

HR Topics for Student Employment

Focus on Fall

Georgia Tech Human Resources
June 7, 2022

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 to *HR Topics for Student Employment*

GTHR meeting series specifically for student employers

- Occurs 3 times per year in anticipation of upcoming semester

Student Employment (SE) unit in GTHR

- Diana Robert, Karine Avagian
- Our goal: ***Improve the student employee experience at Tech!***
- Provide guidance and resources for Hiring Units, Student Employees and their Supervisors
- Website: <https://hr.gatech.edu/student-employment>

Help us help you!

- Start employment process early – get ahead of the fall semester surge
- Practice future date hiring - reduce retroactive/back-dated transactions
- Do not include future termination dates when hiring student employees (*except for FWS and PURA*)
- Whenever possible, transfer (MSS transaction) rather than terminate and rehire (Direct Hire Form)
- Stay informed, and communicate with students

Agenda

- **Welcome**
- **Administrative Services Center (ASC) Update** – *Calvin Yu, ASC*
- **Preparing for Fall Semester 2022** – *Diana Robert, GTHR*
- **Graduate Student Hiring Updates** – *James Black, Graduate Education*
- **Fall 2022 Student Onboarding** – *Diana Robert, GTHR*

- **Reports & Queries**
- **Student Employment Best Practices, Resources and Tools**
- **Pre-Submitted Questions Answered**
- **Final Questions?**

ASC Updates

Calvin Yu

Sr. Director of Operational Excellence, ASC

Administrative Services at Georgia Tech - The Guiding Vision

Set into motion by the Institute Strategic Plan, the Executive Leadership Team (ELT) established our guiding vision:

Vision

We envision administrative services structures, processes, and systems that efficiently and effectively enable our students, faculty and staff to maintain a focus on our core mission: **to develop leaders who advance technology and improve the human condition.**

Key Principles

- Customer Satisfaction
- Data-Informed Decisions
- Administrative Staff Benefits
- Efficient and Effective Processes

Staffing & Timeline Updates



ASC Activities

April '22
Internal workforce transition planning conversations with Colleges/Divisions

May - July '22
Staff selected for October ASC positions

July - September '22
Workforce transitions into ASC. Internal and campus resources trained

October '22 - June '23
ASC stabilization and hypercare. Build for remaining HR activities occurs

HR Transformation Activities

April '22
FY23 GTHR organization chart shared and new positions posted

May - August '22
GTHR position reclassification, staff selected for new/vacant GTHR positions

July - September '22
GTHR operates in hybrid structure. Training, team building, and transition activities

October '22 - June '23
ASC transition support and launch of HR Transformation structure

Remaining HR services to be implemented in FY23 include:

- Benefits
- Compensation
- Payroll
- Records Management

Looking Beyond FY23

APR – JUN ' 23

FY24 and Beyond

HR and ASC build continues

AV services ASC build

Ongoing stabilization, continuous improvement, and learning and development efforts.

Build for Desktop Support, ESD, Procurement & Business Services, Finance, and Research Administration

HR Phase Complete

Development of detailed timeline and sequencing of the subsequent waves is underway.

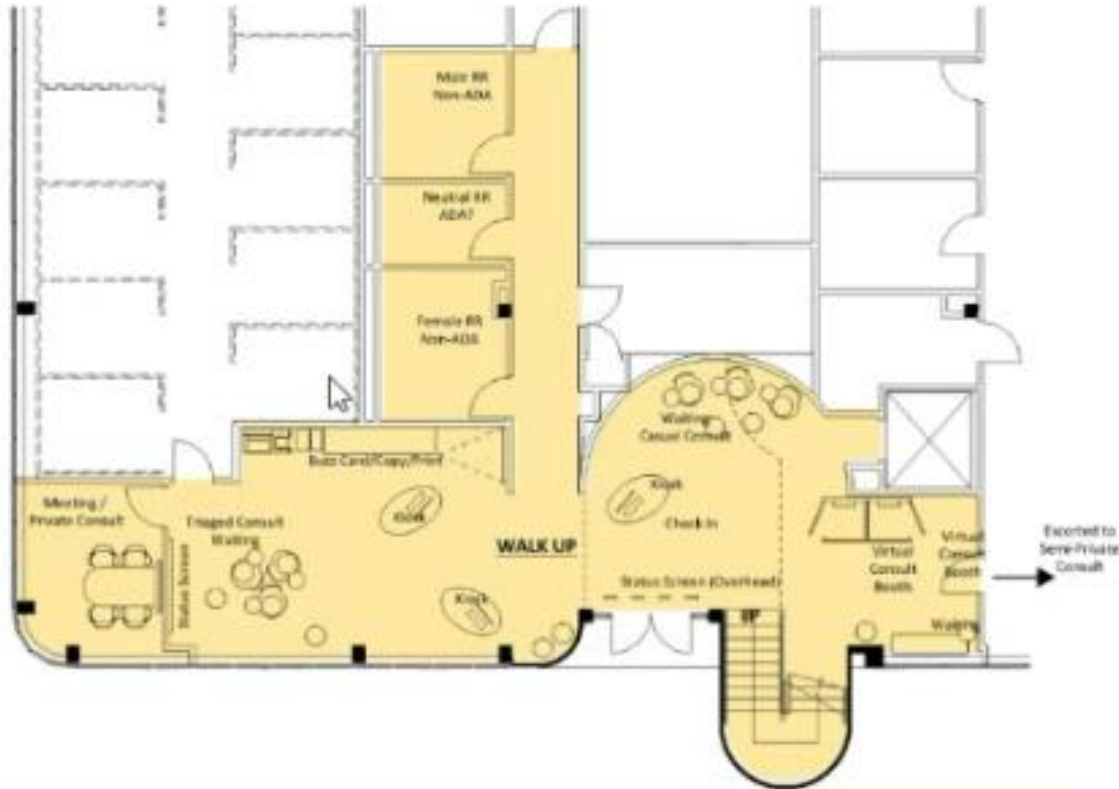


Building/Space Update

- 755 Marietta
- 500 Tech Parkway
- Onboarding

Renovations and Onboarding

- Renovations to 500 Tech Parkway will begin in June.
- Onboarding will temporarily move from the HR Building (500 Tech Parkway) to the ASC Building (755 Marietta) beginning June 6.
- There will be directional signage outside of both 500 and 755 buildings.





