

# HR Topics for Student Employment: *Strategies for Summer*

Georgia Tech Human Resources  
March 30, 2023

# 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.

# Welcome!

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

- Hosted by GTHR's [Student Employment](#) team 3 times per year 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 *Strategies for Summer session*:**

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

# Agenda

- Welcome
- Administrative Services Center (ASC) Updates - *Laura Hessler*
- Strategies for Summer Semester 2023 - *Diana Robert*
  - *Wrapping up Spring (while anticipating summer and fall)*
  - *Timelines and Reminders for Summer*
- Student Employment Best Practices and Resources
- Your Pre-Submitted Student Employment Questions Answered
- Final Questions

# Administrative Services Center (ASC) Update

Laura Hessler

# ASC Student Hiring

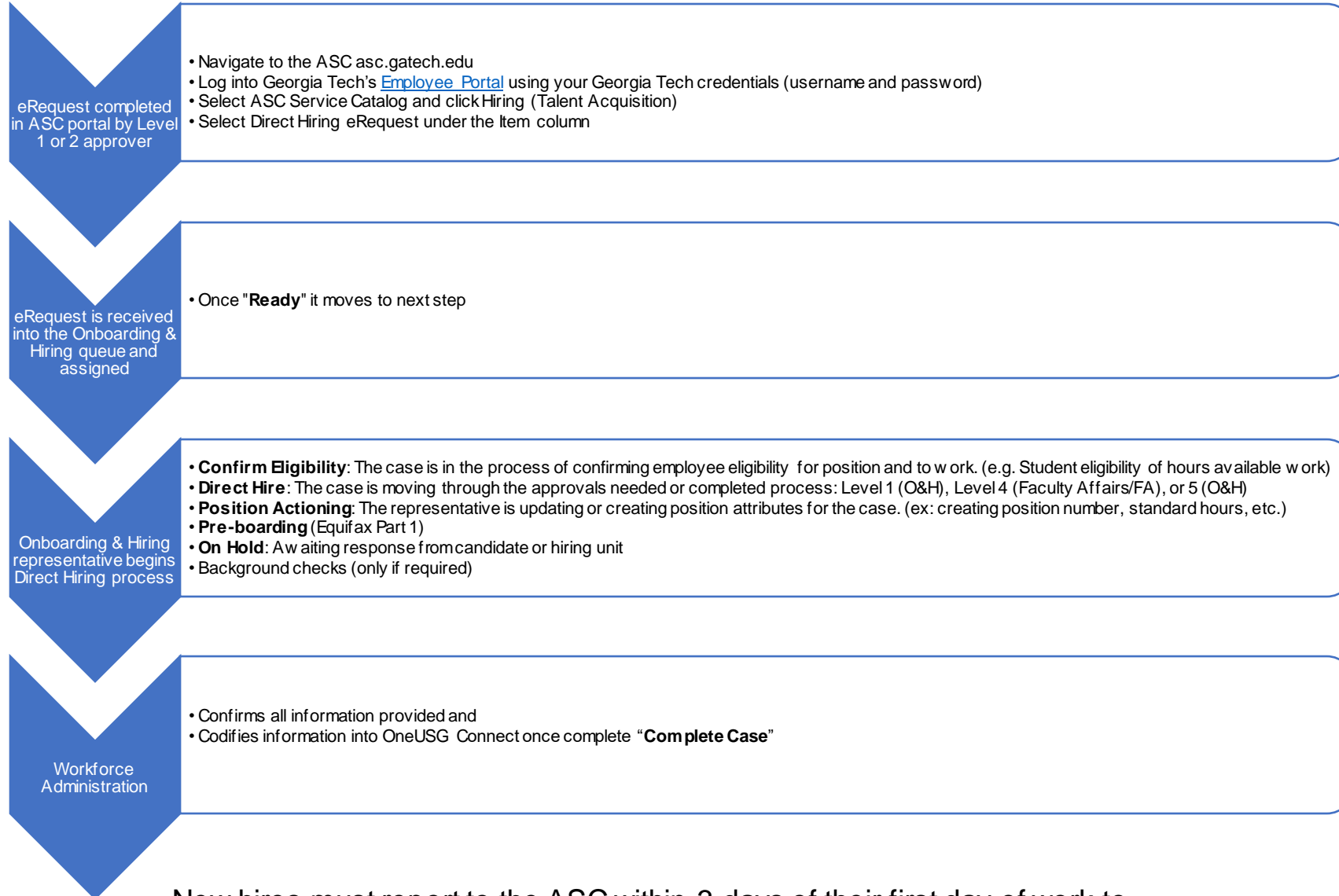
- 7,867 total hires/rehires via the eRequest since launch
- MSS Transactions (instead of eRequest)
  - An eRequest should only be used to hire or rehire a student employee.
  - An MSS Transaction should be used to update/change any aspect of the position OR if the employee is transferring.
    - Section D of the following Knowledge Article: [Administrative Services Center - Hiring Approvals \(eRequest, Direct Hire, Careers, MSS\) \(PRA\) \(service-now.com\)](#)
- Enhancements coming soon
  - Evaluation of Gradworks integration currently underway.
  - Work continues on hiring efficiencies and long-term solutions to align with benchmarked hiring practices.
  - New unit-level Direct Hire eRequest Report now available.
    - Visit the ASC's homepage at [asc.gatech.edu](http://asc.gatech.edu) to learn more.

**The Unit level  
Direct Hire eRequest  
Report is now  
available!**



VISIT [LITE.GATECH.EDU](http://LITE.GATECH.EDU)

# ASC Student Hiring: Direct Hiring eRequest



New hires must report to the ASC within 3 days of their first day of work to complete their in-person verification of their hiring documents and attestations.

