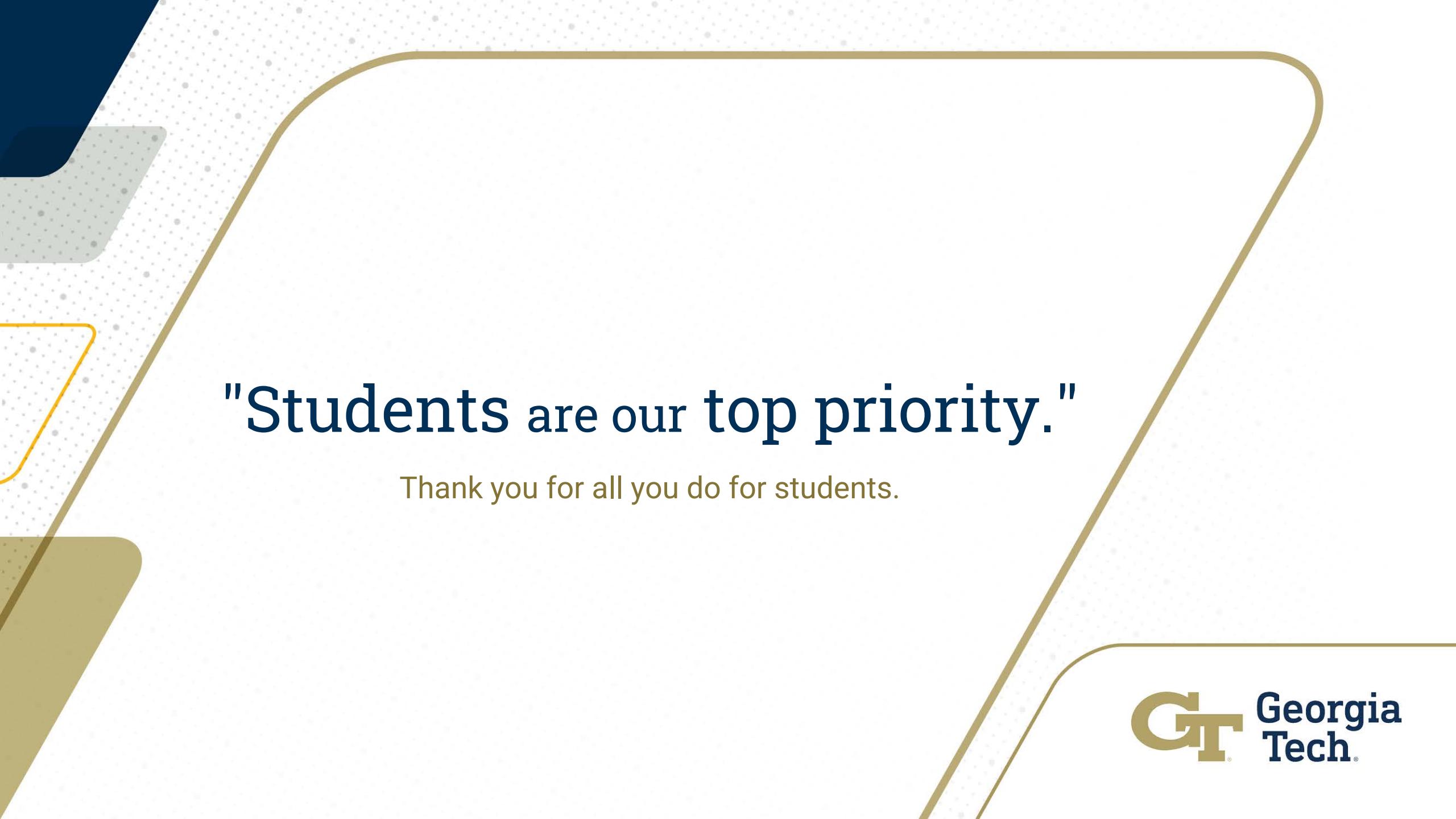
<http://urop.gatech.edu/content/presidents-undergraduate-research-awards>

Federal Work Study:

- General information: <https://finaid.gatech.edu/undergraduate-types-aid/federal-work-study>
- Employer information: <https://finaid.gatech.edu/manage-aid/work-study-employer>
- Student information: <https://finaid.gatech.edu/manage-aid/work-study-student>

Administrative Services Center:

<https://gatech.service-now.com/asc>



# "Students are our top priority."

Thank you for all you do for students.