WHITEHEAD BUILDING
(STUDENT HEALTH CENTER)

MARIETTA ST NW

793
MARIETTA ST NW

781 MARIETTA ST NW
(HABERSHAM)

755
MARIETTA ST NW

OFFICE OF
HUMAN
RESOURCES

EXHIBITION HALL

PAVILION

STUD
PAR

BANKHEAD AVE. NW

MEANS ST NW

TECH PKWY NW

TECH PKW

BUSINESS
SERVICES

MARIETTA ST NW



**Let's stay
connected!**

Questions or Feedback?

Email:

adminx@gatech.edu

Website:

adminx.gatech.edu



Preparing for Fall Semester 2022

Diana Robert

Student Employment Manager, GTHR



Student Hiring Process

For most of campus, Fall 2022 hiring will look very similar to last fall. The basic OneUSG Connect procedures that have been in place for two years, will not be changing before fall semester. In non-pilot* departments:

1. Hiring units create or modify positions
2. Hiring units submit Direct Hire Form (DHF) transactions to hire or rehire students into positions; Or, they submit MSS Transactions to transfer actively employed students to a new position (*in same or new department*).

**Pilot departments will continue to use the Student Request Form or Student Transaction Intake Form*

In October and beyond, the goal is to simplify the steps for all hiring units, reduce the levels of approval, and shorten the time to hire.

Student Positions (only for GT/USG Students)

Job Code	Description	Employee Class	Pay Group	Frequency
900X01	Student Assistant (SA, Tutor, UTA, Paid Intern, Lifeguard,...)	Student	03T (03C)	Hourly
900X02	Resident Assistant (Housing RAs <u>only</u>)	Student	03T	Hourly
900T01	Student Assistant - PURA (Allyson Tant) (Undergrad research award recipients <u>only</u>)	Student	03T	Hourly
901X01	Work Study (LaShonda Baggett) (Same roles as SA; with FWS award & approval <u>only</u>)	FWS	03W	Hourly
909X01	Graduate Assistant (GA - <u>Hourly</u>)	Graduate Assistant	03T	Hourly
907X01	Graduate Research Assistant (GRA)	GRA	03G	Monthly
908X01	Graduate Teaching Assistant (GTA)	GTA	03G	Monthly
905X02	Graduate Assistant (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.

Basic Reminders

- Only new hires require "onboarding"; refer new student employees to [Student Onboarding](#) for Canvas tutorial and process questions
- 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: completed in GradWorks is not "hired" in OneUSG.)
- Enrolled (50%+ credit hours) **student employees cannot be hired for more than 20 hours per week** between all on-campus positions combined.
- SA in pay group 03C should only be used when the student is enrolled <50%; **students who were in 03C for the summer must be switched back to a student pay group when they return to classes in the fall**

Special Job Category Updates & Reminders

Federal Work Study (FWS)

- Fall FWS employment: Start Date: 8/22/2022, End Date: 5/5/2023 (or 12/16/22) - preference for full academic year
- Financial Aid's 2022-23 FWS Position Request Form will be available later in June
- Reminder: the FWS billing code/work tag changes each fiscal year; *the FY23 code will be released before June 30*
- LaShonda Baggett should be an approver on ALL transactions regarding FWS students
- FWS questions or inquiries can be sent to fws@finaid.gatech.edu

Student Assistant – PURA (President's Undergraduate Research Award recipients)

- Allyson Tant should be an approver on ALL transactions regarding PURA students
- Fall semester award recipients will be announced in mid-July
- PURA awards are for the academic semester; PURA cannot work past semester, or exceed award
 - For summer: Start Date: 5/16/2022, End Date: 8/6/2022 (end of term Saturday)
 - For fall: Start Date: 8/22/2022, End Date: 12/17/2022 (end of term Saturday)
- For PURA student hiring information (assignment start/end dates, position set up, salary, and funding) and questions, contact Allyson Tant

Monthly Student Hiring Timeline

Fall 2022

	June			July					August				
Student Hiring Process	June 12	June 19	June 26	July 3	July 10	July 17	July 24	July 31	Aug 7	Aug 14	Aug 21	Aug 28	
Create/Modify Fall Student Positions	■			7/1									
Initiate Student Hiring Record in GradWorks (GW-onboarded units)	■			■					7/27				
Extend Termination Dates for Active Employees Staying in Current Position	■			■			7/15						
Submit Transfer Requests for Active Employees Changing Positions or Departments*			■	■					7/26	* Students who worked as Student Assistants in Pay Group 03C over summer will need to be transferred into their fall graduate positions.			
Initiate Short Work Break to Return Student Employees Placed on SWB with No Return-to-Work Date (03G Pay Group only)			■	■								8/12	
Submit & Approve Direct Hire Form at Levels 1 & 2			■	■					7/26				
Enter GRA/GTA Tuition Waivers in Banner				■	■								8/26
New Hires Complete Equifax/USG Employment Center Documents (includes I-9 Section 1)					■	■							8/19
New Hires Complete I-9 Section 2, In-Person (prior to or within 3 days of starting)									■	■			8/23
Student Employee Onboarding Event (Formerly known as GradHiring) August 17-19, 9 a.m.-4 p.m.											■	8/19	
Classes Begin											◆	8/22	
Final Week of Phase II Registration: Ensure Students are Properly Enrolled											■	8/26	
GRA/GTA Payroll Deductions Deadline (Bursar Office Final Payment Deadline)												■	8/29
Monthly Payroll Processed												■	8/24
Monthly Students Paid												■	8/31