# eRequests: Status Terminology

- **Ready:** The case is prepared for the Onboarding and Hiring (O&H) team to act upon the request
- **Awaiting Approval:** The case is waiting for approval within the unit (department)
- **Work in Progress:** The work in progress may include but not limited to the onboarding and hiring process, background checks, and the workforce administration process where the case is to be entered into OneUSG Connect
- **On Hold- Awaiting Response from the User:** The case is temporarily on a break from active work while the agent waits for information from the requestor. This may occur to clarify details or coordinate further actions
- **Awaiting Response from Candidate:** The case is waiting for the candidate to complete Equifax Part 1
- **Confirm Eligibility:** The case is in the process of confirming employee eligibility for position and to work. (e.g. student eligibility for hours available work)
- **Position Actioning:** The representative is updating or creating position attributes for the case. (ex: creating position number, standard hours, etc.)
- **Direct Hire:** The case is in the approvals needed or completed process
  - Level 1 (O&H), Level 4 (Faculty Affairs/FA), or 5 (O&H)
- **Pre-boarding:** Equifax Part 1 is initiated
- **Complete Case:** The case is completed and entered into OneUSG Connect



# Submitted Questions

## Question

When will we receive "hands-on" training regarding working with the ASC? Most of what has been characterized as training has been high-level updates and does not go into day-to-day operations.

Is it true that position creation happens in OneUSG, but hiring transactions happen with the ASC?

What hiring processes are performed by the department and what processes are handled by ASC?

## Answer

There is comprehensive asynchronous training available on working with the ASC in the link provided below.

[ASC Launch Impacts to Unit Approvers and Provisioned Initiators - MediaSpace @ Georgia Tech \(gatech.edu\)](#)

ALL hiring, including the positions employees are hired into, takes place in our Agent of Record, which for the USG is OneUSG (Peoplesoft). The hire transactions submitted via the Service Now case system to the ASC were created to provide a dynamic form with easier input to facilitate creation of the Direct Hire Form which was set up specifically for GT to allow manual hiring outside of the hiring module that exists in OneUSG (Careers). Since hiring is being done this way and therefore does not manually flow from one step to the next, the case system allows us to track the hire transaction. Prior to this method, hundreds of hires were lost in the system each year.

The unit determines the position and the individual being hired and inputs the information into an eRequest. The ASC takes that information to verify eligibility, create (or input) the position, create the form needed to have the hire input into OneUSG, initiate Foreign National hosting forms, complete the background check (if needed), and obtain all identification documents required by state and federal law (and submit those to the DOL). We also make and distribute Buzzcards and the WFA team manages all system changes that pertain to positions and employees.

# Submitted Questions

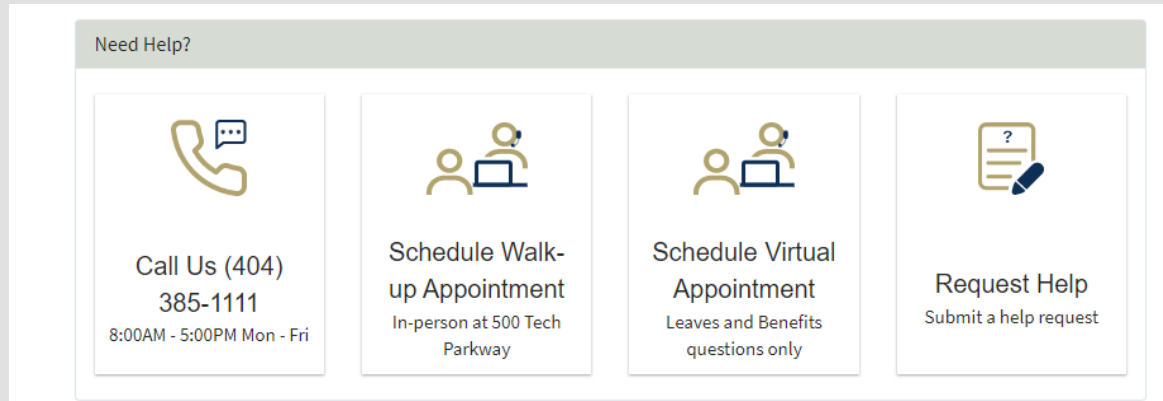
## Question

The ASC has been a great change. One question is how to get updates or ask questions for an open request. I would not get a response when I posted a comment on the open ticket.

Is there a way to have the student emailed at the same time we, dept HR, are emailed about being on the lookout for the 'Equifax' email so we don't have to play middleman which can lose time?

## Answer

If you go to [asc.gatech.edu](http://asc.gatech.edu), you will see several options to inquire about the status of your case. You can also add individuals to the Watchlist who can see the status of the case as well.



The statuses and their meaning were defined in a prior slide.

The student is emailed their link at the same time and are sent automatic reminders out of Equifax if they fail to complete their part 1 (online) portion in a timely manner. You can also check the status of the eRequest and if it is in "Preboarding", you will know the student has already received at least one link to their Equifax Onboarding paperwork. If the student stops mid-way in completing their online documents, their PIN *will expire*. If this happens, they can call the ASC and ask for a new PIN to be sent to them.



# **ASC QUESTIONS ?**

# Strategies for Summer Semester

Diana Robert

# Spring Reminders!

- **Graduate Student Appreciation Week**

#gtGRADitude

- **April 3-7, 2023**

- **National Student Employee Week**

#gtStudentEmployees

- **April 10-14, 2023**

For ideas how to celebrate your (student) employees visit the GTHR ***Recognition at Tech*** webpage:

**<https://hr.gatech.edu/recognition-at-tech>**





# *Updated Student Policy!*

## **Eligibility for Student Employment Policy**

- This policy has been substantially updated/revised (for the first time since its creation in 2006.)
- *Thank you to all the stakeholders across campus who provided input on the changes during the past year!*
- The policy provides guidance to campus hiring units by outlining the eligibility criteria for each type of student job used to employ and pay students at Georgia Tech. Additionally, it clarifies situations when eligibility or maximum allowed employment hours may vary.
- As of 3/22/23, **the updated policy is now available in the GT Policy Library at: <https://policylibrary.gatech.edu/employment/eligibility-student-employment>**
- Please bookmark the policy and check it when you have questions about student job 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) (Undergrad research award recipients <u>only</u> )	Student	03T	Hourly
901X01	<b>Work Study</b> (LaShonda Baggett) (Same roles as SA; with FWS award & approval <u>only</u> )	FWS	03W	Hourly
909X01	<b>Graduate Assistant</b> (GA - <u>Hourly</u> )	Graduate Assistant	03T	Hourly
907X01	<b>Graduate Research Assistant</b> (GRA)	GRA	03G	Monthly
908X01	<b>Graduate Teaching Assistant</b> (GTA)	GTA	03G	Monthly
905X02	<b>Graduate Assistant</b> (GA - <u>Monthly</u> ) ( <u>only if concurrent</u> with GRA/GTA position)	Graduate Assistant	03G	Monthly

**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.

## Monthly Student Employment Timeline Summer 2023

	March				April				May					
Student Employment Process	6	13	20	27	3	10	17	24	1	8	15	22	29	
Modify Summer Student Positions (if needed)	█			3/24										
Extend Termination Dates for Active Employees Staying in Current Position	█								4/25					
Submit Transfer Requests for Active Employees Changing Positions or Departments				█				4/25						
Transfer Student to Hourly Student Assistant Position in 03C Pay Group (only for students taking a reduced course load)				█				4/25						
Initiate Short Work Break for Current Student Employees Not Working in the Summer but Returning in the Fall (03G Pay Group only)			█					4/28						
Initiate Student Hiring Record in GradWorks (GW-onboarded units)	█							4/19						
Submit Direct Hiring eRequest for New Hires and Rehires (non-GradWorks hires)				█				4/25						
Enter GRA/GTA Waiver Exemption in Banner				█								5/19		
New Hires Complete Equifax/USG Employment Center Documents (includes I-9 Section 1)				█							5/15			
New Hires Complete I-9 Section 2, In-Person (prior to or within 3 days of job start)									█			5/18		
Classes Begin											◆	5/15		
Final Week of Phase II Registration: Ensure Students are Properly Enrolled										█		5/19		
GRA/GTA Payroll Deductions Deadline (Bursar Office Final Payment Deadline)											◆	5/22		
Monthly Pay Processed												█	5/23	
Monthly Students Paid													█	5/31



## Biweekly Student Employment Timeline Summer 2023

	March				April				May				
Student Employment Process	6	13	20	27	3	10	17	24	1	8	15	22	29
Modify Summer Student Positions (if needed)	3/24												
Extend Termination Dates for Active Employees Staying in Current Position	4/25												
Update Pay Group 03T to 03C to Transfer Position to Hourly Student Assistant (only for students taking a reduced course load)				4/25									
Submit Transfer Requests for Active Employees Changing Positions or Departments				4/25									
Submit Direct Hiring eRequest for New Hires and Rehires				4/25									
<b>Last day a Spring graduating student can work in a student position</b>											5/13		
New Hires Complete Equifax/USG Employment Center Documents (includes I-9 Section 1)					5/15								
New Hires Complete I-9 Section 2, In-Person (prior to or within 3 days of job start)									5/18				
Classes Begin											5/15		
Biweekly Pay Processed												5/26	
Biweekly Students Paid													6/2

# Wrapping up Spring Semester

## Review current student employees and determine proper status

- Graduating?
- Not working in summer:
  - And not returning in Fall.
  - Possibly returning in Fall?
- Working in Summer:
  - While enrolled less than half-time credit hours?
  - While enrolled half-time or more credit hours?

## Determine summer staffing needs

- Create/modify positions in advance and include position info on eRequest
- Select summer hires and determine appropriate action (Hire/Rehire or Transfer)
- ***Submit summer employment transactions as early as possible!*** (The ASC is ready NOW to work on summer hires.)

# GT Graduation is May 12 & 13

**Determine your student employees' graduation plans now & confirm (or submit) their termination dates in MSS.**

- If your student is graduating in May but returning in the Fall for another GT degree, they can be employed in summer as a Student Assistant in 03C pay group.
- If your student is graduating in May, and not returning for another degree in Fall, these are the last dates they can work in a student position:
  - Paid **Hourly**: May 13 (termination effective date = May 14, 2023)
  - Paid **Monthly**: May 31 (termination effective date = June 1, 2023)
  - International students can only work until their SEVIS end date (on their I-20 of DS-2019) -- which may be earlier than the end of the pay period. (For example: 5/6/23 = term effective date 5/7/23)
- If your student is graduating and not enrolled for Fall, and you want them to work after the dates listed above, you must hire them into a Tech Temp or staff position. (Note: Allow time for required job posting and background check.)

# Not Working in Summer – *Likely Working in Fall*

## Hourly Student Employees

- Only paid if they submit hours; therefore, **most students can be left active in OneUSG while away for the summer**
- Clarify expectations: do not work, and do not submit hours during summer.
- Can always be terminated later or transferred to another job, if Fall plans change.
- *Exceptions: PURA students are only hired for the semester of their award; do NOT keep students active in PURA positions beyond the semester end date. Transfer them to another position before PURA end date if expected to continue in Fall.*

## Monthly Student Employees

- Will be automatically paid if active in OneUSG Connect
- **Can be put on Short Work Break (SWB) to temporarily 'pause' pay**
- *Exception: GRAs with USG-GRA insurance should not be put on Short Work Break*

**Most students should not be hired with a future termination date, and do not need to be terminated at Spring semester end unless they are FWS, PURA, or leaving Tech.**

# Short Work Break (SWB) - for Monthly-Paid Only

If your **GRA/GTA** will not be working for GT this summer, but will likely be returning to **GT** in the fall...