Graduate Student Hiring Options Recap

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

- Must be enrolled 12+ credit hours
- Eligible for tuition waiver; academic unit enters tuition waiver in Banner
- Stipend minimums for '22-'23:
 - Master's – **\$1,120/month**
 - PhD – **\$2,170/month**

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

- Must be enrolled 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*

Additional Fall Employment Considerations:

New GT
Student
Starting Fall

International
Students

Returning
Students

Returning from
Short Work
Break (SWB)

Graduating in
Summer?

New GT Student 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 before or at event August 17-19
- *Note:* new students cannot start working as student employees before their first enrolled semester
- There is currently no 'New Employee Experience' for student employees. We need your help making sure students understand what is expected and where to access resources.
 - Inform students of pay frequency (bi-weekly or monthly) - and method of time reporting (if bi-weekly)
 - **New: GTHR is working on a series of short, on-demand presentations for students to learn more about campus employment**
 - Direct students to [Student Employee Resources](#) on the Student Employment website

International Student Considerations

- Detailed information about hiring International Students & Scholars can be found on the OIE [website](#)
- **International students MUST apply for a Social Security Number (SSN)** as soon as they are hired.
 - The SSN request process is initiated by the student in iStart.
 - *For SSN details visit:* <https://iss.oie.gatech.edu/content/social-security-numbers>
- Reminder: 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 22)

Returning Students

- Students who previously worked for OneUSG and have an Employee ID#, do not need onboarding (indicate 'rehire' in DHF and include Empl ID)
- 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 termination and rehire.**
- If student worked over the summer in **03C pay group**, please make sure they are transferred 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 for GT this summer, but will be returning to work in August...

Then, make sure that as early as possible **BEFORE** August payroll is processed on 8/24/22, 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 O3G 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 pay 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"

Submit Manager Self Service Request

1 MSS Request Detail — 2 Review & Submit

Next >

Manager Self Service Request Information

*Effective Date

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 8/22/22")

Submit Manager Self Service Request

1 MSS Request Detail 2 Review & Submit

Previous Submit

Manager Self Service Request Information

Effective Date 05/16/2022

Reason Short Work Break

Comments

Graduate student will be returning from short work break effective 8/1/2022

Attachments

No documents have been attached.

Add Attachment

● Changes Made
* Required Field

Student Employees Graduating at End of Summer?

- **Determine graduation plans & 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 6 (termination effective date = August 7, 2022)
 - Paid Monthly: August 31 (termination effective date = September 1, 2022)
 - International students can only work until semester end date on their I-20
 - e.g. 8/6/22 (termination effective date= 8/7/22)
 - Verify I-20 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

GTHR Support Center – Fall Employment

- To address questions about the OneUSG Connect hiring process and provide real-time assistance on any fall employment issue (not just student hiring!)
- Staffed by GTHR employees from:
 - Payroll
 - Benefits
 - Position Management
 - Student Employment
 - Global HR
 - Talent Acquisition
 - Time & Labor
 - Retirement
- Available via **Microsoft Teams** on these dates:
 - [Wednesday, June 29: 2-4pm](#)
 - [Thursday, July 7: 9:30-11:30am](#)
 - [Tuesday, July 19: 2-4pm](#)
 - [Wednesday, August 3: 9:30-11:30am](#)



Questions?

Office of Graduate ~~Studies~~ Education Updates

Dr. James Black – Assistant Director of Strategic Initiatives and
Grad Life

Fall GradIO (Graduate Institute Orientation)

Two options:

1. Synchronous, 1-hr orientation sessions

Session 1	Virtual	Tuesday, August 9	9:00 - 10:00 am EDT (UTC-4)
Session 2	Virtual	Thursday, August 11	2:00 - 3:00 pm EDT (UTC-4)
Session 3	Virtual	Tuesday, August 16	11:00 am - 12:00 pm EDT (UTC-4)
Session 4	In Person	Thursday, August 18	10:00 - 11:00 am EDT (UTC-4)
Session 5	In Person	Thursday, August 18	2:00 - 3:00 pm EDT (UTC-4)
Session 6	In Person	Thursday, August 18	4:00 - 5:00 pm EDT (UTC-4)

- Registration will open on June 29
- More sessions will be added if necessary, based on demand

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

Spring GradIO (Graduate Institute Orientation)

2. Asynchronous orientation resources delivered via modules in Canvas

- Self-enroll link to be published in mid-late July
- 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

Fall Dates/Programming

- Housing Move-In – As early as Aug. 13
 - For new graduate students (no additional charge)
- Week of Welcome – Aug. 14-21
 - <https://welcomehome.gatech.edu/>
- GradExpo – Aug. 18, 10am-4pm, Clough 1st and 2nd floors
 - New student resource fair (student orgs, services)
- Graduate Student Convocation+ Fall Picnic
 - TBD during the first 2 weeks of class

GT6000

- GT6000 is Georgia Tech's extended orientation program for new graduate students (think GT1000)
- GT6000 will be offered during the first 8 weeks of the fall 2022 semester (normal hybrid mode, lots of opportunities for engagement on campus, 1 credit hour, pass-fail)
- Covers non-academic topics such as: advisor-advisee relationships, stress/time management, resilience, imposter syndrome, DEI, etc.
- Returning students can sign up too (most beneficial for first year students or students feeling disconnected)
- Still working on the schedule, students register during Phase II (August)

<https://grad.gatech.edu/GT6000>

Graduate Student Employee Hiring Reminders

Office of Graduate Education: Corey McAllister, Academic Program Coordinator
<https://grad.gatech.edu/>; email: cmcallister9@gatech.edu

- Out of State Waiver Requests (NRTW's) are due by **August 1st** to Coryn Shiflet.
- GRA/GTA Tuition Waiver's entered in Banner by **August 29th**, which is the fee payment deadline.
- For Student Hiring, the last day for **late hiring (late waiver entry)** a GTA or GRA is **September 26th**! This aligns with the last day to get students into Health Insurance. Email Corey McAllister for approval.
- 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 will be **increasing** during 2022-2023.
 - Master's – \$1,120/month
 - PhD – \$2,170/month
- 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 8th.

Questions?

Fall 2022 Student Onboarding

Diana Robert

Student Employment Manager, GTHR



New Hire Onboarding

Onboarding is a two-step process:

1. New Hire Online Documents

- Links emailed to new employee from "DoNotReply@Equifax..."
- For detailed student instructions see [Canvas Student Employee Onboarding Tutorial](#)
- *ONLY for new hires (with no EMPL ID#), or paid employees who were previously Affiliates (and therefore never completed an I-9)*

2. In-person Notary Visit

- Completion of I-9 identity verification
 - ***Should be done no later than 3 days after new employee's start date!***
- Plus, witnessed signing of GA Security Questionnaire
- Can only be done after online documents are finished and can only be completed in the United States

In-Person Notary Visit Required

Must complete in-person requirement in one of three ways:

1. GTHR Onboarding Appointment

- Usually at 500 Tech Parkway: **temporarily relocated to 755 Marietta Street**
- Appointments booked on GTHR 'Bookings' [website](#)
- Walk-ins are welcome but be prepared to wait

2. Student Onboarding Event in Clough (August 17-19)

3. Remote (if employee in US but not working in Atlanta metro area)

- Using an off-campus notary and secure mailing
- Instructions on GTHR 'Remote Onboarding' [webpage](#)

Student Onboarding Event



- **Open to all new hire students who have completed their online documents before the event**
- **August 17-19, 3rd floor of Clough/CULC**
- **Student appointments 9am-3:30pm; sign-up starts in July**

**Reminder:* Students must be in the US to complete onboarding – there is no digital substitution. If the student will be in the US, but not in Atlanta, please review the remote notary option for completion.

Campus Volunteers Needed!

Work one (or more) 4-hour shift(s) and receive lunch and an event T-shirt

August 17-19; 8:30am-12:30pm or 12pm-4pm

Volunteer Types:

- **Specialized:** GTHR employees with DHF and/or Equifax access
- **General:** Greeter, check-in desk, line monitor, support, etc.
- **+ Notaries:** For established Notary Publics (any Georgia County)

Signup for one or more shifts [HERE](#)



Queries & Reports

Diana Robert

Student Employment Manager, GTHR

Queries & Reports

- **Queries:** Real-time data from PeopleSoft within OneUSG
 - Access based upon Query Viewer role
 - Results limited based on your row-level (departmental) security
 - Access via Navigator -> Reporting Tools -> Query -> Query Viewer
- **Reports:** Enterprise Data Warehouse (EDW) delivered data
 - Data in reports are 24 hours old
 - Reports are better suited to align PeopleSoft data with other systems, such as Workday and Banner
 - Security access mirrors that of PeopleSoft query access (i.e., same departmental access restrictions)
 - Access via Lite.gatech.edu
- [Reports & Queries recorded step-by-step instructions](#)

Queries & Reports

Frequently Used Queries:

- **Direct Hire**

- 030_WF_DIR_HIRE_TRANS_TIME : Direct Hire Approved Transaction Time
- 030_WF_DIR_HIRE_STEP_TIME: Direct Hire Step Time to Approver
- BOR_WF_DIRECT_HIRE_FORM: Direct Hire Form Transactions Workflow Details

- **MSS Transactions**

- 030_WF_MSS_TRANSACTION_TIME : MSS Approved Transaction Time, Aging, Filters (DEPT ID, EMPL ID)
- 030_WF_MSS_TRANS_STEP_TIME : MSS Transaction Step Time
- SSC_WF_MSS_TRANSACTIONS: MSS HR Transactions Workflow Details
- BOR_MSS_TRANSACTION_STATUS: MSS Transaction High Level Status

Queries & Reports

- **Add/Change Position Report:**

- 030_WF_ADD_CHG_POS_TRANS_TIME: Add/Change Position Transaction Time
- 030_WF_ADD_CHG_POS_STEP_TIME: Add/Change Position Transaction Time
- BOR_WF_MSS_ADD_CHG_POSN: Add/Change Position Transaction Workflow Details

- **Terminations**

- 030_HR_TERMS_TO_DATE: Terminated Employees Within a Certain Date Range
- 030_HR_TERM_EES: Terminated Employees Future Dated

- **Hires**

- 030_WFA_HIREH_BTW_DATES: Employees Hired Within Defined Time Period
- 030_HR_NEW_HIRE_DTRNG: Employees Hired Within a Specific Date Range

- **Positions and Funding**

- 030_HR_POSN_GT: All Position Attributes, Open and Filled Positions
- 03_DEPT_BUDGET_ERN: Position Funding/Combo Code Based on Effective Dates