## ➤ Use **Short Work Break (SWB)**

**Navigator > Manager Self Service > Forms > Manager Self Service Request**

- Only an option for students in O3G pay group
- SWB moves employee to a non-pay status until return-to-work
- Put return-to-work date in request comments; or leave open-ended in request and submit return to work date in a later SWB transaction
- Specify return date before return month's pay is processed!

e.g., A return to work on 8/21/23 or 8/1/23 should be submitted no later than one week in advance of when Monthly payroll is processed on 8/24/23.

*Note:* If you already have a May end date in OneUSG for your GRA/GTA, you need to request SWB before the end date occurs to move them to SWB status

# Summer Employment Primary Considerations:

Working while taking at least half-time credit hours

Working while NOT taking a full schedule of classes

## Other Considerations:

GRA/GTA positions have additional enrollment requirements

International Students

Outside the USA

Non-USG Students

# Summer Employment While Taking Classes

All GT/USG students who are enrolled at least 50% credit hours\* are considered primarily a student, **must be hired into a student pay group and CANNOT work more than 20 hours/week.** (Same as any other enrolled semester.)

## \* Summer Credit Hours

- **Undergraduates: 6+ credit hours** = student pay group (03T)  
(No FWS awards for summer 2023, so no 03W pay group)
- **Graduate Students: 3+ credit hours** = student pay group (03T, 03G)  
(12+ credit hours= GRA/GTA & monthly student pay group 03G)

**GRAs who are continuing their research work, should be encouraged to register for 12 summer credit hours and remain employed as GRAs**

# Summer Employment While NOT Taking Classes

**GT/USG students who are *temporarily* not enrolled at least halftime should be hired as a Student Assistant in temp pay group 03C.** (This applies to both undergraduates and graduate students.)

Using Student Assistant-03C replaces the need to hire USG students as Tech Temps, thereby eliminating job posting and background check requirements.

*As a Student Assistant in 03C pay group they:*

- Can be hired up to 100% FTE (40 hours/week)
- Will need to report their hours as worked & will be paid bi-weekly
- Will have FICA and GDCP deducted from their pay
  - GDCP contributions are totally refundable – see "Understanding GDCP" here: <https://hr.gatech.edu/student-employee-resources>



# Graduate Student Hiring Options Recap

**GRA or GTA appointment** (Hired for 33%- 50% FTE) - paid monthly

- **Must be enrolled in a minimum of 12 credit hours**
  - For Summer, 6 hours must be Graded and/or Pass/Fail (other 6 can be Audit, Graded, or Pass/Fail)
- Eligible for tuition waiver; academic unit enters tuition waiver in Banner
- *Encourage GRAs to enroll in Summer thesis hours if they intend to continue research*

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

- **Must be enrolled in a minimum of 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 & must report hours

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

- **Use only if temporarily not enrolled (or enrolled <3 credit hours)**
- Paid bi-weekly & must report hours as worked
- ***Replaces need to hire as a Tech Temp during non-enrolled semesters***

# International Student Considerations

International students (F-1 status) who are **not taking classes over the summer**, can be hired two ways:

1. If they will work up to 20 hours/week, they can remain as a Student Assistant in a student pay group (03T)
2. If they will work for 20-40 hours/week, they must be hired as a Student Assistant in the temp pay group (03C)
  - In 03C pay group they will have GDCP payroll deductions taken from their paycheck and will need to apply later for a refund (the same process used by all GT students.)
  - FICA deductions will be turned off as appropriate for International students who are exempt from FICA contributions

# Leaving the Country this Summer?

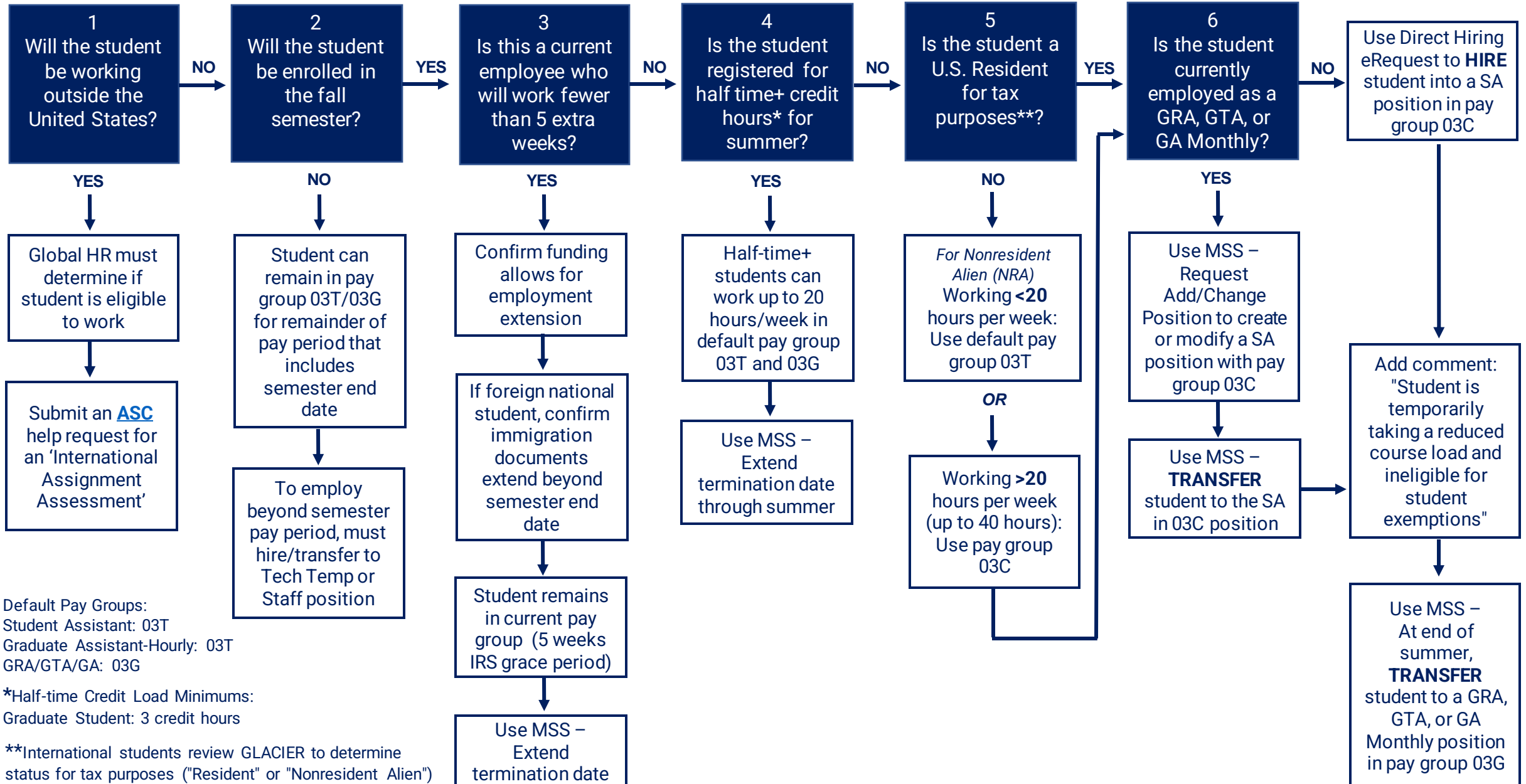
Employees on GT payroll are hired to work in the US and should **not** assume they can work from outside the US.