Queries & Reports

- **Queries Available via MSS, Manage Positions**

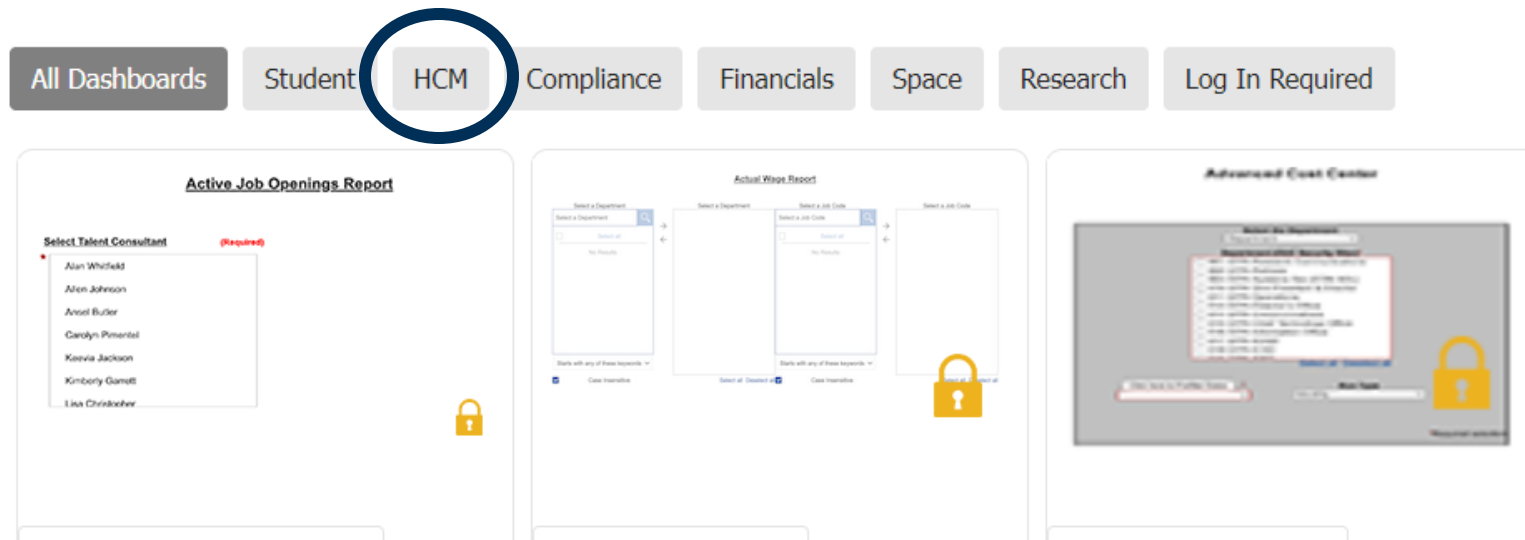
- Vacant Positions Query
- Inactive Positions Query
- Add/Change Position Audit
- Add/Change Position Errors
- Position Funding Detail

- **Lite Reports (Lite.gatech.edu)**

- Student Employment Report: To identify department where a specific student is working and number of hours/FTE (currently only accessible by Provisioned Initiators)
- OneUSG HR Ad-Hoc Report: Current snapshot of core HR data (employee class, employee data, job data, job status, pay group, compensation, employment dates, personal data)
- Future Terminate Date: Also includes employees who have already terminated
- Report To Report: Provides position number, job title, and who the employee reports to
- Employee ID Crosswalk Report: Search by GTID, legacy ID, or Employee ID

LITE - Student Employment Report

- **Student Employment LITE Report** (*announced December 2021*)
- Identify unit where specific students are actively working and # hours
- Currently only accessible by Provisioned Initiators (*change request pending to expand access*)
- <https://lite.gatech.edu/> > HCM Tab > Student Employment report



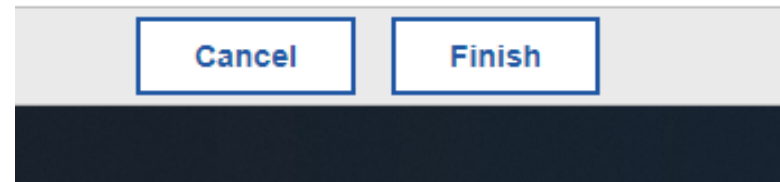
LITE - Student Employment Report *(continued)*

- Scroll down to **Student Employment Report**
- Input the Full Name, or Empl ID or GTID >select student and click onto the blue arrow to move that student into the selected section

The screenshot displays a web interface for searching and selecting students. On the left, under the heading "Enter Full Name", there is a search input field containing "Mc Last, First Name" and a magnifying glass icon. Below this is a list of checkboxes, with the first one checked and labeled "List of names". A dropdown menu below the list is set to "Starts with any of these keywords". At the bottom left, a "Case Insensitive" checkbox is checked. On the right, under the heading "Selected Full Name", there is a search input field containing "Mc Last, First Name". Below this field are "Select all" and "Deselect all" buttons. A blue arrow points from the search field on the left to the search field on the right, and a grey arrow points from the right field back to the left field.

LITE - Student Employment Report (continued)

- Once you have a name, EmplID or GTID selected, click onto the FINISH button at the bottom:



- After you click FINISH – you will see the student's current employment information (work department, position number, job code, and FTE/hours)

Student Employment Report											
<u>Full Name</u>	<u>Employee ID</u>	<u>Employee Record</u>	<u>GT ID (Last Four)</u>	<u>Employee Status</u>	<u>Department ID</u>	<u>Department</u>	<u>Position Number</u>	<u>Job Code</u>	<u>Job Title</u>	<u>FTE</u>	<u>Student Hours</u>
Smith, Jane	1234567	0	1234	Active	537	Student Center	12345678	900X01	Student Assistant	0.5	20

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
- Job Aid - [KB0025952](#)

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

Best Practices, Resources & Tools

Diana Robert

Student Employment Manager, GTHR

Transaction Best Practices

- Create or modify student employee positions **as early as possible**.
- **Submit transfer requests** for active employees changing positions or departments. This must be done before their termination date in their current position. (Use transfer instead of termination and rehire.)
- **Submit DHF hire/rehire transactions well in advance of start date**
- **Do not include future termination dates on student hire transactions** (except for SA-PURA and FWS which require end dates)
- **Use Short Work Break (SWB)** to place GRA/GTAs in a temporary unpaid status or to return GRA/GTAs to a paid status when they are back working
- For information on upcoming training, additional resources, and previously recorded webinars visit [OneUSG Connect Training](#).

Tips and Resources for Hiring Departments

- Use [LITE Reports: Student Employment Report](#) to determine if a student is currently employed, in which department(s), and for how many hours; **HR AdHoc Report** can be customized to your needs (e.g. to review start and end dates of current student employees, etc.)
- Confirm if a student is hired via the [IAT Dashboard](#) (Provisioned Initiator or local HR Representative can access)
- If you need to check the status of a recently submitted transaction, refer to the job aid: [How Do I Check the Status of a Direct Hire Form?](#)
- **New/Updated Resources for Hiring Departments**
<https://hr.gatech.edu/student-hiring-guidelines>
 - Fall 2022 Hiring Timelines (*Bi-weekly & Monthly*)
 - Sample Offer Letters
 - Student Equifax Onboarding Email Samples
 - Student Communications Archive

Please email your ideas or suggestions for additional department, student or supervisor resources to:
student-employment@gatech.edu

Help Keep Student Employees Informed

Please make sure employees know their **pay rate, frequency, and time-reporting method**

- **2022 Student Payroll Calendar** with important pay dates by month
- **Undergraduate & Graduate Student Fall 2022 Hiring Timelines**
- Videos on how to use the Web Clock or KABA Clock for Time reporting
- Student resources are at <https://hr.gatech.edu/student-employee-resources>

Promote use of **Employee Self Service**

- Verify/update personal information, view pay statements, etc.

Communicate that students can use **ServiceNow**

- Issues completing onboarding or missing pay
- Questions about employment and taxation of foreign nationals

Inform students that they should notify their supervisor if their enrollment does not meet the minimum credit hour requirements for student employment as outlined in the [Eligibility for Student Employment](#) policy.

Other Helpful Websites

Bursar & Treasury Services: <https://www.bursar.gatech.edu/>

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

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

https://isss.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>

GT Tech Temp Hiring Process: <https://hr.gatech.edu/temporary-staff-tech-temps>

Job Aids

- Visit [ServiceNow](#) and enter the following question in the search bar:
 - How Do I Submit a Termination Date or Extend an Assignment?
 - How Do I Submit a Hire Through the Direct Hire Form
 - Changing Pay Group for Student Employees - Reduced Credit Hours
 - How To Submit An Intra-Institutional Transfer?
 - How To Apply For A Refund From GDCP ?
 - How Do I Withdraw A Direct Hire Form Request?
 - How Do I Resolve "Candidate Is Currently In The Approval Process" Alerts?
 - How Do I View My Transaction Status?
 - How do I Approve or Deny Transactions through the Approvals Tile?
 - How to use the Query Viewer?

Other Resources

- [AdminX](#)
- [LearnNow Employee Training Platform](#)
- [LearnNow Job Aid](#)
- [OneUSG Connect Webinars on MediaSpace](#)
- [Key Business Process Maps](#)
- [Position Action Reason Matrix](#)
- [Request OneUSG Connect Security Role](#)
- [Onboarding: Compliance Center HR View Only](#)
- [IAT Dashboard](#)
- [LITE Reports](#)

Broaden Your Reach/Expand Your Applicant Pool!

Consider posting your department's student employee positions on the most popular sites for on-campus jobs:

Campus Jobs

- You will complete/submit an online Job Opportunity form with your position details.

Career Center/ CareerBuzz

- You will create an 'On Campus Partner' account and complete/submit a form with job posting information.
- The form has an option to add screening criteria (e.g. class levels, majors, FWS award).
- Students are already looking in CareerBuzz for off-campus opportunities.



Pre-Submitted Questions Answered

Diana Robert
Student Employment Manager, GTHR

Submitted Questions - General

Question

What is the best time to start recruiting students for fall semester? and what are best practices for student recruitment?

What resources are available to assist managers to help students with mental health issues (i.e., stress, panic attacks, anxiety)? There are several resources for the extreme end of the spectrum but how can we assist before it reaches that point?

How do I onboard students who worked with us last semester?

Answer

Many experienced/returning students start looking over the summer for Fall positions. Consider posting your open jobs in Career Buzz <https://careerdiscovery.gatech.edu/careerbuzz-job-board> or Student Center <https://studentcenter.gatech.edu/campus-jobs>. If you are interested in hiring a FWS student, email FWS@finaid.gatech.edu to obtain a Position Request Form to start the FWS job posting process outlined here: <https://finaid.gatech.edu/manage-aid/work-study-employer>

The GT Health Initiatives unit focuses on holistic prevention (before a crisis occurs); please review their website for student health and wellbeing resources: <https://healthinitiatives.gatech.edu/well-being/mental>

Also, please know that you can refer a student of concern to the dean of students at any time: <https://referral.studentlife.gatech.edu/>

Student employees who previously worked at Tech, do not need to complete GTHR onboarding (Equifax new hire documents + in-person verification). However, please confirm their rehire position is active in OneUSG Job Data before they begin working.

Submitted Questions – General

Question

I've noticed that students are completing paperwork multiple times within a six to eight month period when it's not needed. Why is this happening?

Is there a form for Student workers to sign for Confidentiality (information/data)?

What do you need for supplemental pay awards and what supporting paperwork do you need for Supplier invoices - based payments for students?

Answer

When using the Direct Hire Form to rehire students who have previously been employed at GT, please make sure to use their legal name and include their Empl ID #. Using nicknames and/or not including the Empl ID for rehires can result in new hire paperwork being sent in error.