- **Permission for current US-based employees to work while located outside the US requires pre-approval and might not be allowed.**
- This applies to all nationalities and employee types (*not just students*)
- Employing units must submit the ***International Assignment Assessment*** form in iStart
- Review the Knowledge Article: [Working Outside the United States.](#)





# Summer Graduate Student Employment Decision Map



# Non-USG "Students"

**Paid student interns & researchers from non-USG schools must be hired into Tech Temp or Staff positions.** (*Hired through a posted job opening in Careers, not by eRequest process.*)

- Summer only (or up to 12 months):
  - **Use 2022 Tech Temp Job Codes** (e.g., *TEMP-Lab/Research: 936V11*)
- Employment beyond one year:
  - **Visiting Research Assistant (954W04)**
  - Partial-benefits eligible, staff position

**Unpaid summer interns (from non-USG schools) should be added as Affiliates** (*by Direct Hire Form*)

- Summer only (up to 6 months): Job Code 995XA4
- Research affiliation longer than 6 months: Job Code 995XA5
- More Affiliate information: <https://hr.gatech.edu/affiliates>

# Looking Ahead

## **Plan now for Fall student hiring!**

- Review position "inventory"; minimize creation of new positions
- Determine staffing needs: estimate number and type of student roles needed for Fall
  - A report (by unit) of prior year student employees is available
- Modify positions for Fall as early as possible!

Questions?



# Best Practices, Resources & Tools

Diana Robert

# *New Offer Letter Templates for GRA, GTA, GA Positions*

- Collaborative effort between Office of Graduate Education and HR Student Employment team to develop comprehensive offer letters for graduate student jobs.
- Includes information on:
  - Term of employment (e.g. the semester(s) and/or start and end dates of employment)
  - Workload expressed in hours/week
  - Stipend expressed in \$/month
  - Job duties
  - Tuition waiver details including responsibility for paying applicable differential tuition and all fees
  - Full-time registration requirements
  - Mandatory student health insurance plan information including enrollment or waiver requirement, cost, and subsidy amount
- Posted on the HR Student Employment website at <https://hr.gatech.edu/resources-hiring-departments>

# Basic Student Reminders

- **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 enrolled for a semester.)
- **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 enrollment does not meet the minimum credit hour requirements** for student employment as outlined in the [Eligibility for Student Employment](#) policy.

# Student 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 local HR Representatives should review/use before submitting eRequest.
- If you are experiencing 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")

# Transaction Best Practices

- **Modify existing positions** (in MSS) as needed to ensure they are set up correctly; limit creation of new positions.
- **Submit transfer requests** for active employees changing positions or departments. This must be done before their termination date in their current position.
- **Extend termination dates** for active employees staying in their current position. This must be done before their termination date in their current position.
- **Submit termination request** for student employees who are **no longer active** in their position with your department.
- **Use LEGAL names** and audit for correct spelling.

# With ASC, Student Hire/Rehire Processes Changed

Desired Action	Pre-ASC	Post-ASC
Hire/Rehire/Concurrent Hire	Create/update position and submit Direct Hire Form	Use Direct Hiring eRequest (with or without position)
Hire/Rehire <u>Group</u> of Students	Not Possible in OneUSG Connect	Use Bulk Student Hiring eRequest
Hire/Rehire GRA/GTA	Submit GradWorks Request (GW-onboarded units) <u>AND</u> Direct Hire Form	Submit GradWorks Request <u>OR</u> Direct Hiring eRequest <sup>1</sup>

## ***Keys to success:***

- Use LEGAL names and audit for correct spelling to avoid Equifax issues
- Use GTID or GT email address to verify hire's identity
- Verify start and end date (if applies) before submitting hire transactions

<sup>1</sup>Units do not need to submit a Direct Hiring eRequest after submitting a GradWorks request

# With ASC, most MSS Transactions did NOT change

Desired Action	Pre-ASC	Post-ASC
Terminate/Extend End Date for Active Employee	Submit Termination Request (MSS)	Submit Termination Request (MSS) OR, initiate GradWorks Termination <sup>1</sup>
Transfer Active Employee	Submit Intra-Institutional Transfer (MSS)	Submit Intra-Institutional Transfer (MSS) <sup>2</sup>
Change Pay Group, Hours/ FTE, or Manager for Active Employee	Submit Add/Change Position Transaction (MSS)	Submit Add/Change Position Transaction (MSS)
Salary/Pay Rate Update for Active Employee	Submit Ad-Hoc Salary Change Request (MSS)	Submit Ad-Hoc Salary Change Request (MSS)

## **Keys to success:**

- All MSS transactions must be submitted via OneUSG

<sup>1</sup>Units do not need to submit a Termination Request in MSS after initiating termination in GradWorks

<sup>2</sup>Exception: Transfer is only allowed for FWS positions when FWS funding is exhausted during award semester, and student is continuing to work as a Student Assistant.

# Job Aids

With the launch of the ASC, Knowledge Articles and Job Aids have been updated. For current resources, please visit the [ASC Portal](#) and enter the following in the research bar:

- Submit a Direct Hiring eRequest
- How to Submit a Bulk Student Hiring eRequest (*recently updated*)
- Submitting a Termination Request or Extend an Assignment
- Submitting an Intra-Institutional Transfer
- Changing the Pay Group for Student Employees-Reduced Credit Hours
- Add/Change Position Funding
- Monitoring the Status of an MSS Transaction
- Applying for a GDCP Refund
- Using the Query Viewer



# Helpful Campus Websites

Bursar & 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.oie.gatech.edu/Administrators\\_Faculty](https://iss.oie.gatech.edu/Administrators_Faculty)

President's Undergraduate Research Awards (PURA):

<http://uop.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>

# LITE – HR Ad Hoc Report

This report generates custom templates and can be configured to include a wide variety of HR information. It can be used if the specific information needed isn't available in any other reports.

- Website – [lite.gatech.edu](http://lite.gatech.edu)
- Job Aid - [KB0035952](#)

## 1. Select Criteria

- Employee Class
- Employee Job Status
- Department
- Job Code
- Pay Groups

## 2. Select Columns

- Academic Rank
- Employment Data
- Job Data
- Compensation
- Employment Dates
- Personal Data

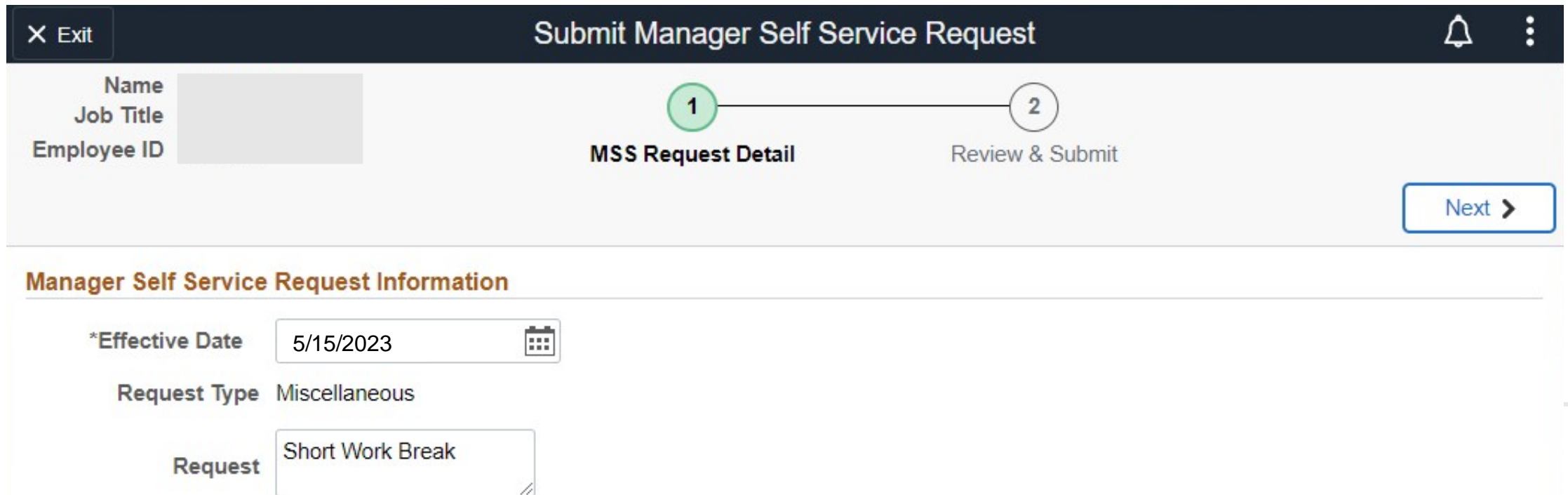
## 3. Select Columns you with to sort by

- Three Choices

# Short Work Break (SWB) - *Navigation*

Navigator > **Manager Self Service**> **Forms** > **Manager Self Service Request**

- *Effective Date*: First day of action (must be on or before existing termination date)
- *Request Type*: Miscellaneous
- *Request*: "Short Work Break"



**Submit Manager Self Service Request**

✕ Exit

Name  
Job Title  
Employee ID

1  
MSS Request Detail

2  
Review & Submit

Next >

**Manager Self Service Request Information**

\*Effective Date 5/15/2023

Request Type Miscellaneous

Request Short Work Break

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

- Include return to work date in comments section (e.g., "GRA/GTA will be returning to work on 8/21/23") with original SWB request OR in a follow-up request used only for return to work.

Submit Manager Self Service Request

Name  
Job Title  
Employee ID

1  
MSS Request Detail

2  
Review & Submit

< Previous Submit

**Manager Self Service Request Information**

Effective Date 5/15/2023  
Reason Short Work Break

**Comments**

Graduate student will be returning from short work break effective 8/1/2023

**Attachments**

No documents have been attached.

Add Attachment

● Changes Made  
\* Required Field

# Your Pre-submitted Questions Answered

Diana Robert

# Submitted Questions

## Question

Can you go over the requirements for student assistants to work 40 hours a week during summer semester?

Can a student work during the summer if they are not enrolled in classes?

How can you create a temp position for a student?

## Answer

*Reviewed in detail earlier in presentation.*

In summary, if a GT/USG student is temporarily enrolled less than 50% course load, they can be hired for up to 40 hours per week but only as a **Student Assistant in pay group 03C**. (No other student position/pay group combinations can be hired for over 20 hours/week.) If a GT/USG student is taking a course load of at least 50% credit hours, they are considered primarily a student, and cannot be hired at GT for more than 20 hours/week. Please review *Eligibility for Student Employment* policy.