- If a department has a student working with sensitive information, they can ask student employees to sign a confidentiality agreement. Student Employment will post a generic template of this on our website for departments to customize.
- If a student employee has data privacy concerns and wants confidentiality, they need to contact the [Registrar's office](#) and have a confidential indicator added to their student record.

MSS Job Aid:

[How Do I Submit A Supplemental Pay Request For My Employee?](#)

Supplier Invoice Request (SIR) [Policy](#)
Supplier Invoice Request [Instructions](#)

Submitted Questions – General/Onboarding

Question

From the ohr.gatech.edu/onboarding page, should student employees also complete the New Hire Learning and Compliance Training (Step 3)?

Are student employees welcome to participate in the New Employee Experience? If NEE is intended for full-time staff, is there a similar experience available for students?

I only recently learned about the Student Insurance offering from the [student employee resources page](#). Is this information provided by GTHR directly to students when they start work?

Answer

Yes. All new employees can self-enroll for the training. Please see: <https://gatech.geniussis.com/PublicWelcome.aspx> After GT Login, search for "New Hire Compliance" training.

- The *New Employee Experience* is intended only for new Staff and Faculty. There are other types of orientations for students.
- For example: **GradIO** – is an institute orientation for Graduate students which includes some employment related considerations. Also, OIE conducts an orientation for new International students.
- Student Employment is currently producing a series of short videos for students to learn about different aspects of campus employment

The Student Health Insurance Plan (SHIP) is offered to **enrolled students** – it is not tied to employment and is not administered by GTHR.

Submitted Questions - FWS

Question

I'd like to know how CSE can work with FWS and OHR moving forward to honor our commitment to paying our FWS students a fair wage and compensating them for increased learning and experience each semester. We pay our SAs \$10.00/hour when they start and increase by \$0.50 after each semester worked... For FWS students, they become ineligible for pay raises after 4 semesters worked. What suggestions or advice do you have for how we can equally compensate our FWS and non-FWS students who have worked for more with CSE for >2 semesters? I would find it regrettable that our student assistants who receive FWS would not be eligible, due to their award, to receive the same benefits as their peers in CSE.

Answer

If you would like to retain your experienced FWS students and pay them equal to their non-FWS peers, consider hiring them as Student Assistants instead of FWS. Just because a student is offered a FWS award, they do not have to accept the award. Each year there are many students who decline their FWS offer to accept a higher paying campus job in a Student Assistant job code. Also, if they decline the FWS award, those funds can instead go to another student on the Financial Aid waitlist or toward extending the award of a current FWS employee.

In addition, the Financial Aid office is considering updating their FWS wage rates. FYI, at Tech the FWS rates are set by the Financial Aid Office based on interpretation of Federal guidelines – not by GTHR.

Submitted Questions - FWS

Question

If FWS awards can be extended for particular students, can FinAid let us know before we submit the transfer (FWS->SA) requests?

When FWS awards are exhausted, what can we do to speed up the process of transferring a student assistant from FWS to SA?

Answer

Contact Financial Aid office well in advance of submitting transfers.

Be proactive – know your students' award amounts and monitor hours (or ask FWS student to keep track of hours and dollars) worked toward award totals to better anticipate when awards are likely to be exhausted.

For example: If your student is paid \$10/hour and has a \$1,500 award for the semester – they can only work in their FWS position for a total of 150 hours; this equates to 10 weeks at 15 hours of reported work/week - but only 7.5 weeks if they report hours for the full 20 hours/week. Make sure your student understands this, ask them to let you know when they are 2 weeks away from maximizing their total, and explain that they will need to stop working if they exceed their award before the transfer occurs.

Submitted Questions – GRA/GTA

Question

Administrative Policy states, For the 2022-2023 academic year, the minimum stipend level for each doctoral graduate research or teaching assistant shall be \$2,170 per month, and the minimum stipend level for each master's student who is a graduate research or teaching assistant shall be \$1,120 per month. However, Colleges like College of Computing have the following rate
\$2,475 – 45% GRA rate (pre-quals)
\$2,750 – 50% GRA rate (post quals)
Which should we consider when calculating department and sponsor budgets?

Answer

It is generally up to the hiring unit. For example, if a student whose academic department is College of Computing is hired by a different unit, the hiring unit would pay according to their own unit's rates – which could be the campus minimum (*i.e., lower than the College of Computing rate*).

Submitted Questions – ASC/Admin X

Question

Will there be a consistent, campus wide, process for hiring students come Fall 2022?

What is the feedback from the pilot departments using AdminX? What were the benefits of Adminx for the departmental initiator?

Can we have an update on student hiring pilot and when this will become campus-wide?

Answer

The process for hiring will not change until October of 2022. Leading up to that date, expect to receive updates from the ASC on new processes and procedures.

The Student Hiring Pilot was a way to learn pain points and possible solutions. It has resulted in a shorter process for some types of hiring transactions. Additional improvements are expected when all hiring shifts to the ASC.

All hiring will shift to the ASC in October of 2022. The tools used will be different than during the Pilot. For example, the intake form will not be the same Smartsheet form that is being used now.

Submitted Questions - ASC/Admin X

Question

What WAS the benefit of ASC/Student Pilot for the initiator? Transactions that take 1 to 2 days to complete; take 1 to 2 weeks with ASC/Student Pilot.

Did ASC/Pilot solve any issues that users have with OneUSG; such as not being able to "customize" approvers per department?

How do the departments in the pilot program rate ACS?

Answer

Initiators in the Pilot had access to live support for several hours every week, and participating departments can be assured that their unique issues and challenges are being addressed and incorporated into ASC solutions. One of the main purposes of the Student Hiring Pilot was a way to learn pain points and possible solutions. The Pilot has resulted in a shorter overall hire process for some types of transactions. Additional improvements are expected when all hiring shifts to the ASC.