As covered earlier, a GT/USG student can work during the summer if they are **temporarily** not enrolled in classes (i.e., they will be enrolled again in the fall). Note: employment will likely need to be in a Student Assistant position, since most other student job codes have minimum enrollment requirements.

GT/USG students should be hired into student positions, not Tech Temp positions. Students who have graduated, or students enrolled at non-USG schools, can be hired as Tech Temps. The Tech Temp process is outlined here: [Temporary Staff \(Tech Temps\)](#)

# Submitted Questions

## Question

Do students undergo performance review? If so, what are some tips to better engage with a student during performance review so they understand the process and its purpose?

What is needed when off boarding a student.

## Answer

There is no formal campus-wide review process for student employees, and performance reviews are not required. However, it is best practice to clearly outline job duties as well as attendance and performance expectations, and to provide feedback to student employees. *Important:* if students are not meeting expectations, they should be told promptly and given the opportunity to improve.

There are no special procedures to follow when off boarding a student. As with any employee, make sure the student returns any equipment, keys, etc., and that they understand when they will receive their final pay.

Per the *Eligibility for Student Employment* policy:

"Student employees are considered "at-will" employees. Their employment is temporary and incidental to the pursuit of a degree. Student employees may be terminated at any time without the right to appeal."

# Submitted Questions

## Question

Has anyone been able to create something in Excel where one can enter in the monthly stipend dollar amount that's paid out to a GRA/GTA, and it'll magically convert that to an hourly rate...? You know how some GRAs -- for me, this is mostly my Ph.D. students -- will need to be hired as GA - Hourly for the summer because they won't be enrolled in any classes, but they'll continue to work as an RA for their advisor over the summer? I just always struggle at the end of each spring semester as I try to transfer my Ph.D.s out of a GRA position into a GA - Hourly position when doing the math to convert the monthly stipend rate into an hourly rate. (I mean... I failed high school algebra, so you can see why I struggle to do this calculation....)

## Answer

USG best practice advises that the correct amount is submitted with the hire form. There are several robust salary calculators available online such as:

[Monthly Income to Hourly Wage Converter: Monthly Salary Paycheck Conversion Calculator](#)



# Submitted Questions

## Question

My involvement with student employment includes recruiting OMSCS TAs from both on-campus and online MSCS students, so all my questions are within that context.

1. I'd love to know the exact details of the hiring process from start to finish, including who the responsible folks are for which steps, and estimated time for each step. (I know that's a lot of information!)

## Answer

1. In general, the hiring unit is responsible for candidate recruitment and selection, as well as submitting a request to hire transaction (eRequest or GradWorks). The ASC then processes the request, assists new hires with onboarding, and enters the data in OneUSG. If all the submitted information is correct, and students complete their new hire packets quickly, a student hire transaction could take as little as one week. However, inaccurate information, and high volume during peak hiring times, will delay the process. (The initial steps to recruit and select student job candidates, who is responsible for each step, and how long it takes, vary by GT department.)

# Submitted Questions

## Question

2. What do the following statuses mean, and where do they fall relative to each other in the hiring process? (Direct Hire; Preboarding; Position Actioning; Ready)

## Answer

2. Sequential steps/statuses are as follows for domestic students:

- a) **Ready** – eRequest is submitted and Ready to be worked on
- b) **Direct Hire** - If position is provided and clean, we create the Direct Hire Form in OneUSG
- c) \*\*If position is not provided or is not clean, the next status is: **Position Actioning**. Position actioning tends to be the step where the hiring process is most delayed as we need collaborative, timely responses from the business unit to complete this step before we can place a student hire in the role
- d) **Preboarding** - if student is a new hire, this is the next step in the workflow. It is where the Students receives their Equifax packet to complete the first portion of their legal paperwork
- e) IF the student is not a new hire, the next step is **Work in Progress**. This is when the hire has now routed to WFA for auditing of info and codification of the employee's information into Job Data (OneUSG)
- f) \*\*For International Students, the additional step of **Confirm Eligibility** exists. This occurs after the Ready status and is when the ASC works with Global HR to verify work eligibility for the U.S.

# Submitted Questions

## Question

3. How can non-HR folks who are involved in the hiring process have some transparency into where students are in the process?

4. How can I quickly tell whether a student's hiring is taking a while because it's waiting on something from them, versus waiting on something from someone else in the process?

## Answer

3. They can login to the case and view the 'status' of the hire. If they did not submit the case but want visibility, they can still be added to the Watchlist. If they have additional questions, they can call or submit a case to the Customer Service Team in the ASC.

4. When checking the status (see prior question), if we are waiting on an action from the student, the status will state "Preboarding – awaiting candidate" or "Awaiting Response-Candidate". If we are awaiting additional input from the unit, the status will appear as "On Hold – awaiting Unit". See process steps & meaning for additional info on the status steps.

# Submitted Questions

## Question

5. What systems/best practices exist for handling TA hiring? Who at Georgia Tech has a solid process we could learn from?

6. Can students perform their work duties if they're outside the U.S.? What are the rules surrounding this?

7. How can we hire students who live outside the U.S. as TAs in OMSCS?

## Answer

5. Currently each campus program has slightly different internal processes/practices for recruiting and hiring TAs. A benchmarked best practice for consultative recruiting has not been instituted at Georgia Tech. This is an initiative we are spearheading this year. There are also efforts underway to have systems updated with additional functionality turned on in Careers. More to come.

6. Generally, no. We hire our students to work in the US. We do not have the ability to follow immigration, labor and tax laws in other countries without using a 3rd-party payroll provider in the other country. However, if there is a need for a US-based employee to *temporarily* work outside the US, an **International Assignment Assessment** can be requested in ServiceNow for Global HR to determine if the assignment duration, country of work, student employee's citizenship, and nature of the work will allow for the employee to stay on our payroll or be paid by a 3rd party provider.

7. If the student lives, and will be working from, outside the US we cannot hire them on GT/USG payroll (see above answer).

# Submitted Questions

## Question

For Concurrent appointments of GTA/GA or GRA/GA, how do we get these through without being cancelled?

Did the upload from Gradworks to the ASC that pulls in an appointment from a previous semester (work summer as GTA, off fall, work spring GRA gets entered as a GTA) get fixed?

Are we using Gradworks again or skip it?

Is Short Work Break an option with ASC summer entries? How do we enter that?

03C: summer assistants how do we move someone from Spring GRA or GTA to 03C in the ASC world?

## Answer

The GTA or GRA needs to be active **prior** to hiring them into the additional role of a GA. When WFA receives a hire request for a GA prior to a student being active in Job Data in either a GRA or GTA, they are unable to proceed with the hire transaction. \*\*please note that a student cannot be employed in two GTA or GRA positions simultaneously

There is a workaround currently for that – please select the box "employee not found" and then Gradworks will not pull historical hire data into the eRequest and combine multiple facets from those roles. You can also just enter the info into an eRequest and the information will come over "clean".

We are currently in discussions with multiple stakeholders and developers regarding continued use of Gradworks as an auto-creator for eRequests.

A request to place a GRA/GTA on a Short Work Break (SWB) is done with an MSS transaction. **Navigator > Manager Self Service> Forms > Manager Self Service Request -- Request: "Short Work Break"**

If it's a *different* position the student is moving into, you will need to submit a **MSS Transfer Request** through OneUSG.

If it's the *same* position but the attributes are changing, you will need to submit a **MSS Add/Change Position** request through OneUSG.

# Submitted Questions

## Question

Which transactions from Gradworks feed to ASC for automatic hire for the next semester? Is it just the new hires where the students have never been hired at GT? Is it students that are newly hired as GRAs/ GTAs that maybe were student assistants? Is it GRAs/GTAs that are new to the department but have worked elsewhere?

What is the status of the Gradworks integration for hires?

Has the issue with Gradworks been corrected so that the student hiring transactions (eDHF) flow through?

## Answer

Best practice is to not hire semester at a time and instead terminate the individuals that *won't* be returning as opposed to "rehiring" thousands of students over a one-month period. You have the option to extend the hire so that the student doesn't term in the system.

It's in place and has been active since go-live.

There is a workaround currently for that – please select the box "employee not found" and then Gradworks will not pull historical hire data into the eRequest and combine multiples facets from those roles. You can also just enter the info into an eRequest and the information will come over "clean".

# Submitted Questions

## Question

1. What does ASC handle in Gradworks?
2. What is the Department required to handle that ASC does not handle to timely and accurately hire the student for Summer 2023?"

Direct hire requests submitted in ASC are taking too long to be approved. Is this being addressed for future semesters?

## Answer

1. The hiring unit is responsible for submitting a request to hire transaction (eRequest or GradWorks).
2. Hiring units are required to submit all MSS transactions (e.g., MSS Add/Change Position request for updating position attributes, termination or termination extension, ad-hoc salary change, intra-institutional transfer, Short Work Break). Hiring units are encouraged to use the suggested student employment timelines to ensure students are hired and paid timely.

The only additional approval that is required is if the person submitting the eRequest is a provisioned initiator in which case an additional unit level 1 or 2 approver would need to approve which the ASC does not complete. All other "approvals" done within the ASC are completed as the hire moves through each step.

# Submitted Questions

## Question

Can you please expand on the need for Ad-Hocs as they pertain to awards? In the past, I was required to ad hoc someone from the office of awards but with the new eRequest that appears to no longer be necessary. However, when I wanted to check to see the status of the DHF it seems that someone in ASC was asking the PURA team to confirm the undergrad had an award letter. Of course, I only made the request because I was sent a copy of the award letter. Is there some way the process can be streamlined to eliminate delays? Also, can we get our PURA or FWS notifications earlier? The past 2 semesters we were told we would get them by a certain date, and they arrived much later. This is troublesome especially when the awardees are new hires which we all know takes much time especially when the PI and the undergrad fail to understand that the onus of onboarding is on the undergrad.

## Answer

This is not entirely in the ASC's scope. We confirm whether a student is PURA or FWS eligible based on the eRequest submission. **The ASC Onboarding and Hiring team (O&H) will ad-hoc in the appropriate approvers for each hire.**

- Although PURA has been removed from the Direct Hire Form approval process, the ASC still must confirm the award. However, it is generally a quicker step now than when PURA was a required Ad Hoc.
- Due to extensive federal requirements (job description, position posting, compensation rules, etc.) in addition to the student's award – the FWS team is still included as Ad Hoc approver for FWS hires to ensure that all the requirements have been met.

Determination of awards and student/department notifications do not come from the ASC. GTHR Student Employment will pass along your timing concerns to the PURA and FWS teams responsible for award notifications.



# Final Questions?

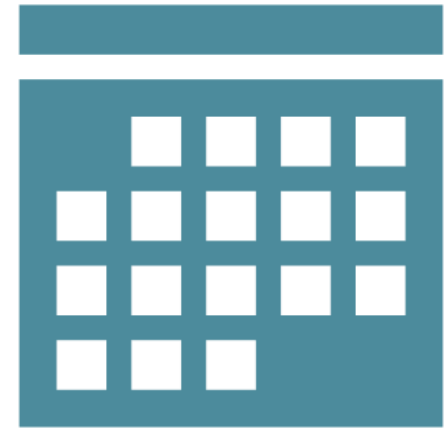
# HR TOPICS FOR Student Employment

SAVE THE DATE!

*Focus on Fall:*

**June 7, 2023**

**10:00 - 11:30 AM**



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**"Students are our top priority."**

Thank you for all you do for students.