One of the major changes resulting from the Student Hiring Improvement Project, and currently being piloted by multiple campus departments, was the elimination of the need for departments to submit both a position request transaction and a Direct Hire Form transaction. In the pilot, one single intake form is submitted by the department to initiate transactions which eliminated approvals required for the position request. In addition, the ASC is committed to further reducing the number of approvals required to hire students.

The pilot departments have had a range of experiences and satisfaction levels. Importantly, the pilot has highlighted the challenges faced by different hiring units and for different types of student positions. As the ASC develops the future-state process, those myriad challenges are being addressed.

Submitted Questions - Support

Question

How can we get more support once the student has completed all steps? It is challenging to get support quickly from both the pilot program and the current student hiring process. I have tried submitting tickets in ServiceNow and the Pilot's Smartsheet. My submissions tend to get "canceled" and put on hold while "forwarding to a specialist".

Answer

It depends what type of support is being requested. If by "support" you mean a transaction status update, then be assured that future-state ASC is committed to appropriate staffing levels to support high levels of customer service and greater visibility into hiring status. Between now and October, if you need to check the status of a recently submitted transaction, refer to the job aid: [How Do I Check the Status of a Direct Hire Form?](#) And/or, for other types of support, take advantage of the twice weekly call-in Pilot Support Centers or the GTHR Support Centers (4 sessions: June 29-August 3).

Please Note: Due to their subject matter expertise, many of the same team members who are processing transactions are also tasked with answering ServiceNow tickets. Therefore, during times with peak transaction volume, tickets response times may slow.

Final Questions?

Questions From Meeting Chat

Question

Where can you find a student's employee ID if you don't have it?

What about when students cannot get an appt with GTHR for weeks after their hire?

Once the student has completed their packet and has visited HR, how long does it take for the student to be fully hired in the system?

Answer

Provisioned Initiators and local HR Representatives can access the [IAT Dashboard](#). Identity Management is the quickest way to determine IF a student has an Empl ID and what it is. You can search by student name or GTID to learn the Empl ID and most recent employing department, as well as view information (major, year, email address, photo, etc.) to confirm that you are hiring the correct student.

Please ask students to keep checking the appointment booking site; often during peak times, additional appointments are released. Students who are unable to book an onboarding appointment, should 'drop-in' to GTHR (*temporarily relocated to 755 Marietta Street*) during business hours M-F to complete their required in-person steps.

Currently it is very difficult to predict how long the data entry process will take to get the student's record active in Job Data. Timing can range from two days to two weeks; we do know that it takes longer during peak hiring periods when existing resources are strained. The ASC plans to add more resources and increase transparency and timing predictability in the future state process.

Questions From Meeting Chat

Question

When is start date for graduate students? Is it the beginning of the month or when the semester starts?

Will the FTE and monthly pay be adjusted for GRAs since they won't be working the entire month of August?

Is there somewhere on the grad education website that lists tuition waiver deadlines?

Answer

For new GRA/GTAs, the start date is generally August 15. Monthly student positions must be set up to be effective as of the first day of a month (August 1, July 1, etc.). However, the student, is usually hired into their job with an effective date in mid-August (if planning 4 ½ months of stipend for Fall.)

Yes, monthly pay is prorated based on start date. For example, if a Master's candidate GRA earns \$1,120/month and they start work on August 15, they will be employed for 12 of the 23 workdays in August and will earn 52% of a full month's pay (approximately \$584). It is generally expected that GRA/GTAs will earn 4 ½ months of salary in Fall and in Spring.

The tuition waiver deadlines are not currently listed on the Graduate Education website; however, they plan to add those and other key dates.

From earlier in this presentation:

- Out of State Waiver Requests (NRTW's) are due by **August 1st** to Coryn Shiflet.
- GRA/GTA Tuition Waiver's entered in Banner by **August 29th**, which is the fee payment deadline.
- For Student Hiring, the last day for **late hiring (late waiver entry)** a GTA or GRA is **September 26th!** This aligns with the last day to get students into Health Insurance. Email Corey McAllister for approval.

Questions From Meeting Chat

Question

I have had several rehires recently who have been asked to complete onboarding, which has really delayed their hiring. Is there something going on in OneUSG causing these issues? (Should I be making some kind of note in the DHF to indicate that onboarding is not needed, outside of including the EID?)

I have several students that are showing up in job data but are not in the time and entry system for me to edit time. I have sent in a ticket. This is not just for one department but multiple departments.

Answer

If you indicate "rehire" and include the student's EMPL ID, there is no need to add an additional note about onboarding. However, we have heard of several instances where onboarding packets have been sent in error. GTHR is investigating the specific examples you provided so we can determine how the error occurred and prevent future similar processing errors.

There is a lag time between visibility in job data and visibility in the time reporting system. This lag is usually less than 24 hours; however, when someone is hired after their start date ("retroactive hire"), the time reporting information doesn't automatically flow and must be manually adjusted.

We are reviewing your ticket and other examples to determine what is causing the recent increase in time system issues.

Questions From Meeting Chat

Question

Are FWS allowed to have concurrent positions similar to last year?

When can we post and hire FWS students for fall?

Answer

In some cases, FWS students will be able to have concurrent positions. However, both positions must be in the same pay group (03W), and both must be approved in advance by FWS in the Financial Aid Office.

The Financial Aid office is currently accepting Position Request Forms for FWS jobs to be posted on their website. FWS students will receive details this summer directing them to view the postings. For additional information (and to request a blank Position Request Form) please see: <https://finaid.gatech.edu/manage-aid/work-study-employer>

"Students are our top priority."

Thank you for all you do for students.

